



BOROUGH OF GIBBSBORO

HISTORIC PRESERVATION APPLICATION Gibbsboro Code (Chapter 222)

Amy C. Troxel, Borough Clerk/Planning Board Secretary
boroughclerk@gibbsborotownhall.com 856-783-6655 x105

Property Address: _____ Block: _____ Lot: _____

Property is located in the Gibbsboro Historic District: Yes No

Type of application:

- Certificate of Appropriateness
- Exemption*
- Emergency Repairs
- Demolition

* Exemptions may be granted when the improvements constitute an exact replacement, when the improvement cannot be seen from the public street, or when the improvement is on the list of exemptions. Exemptions are approved by the Administrative Officer, and the applicant must provide all of the items on the checklist below in order for the Administrative Officer to review and approve the application.

Nature of Work:

- Addition
- Restoration
- Renovation
- Repair
- New Structure
- Other (List) _____

Architectural Features Involved:

- Window, Mounting
- Window Framing
- Dormers
- Doorway
- Door
- Roof
- Chimney
- Cornice
- Shutter
- Siding
- Steps
- Railing
- Porch
- Fence
- Cupula (Lantern)
- Balustrade
- Pent Eaves
- Sign
- Brick Work
- Other (List) _____

Checklist (required for all types of applications):

- Fourteen (14) copies of application
- Fourteen (14) copies of written description of proposed improvements
- Fourteen (14) copies of material specifications
- Fourteen (14) copies of sketch plan of proposed additions and/or alterations
- Photographs showing features to be replaced

For New Residential Construction Only:

- Fourteen (14) copies of elevations
- Fourteen (14) copies builder plans

TO BE COMPLETED BY THE ADMINISTRATIVE OFFICER

I hereby certify that the required items are

- complete
- not complete

Municipal Clerk

Date

No certificate of appropriateness is required for the following activities:

- Maintenance, repair, and replacement of existing windows and doors using substantially similar material; installation of storm windows that are compatible with the architectural period or design of the subject structure;
- Maintenance, repair, and replacement of existing roof material, involving no change in the design, scale, material or appearance of the structure;
- Maintenance, repair, and replacement of existing roof structures, such as cupolas, dormers and chimneys, using substantially similar materials, which will not alter the exterior architectural appearance of the structure;
- Maintenance, repair, and replacement of existing shingles, clapboards, or other siding maintaining the architectural integrity of the structure;
- Maintenance, repair, and replacement of existing shingles, clapboards or other siding, using substantially similar materials as that being repaired or maintained;
- Exterior painting of existing structures;
- Maintenance, repair, and replacement to existing signs shutters, outdoor displays, fences, hedges, street furniture, awnings, off-street driveway and parking materials and sidewalks using substantially similar materials for those items noted above being repaired;
- The addition of new plantings;
- Installation of fences; and
- Sidewalks, paving, patios, stairways and decks.

TO BE COMPLETED BY THE ADMINISTRATIVE OFFICER WHEN AN EXEMPTION IS REQUESTED



GIBBSBORO PLANNING BOARD

LAND USE APPLICATION

Amy C. Troxel, Borough Clerk/Planning Board Secretary
boroughclerk@gibbsborotownhall.com 856-783-6655 x105

Applicant Name: _____
Applicant Address: _____
Applicant Phone: _____ Applicant Email: _____
Property Address: _____ Block: _____ Lot: _____
Property Owner Name (if different from applicant): _____
Property Owner Address: _____
Property Owner Phone: _____ Property Owner Email: _____
Existing Use: _____
Proposed Use: _____
Property Acreage: _____ Property Zone: _____ Historic District: Yes No

TYPE OF APPLICATION (check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Site Plan Waiver | <input type="checkbox"/> Preliminary | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Minor Site Plan | <input type="checkbox"/> Final | <input type="checkbox"/> Temporary Use |
| <input type="checkbox"/> Amended Site Plan | <input type="checkbox"/> Appeal (a) | <input type="checkbox"/> Non-Conforming Use |
| <input type="checkbox"/> Major Site Plan | <input type="checkbox"/> Interpretation (b) | <input type="checkbox"/> General Development |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Bulk Variance (c) | <input type="checkbox"/> Other (includes COA) |
| <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Use Variance (d) | _____ |

APPLICANT'S PROFESSIONALS

Attorney's Contact Information

Name: _____ Firm: _____
Address: _____
Email: _____ Phone: _____

Professional's Contact Information

Field: Engineering Planning Architecture Other

Name: _____ Firm: _____
Address: _____
Email: _____ Phone: _____

Professional's Contact Information

Field: Engineering Planning Architecture Other

Name: _____ Firm: _____
Address: _____
Email: _____ Phone: _____

Professional's Contact Information

Field: Engineering Planning Architecture Other

Name: _____ Firm: _____
Address: _____
Email: _____ Phone: _____

FEE SCHEDULE

Application Type	Required Fee	Required Escrow
APPLICATION FEE (all applications)	<input checked="" type="checkbox"/> \$50	<input type="checkbox"/> \$1500
SITE PLAN		
Site Plan Waiver	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1500
Minor Site Plan	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Amended Site Plan	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Preliminary Major Site Plan	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Final Major Site Plan	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Preliminary & Final	<input type="checkbox"/> \$250	<input type="checkbox"/> \$5000
General Development	<input type="checkbox"/> \$250	<input type="checkbox"/> \$5000
SUBDIVISION		
Minor Subdivision	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Amended Subdivision	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Preliminary Major Subdivision	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Final Major Subdivision	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Preliminary & Final	<input type="checkbox"/> \$250	<input type="checkbox"/> \$5000
VARIANCE & ZONING BOARD		
Appeal (a)	<input type="checkbox"/> \$100	<input type="checkbox"/> \$5000
Interpretation (b)	<input type="checkbox"/> \$100	<input type="checkbox"/> \$500
Bulk Variance (c)*	<input type="checkbox"/> \$250	<input type="checkbox"/> \$500
Use Variance (d)*	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Temporary Use	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Non-Conforming Use	<input type="checkbox"/> \$100	<input type="checkbox"/> \$500
* Per variance requested (maximum fee \$1000)		
MISCELLANEOUS		
Concept Plan Review	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Rezoning Request	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Street Vacation	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Conditional Use/Change of Use	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Development Review Meeting	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Sign Application	<input type="checkbox"/> \$25 + \$1 per square foot	<input type="checkbox"/> \$250
Grand Opening Sign	<input type="checkbox"/> \$25	None
Street Opening	<input type="checkbox"/> \$100	<input type="checkbox"/> \$250
Property Owner's List	<input type="checkbox"/> \$10 or \$0.25 per name (whichever is greater)	
HISTORIC PRESERVATION (No Fees)		
Certificate of Appropriateness (existing residential structure)		None
Certificate of Appropriateness (new residential structure)		<input type="checkbox"/> \$250
Certificate of Appropriateness (existing commercial structure)		<input type="checkbox"/> \$250
Certificate of Appropriateness (new commercial structure)		Included with Site Plan

Number of application types:	Total Fees Due:	Total Escrow Due:
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