

### DESIGNATED LANDMARKS IN THE BOROUGH OF CLOSTER

John Naugle House, 75 Harvard Street, Block 2001, Lot 9

Isaac Naugle House, 80 Hickey Lane, Block 2103, Lot 7

Daniel De Clark House, 145 Piermont Road, Block 2004, Lot 9

Auryansen House, 377 Piermont Road, Block 1903, Lot 10

Walter Parsells House, 639 Piermont Road, Block 1703, Lot 2.02

David and Cornelius Van Horn House, 11 Cedar Lane, Block 403, Lot 36

Durie Ternure House, 257 Schraalenburgh Road, Block 302, Lot 6

Abram and David Demaree House (main house), 110 Schraalenburgh Road, Block 402, Lot 1

David D. Doremus House, 269 Piermont Road, Block 1905, Lot 3

Matthew S. Bogert House, 1 County Road, Block 1712, Lot 1

J. Jordan House, 20 Piermont Road, Block 1806, Lot 12.01

John Ferdon House, 102 Blanche Avenue, Block 1402, Lot 24



## THE CONTENT OF THE APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS (C/A)

### FOR ALL REVIEWS

- The Certification of Appropriateness (C/A) application form with a precise written description of the proposed work or activity.
- Clear photographs which are labeled and show all façade(s) (sides) of the building/structure/object and any accessory buildings, structures, and historic features on the property.
- Clear photographs of the property which are labeled and show the setting.
- Clear photograph(s) which are labeled and show details of the areas of the changes.
- For projects within a Landmark District: Clear photographs of the properties on both sides of the property which are labeled and show the context of the property.
- Historic photographs of the building/structure/object or its streetscape, if available.

*Note: The Closter Historic Preservation Commission (CHPC) may require the submission of additional information reasonably necessary to reach an informed decision on the appropriateness of the C/A.*

### ADDITIONAL INFORMATION REQUIRED

#### FOR MOST ALTERATIONS AND REPAIRS

- Describe material, size, texture or finish, and appearance of damaged features to be repaired/replaced along with photographs documenting the damaged original features.
- For replacement/repairs using custom work, describe materials, methodology (specifications), colors for materials which will not be painted or stained, including placement of colors, and, if possible, samples of materials.
- If using stock materials, include manufacturers' cut sheets and specifications with materials, measurements, colors for materials that will not be painted or stained, texture or finish, and, if possible, samples of the materials.
- For masonry repairs, provide formula for mortar, describe methodology for cleaning, including information on any chemicals to be

used, and provide specifications for masonry repairs.

#### FOR REPLACEMENT OF ROOFING MATERIALS OR EXTERIOR CLADDING, CHANGES TO WINDOWS AND DOORS WITH NO CHANGE IN SIZE OF OPENINGS

- Describe damaged material to be replaced along with photographs documenting the damaged original material.
- Manufacturers' cut sheets and specifications with measurements, texture and/or finish, and, if possible, samples of the materials, and, for materials that will not be painted or stained, provide colors and placement of colors.
- Describe existing and replacement exterior cladding, including materials, size, dimensions, exposure (overlap), color for new materials that will not be painted or stained, texture, and other visual characteristics. Include characteristics of trim (corner boards, window trim, friezes, boards between floors, etc.).
- Describe existing and replacement roofing, including material, size, dimensions, exposure (overlap), pattern, color, and texture. For slate roof, provide close-up photograph(s) of existing conditions and drawings for repairs/replacement.
- For windows and doors, include existing and replacement dimensions and close-up photographs.
- Scaled drawing or photograph showing the changes.

#### FOR AWNINGS

- Scaled elevation drawing of the façade(s) showing location of door(s), window(s), and awning(s) with dimensions, location(s), materials, and color(s) of the awning(s).
- Scaled section drawing showing awning's projection and distance off sidewalk grade.
- Sample of awning fabric.
- If awning sign is proposed: Sign message showing proposed typeface, letter height, colors, and location on awning.

## ADDITIONAL INFORMATION REQUIRED CONT.

### **FOR SIGNS**

- Scaled drawing, photograph, or manufacturers' cut sheet of signs with materials, textures or finishes, and designs (typeface, letter height, logo), and dimensions of sign panels (if applicable).
- Scaled photograph or plan showing location of signs on building or property. If within a Landmark District, show relationship to improvements on adjacent properties.
- Installation details or specifications.
- For window signs affixed or hung within 24" of the inside of window glass or door glass, provide dimension of glass area on which sign is to be affixed or hung.
- If lighting is proposed, include manufacturers' cut sheets and specifications, photographs, and drawings of proposed fixture(s) including sizes, materials, finishes, and installation diagrams and illumination patterns.

