



Historic Preservation Application- 2023

PLEASE COMPLETE THE FOLLOWING FORM AND ATTACH ADDITIONAL SHEETS AS NEEDED FOR RESPONSE TO THE PROJECT NARRATIVE

Applicant Information

Applicant's Name: _____

Mailing Address: _____

Telephone #: _____

Cell Phone #: _____

Fax #: _____

E-Mail: _____

Applicant is: ___ County Department/Agency ___ Municipality *

___ Historic Preservation Oriented Non-Profit (provide documentation of status)

** A municipal resolution authorizing the application and documenting public support is required as part of this application*

Property Information

Owner's Name: _____

Mailing Address: _____

Telephone #: _____ Cell Phone #: _____

Fax #: _____ E-Mail: _____

Historic / Common Name of Property: _____

Property Address: _____

Municipality: _____ Block: _____ Lot: _____

Acreage: _____ Zoning: _____

Do you, as Project Developer, have legal control of the site (i.e. ownership, easement, developer's agreement, inter-local agreement, etc.)? _____ Provide documentation of site control.

Project Information

Name of Project: _____

Amount of Funding Request: _____

Matching Funds Provided: _____

Note: All Historic Preservation Projects require matching funds. Please refer to the 2023 Program Guide for matching requirements. In-kind services are not eligible as match; "soft costs" can be eligible to satisfy a portion of matching requirements if they are specific to the project. If project is approved, the contract between the applicant and the County will specifically outline terms of the match, documentation, and terms of proposed financing for the project.

Total Project Cost:** _____

**Attach a current Engineer's or Architect's Cost Estimate, or valid contractor's quote. Estimates cannot be more than 6 months old.

Project is a: _____ Historic Building _____ Historic Structure
 _____ Historic Facility _____ Historic Site

**accepted only during the September funding round*

Project Type: _____ Acquisition _____ Stabilization
 _____ Rehabilitation _____ Restoration
 _____ Preservation _____ Emergency Activity
 _____ Fire Suppression System

Note: Please refer to Section 9 of the 2023 Program Guide for descriptions of eligible activities and definition of "Historic Structure".

Is this project part of an overall Historic Preservation Plan? If so, please provide a copy of the Plan.

Project Description: *(Attach additional sheet(s) if necessary):*

List Professionals to be utilized in the project design and implementation:

Significance of the Property

Date Built: _____ Major Additions with dates: _____

Architect (if known): _____

Builder (if known): _____

Property is listed on the: ___ National Register ___ New Jersey Register

___ Not listed, but has received a Certificate of Eligibility

Provide date of Listing/Certification and ID#: _____

Provide a copy of the Listing/Certification application to SHPO as an attachment to this application.

Property Status and Condition

Is the property open to the public*? _____

If yes; list hours and days property is open, and any fees charged _____

*PROVIDE COPIES OF LOCAL LAND USE APPROVALS WITH DETAILS OF PERMITTED PUBLIC ACCESS

If no; please explain and give proposed future schedule for opening and hours of operation

Is the property currently used and operational? Yes No

Describe the current use of the property: _____

Describe proposed use of the property if different from above:

The current condition of the property is: Good Fair Poor

Provide photo documentation

Are there any deed restrictions or easements on the property? If "yes", provide copies of the deed and/or easement

Are there any conditions precluding full public access to the property imposed by municipal land use approvals If yes, provide copies of the approvals

Is the property currently endangered due to (check all applicable):

Pending demolition

Immediate threat of collapse

Inappropriate use or development

Inappropriate development of surrounding areas

Notice of code violations

General neglect

Other (specify): _____

Is any portion of the property currently part of a development application?

No Yes, explain: _____

Is any portion of the property listed for sale with a real estate agent or otherwise being actively marketed?

____ No ____ Yes, explain: _____

Is the property compliant with the Americans with Disabilities Act? _____

If "No", explain how ADA issues will be addressed through the proposed project:

Do you give the County Open Spaces Board and/or its consultants permission to physically inspect the property? _____

Signatures: Signatures on the lines below indicate that the property owners and project developers are aware and in support of the application for Historic Preservation Program funds.

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Project Developer's Signature: _____ Date: _____

Project Developer's Signature: _____ Date: _____

Project Narrative

Please provide responses to the issues presented below and attach to this application.

1. Site Features:

- A. Describe the architectural, cultural, and historical significance of the property.
- B. Describe the existing condition of the property, including the condition of any structures. Indicate if any historic preservation plans or studies have been completed on the property; provide copies if available.

- C. Provide details on the proposed historic preservation project. If the site is listed on the National or State Historic Register, provide documentation that the proposed work is being completed in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- D. Indicate if the proposed project is employing any innovative techniques and/or solutions to integrate energy conservation into the preservation efforts.

2. Community Needs and Planning:

- A. Demonstrate the level of community support for this historic preservation project. Include letters or other documentation from municipal, county, community organizations, or other interested parties. *** If the applicant is a municipality, a resolution authorizing submission of the application and demonstrating public support for the project is required.**
- B. Provide a general indication of the municipality's existing historic resources, including the presence of any designated historic districts. Indicate how your project will contribute to local and regional historic preservation initiatives and will provide links to other historic resources to enhance visitor experiences.
- C. Describe the land use and development patterns in the immediate surrounding area, and how the preservation of this property would enhance the area's historic character.
- D. Explain how the general public can gain access to the project / property, including a schedule of regular public hours. If user fees are collected as part of said access, provide a fee schedule. Please note that any fees must be modest, customary, and reasonable in relation to the property and the programs offered at the facility. If the project has received site plan approval and/or variance approval from the local municipality, please provide copies of the local resolutions detailing any restrictions for public access. Similarly, if any deed restrictions or other conditions related to public access exist, provide copies of those documents as part of your application. Please note that the Open Spaces Board may require one day of "free" admittance to the project/property as a stipulation for receipt of grant funding under this program.

3. Leveraging of Investment / Long Term Viability:

- A. Provide a detailed project budget; indicate which of the elements of the project are to be funded with County Trust Fund dollars. Indicate the amount and sources of the required minimum cash match (see tables on page 2 for matching requirements). In-kind services are not eligible to fulfill the applicant's matching requirement. Please refer to Section 9 of the 2023 Program Guide for additional details.
- B. Explain how the investment of County Trust Fund dollars in the preservation of this property will leverage existing and planned public and private projects in the community and the region.

- C. Provide a project timeline, with milestones and projected dates for all elements of the project, including design, permitting, construction, project completion, etc.
- D. Indicate the level of commitment of the Project Developer for the long-term maintenance and viability of any funded improvements.
- E. Provide information on the Project Developer's success with past projects of a similar nature.

**SUBMIT 2 PRINTED COPIES OF THE APPLICATION PACKAGE
AND 1 DIGITAL COPY TO:**

**Cape May County Planning Department
4 Moore Road
Cape May Court House, N.J. 08210
Attention: Scott Mullen, Principal Planning Aide
Scott.mullen@co.cape-may.nj.us**