**FOR LANDSCAPE FEATURES** (fences, retaining walls, driveways, swimming pools, free-standing HVAC units, flagpoles, etc.). Required for features visible from the public view.

- Copy of property survey.
- Scaled drawings of the site plan layout showing existing conditions and proposed changes.
- Other information specifically related to the project, i.e., manufacturers' cut sheets and specifications, planting lists, and samples of materials.

### **FOR NEW ADDITIONS AND NEW**

**CONSTRUCTION**, including addition of wings, additional stories, porches, and decks to existing buildings and construction of new buildings and accessory buildings, structures, and objects.

- Copy of the property survey.
- Site plan with measured distances. For properties in Landmark Districts, show adjacent buildings on the site plan.
- Drawings at 1/8 to 1/4 inch scale showing elevations of all the building/structure/object's

façades that will be impacted by the change, detail drawings, and plans showing the location of proposed improvements on the property and, if within a Landmark District, their relationship to adjacent buildings showing existing conditions and proposed changes. For proposed changes, provide dimensions, profiles (sections) showing outline and amount of projection/recession, locations, and specifications for materials.

- When exterior materials will not be painted or stained (such as brick, stone, vinyl siding, or aluminum siding) include samples of materials, when available, and drawing showing color scheme.
- For projects with site improvements that are visible to public view: landscape plan and drawing or other description of site improvements (fences, walls, swimming pools, walls, lighting, pavement, etc.)
- For project within Landmark District: A streetscape elevation drawn to scale, showing the new addition or new construction in the context of adjacent buildings, structures, and objects.
- Working drawings may be required, but it may be advisable to get informal approval of preliminary drawings before having these prepared.
- Other information specifically related to your project, i.e., manufacturers' cut sheets, samples of materials, specifications for masonry work, locations of outdoor and rooftop mechanicals, etc.

### **FOR SITE PLANS, SUBDIVISIONS, OR ZONING VARIANCES**

- Copy of the application and its attachments for a site plan, subdivision, or variance.

## ADDITIONAL INFORMATION REQUIRED CONT.

### **FOR DEMOLITION**

- Describe the building's/structure's/object's architectural/historic importance; any unique materials or craftsmanship; reasons for demolition or partial demolition; condition of the building/structure/object; impact of the demolition on the Landmark property and/or the Landmark District in which it is located; and why this demolition will not be detrimental to the Landmark or Landmark District and/or to the public interest.
- Copy of the property survey.
- Site plan with measured distances showing existing conditions and the proposed change and, for a property in a Landmark District, show buildings/structures/objects on adjacent properties.
- The CHPC may require the applicant to submit reports prepared by qualified historic preservation professionals approved by the CHPC on the feasibility of the continuing use of the building/structure/object, on its structural soundness, or other topics that will assist the CHPC in its review. The reports must be accompanied by resumes of the preparers, focusing on their qualifications in historic preservation, and any required seals.

### **FOR RELOCATION**

- All of the items required for a Demolition request.
- If relocation is in Cluster: Scaled plan showing the building's relocation site with the building/structure/object located on the property lot and its relationship to adjacent buildings/structures/objects. Photographs of relocation site and adjacent properties.
- If relocation is within a Cluster Landmark District: A streetscape elevation drawn to scale, showing the relocated structure in the context of neighboring buildings, structures, and objects.
- The CHPC may require reports on the feasibility of relocation, whether the building/structure/object's historic fabric will be significantly damaged by relocation, and whether the historic building/structure/object will retain its significant characteristics after relocation.

**RESOURCES FOR DEFINITIONS OF ARCHITECTURAL  
AND HISTORIC PRESERVATION TERMS**

Drew University, Certificate in Historic Preservation,  
*Helpful Resources: Terms to Know*,  
<http://depts.drew.edu/cue/documents/historic/TERMS%20TO%20KNOW.pdf>

Hopewell, New Jersey, Historic Preservation  
Commission, *Historic Properties: Glossary of  
Architectural Terms*, p. 9,  
[http://208.55.240.96/Historic\\_Guidelines-2.pdf](http://208.55.240.96/Historic_Guidelines-2.pdf)

Main Street New Jersey, *Design Guidelines Appendix A:  
Glossary of Terms*, pp. 41-53,  
<http://www.state.nj.us/dca/dcr/msnj/msnjdesign.pdf>

Plainfield, New Jersey, Historic Preservation  
Commission, *Articles: Architectural Terms*,  
<http://www.plainfieldhistoricpreservation.com/articles.php>

## DEFINITIONS AND ABBREVIATIONS

*Additional definitions are found in the Code of the Borough of Closter, Section 35-52 at [http://www.e-codes.generalcode.com/codebook\\_frameset.asp?ep=fs&t=ws&cb=0218\\_A](http://www.e-codes.generalcode.com/codebook_frameset.asp?ep=fs&t=ws&cb=0218_A).*

**Architectural Style:** A specific type of architecture distinguished by special characteristics of structure and ornamentation usually built in the same time period; having a general quality of distinctive character and intent to be fashionable.

**Architectural Form:** The shape of the building.

**Architectural Type:** A grouping of individual historic properties based on a set of shared physical or associative characteristics. Physical characteristics may relate to geography, cultural affiliation, building materials, age, structural forms, architectural styles, use, and/or site type. Associative characteristics may relate to the nature of the associated events or activities, to associations with specific individuals or group, or to the category of information about which a property may yield information.

**Buildings and places to which it is visually related:** For Landmarks, this refers to the principal historic building and may also include other buildings of the same architectural style, type, or form or having a similar setting. For buildings in Landmark Districts, this refers to buildings or properties in the same streetscape as the subject property (those adjacent to and, in some locations, also those across the street from the subject property). However, if the building within the Landmark District has a prominent corner location and/or has an architectural style unlike its neighboring buildings, the visually related buildings may be other buildings in Closter of the same architectural style, type, or form or having a similar setting.

**C/A, Certificate of Appropriateness:** The document issued by the Closter Historic Preservation Commission; required before exterior work commences on any Landmark or building, structure, site, or object located within a Landmark District.

**Façade:** The front elevation of the building facing the street and visible from public view. Corner buildings may have two principal façades. The front facade may display finer quality building materials than side and rear elevations.

### **CHPC, Closter Historic Preservation**

**Commission:** A municipal land use regulatory commission that has as its mission to promote the preservation of historic buildings, structures, objects, sites, and districts.

**Contributing Building:** A building, site, structure, or object which adds to the historic architectural qualities, historic associations, or archaeological values for which a Landmark property or Landmark District is significant because it was present during the period of significance and possesses historic integrity reflecting its character at that time, or is capable of yielding important information about the period.

**In-kind:** Matching the original in visual characteristics, including size, shape, design, decorative details, color, texture, finishes, and materials.

**Key Contributing Building:** A building, site, structure, or object in a Landmark District or on a Landmark property which independently meets the criteria for designation as a Landmark.

**Landmark:** A building, structure, site, or object which has special character or special historical and aesthetic interest as part of the development, heritage, or cultural characteristics of the Borough of Closter, state, or nation and which has been designated as a Landmark pursuant to the provisions of the Code of the Borough of Closter..

**Landmark District:** A geographic area with distinctly definable boundaries composed of several buildings or sites which has acquired a unity of character through the interrelationships of the component buildings and sites, and has been designated as having historical, archeological, cultural, scenic, architectural, or other significance pursuant to the provisions of the Code of the Borough of Closter.

**Minor Application:** An application for a Certificate of Appropriateness for minor work that is reviewed by the Chairman or a committee of the CHPC without holding a public hearing. See *Introduction* chapter for further explanation.

**Non-Contributing Building:** A building, site, structure, or object located within the boundaries of the Landmark property or Landmark District that does not add to the historic architectural qualities, historic associations, or archaeological values for which a property or district is significant because it was not present during the period of significance; due to alterations, disturbances, additions or other changes, it no longer possesses historic integrity reflecting its character at the time or is incapable of yielding important information about the period; or does not independently meet the criteria for designation as a Landmark.

**Public view:** The view by the public of a building, structure, object, or site from any point on a street or walkway which is used as a public thoroughfare, either vehicular and/or pedestrian.

**Preservation:** The act or process of applying measures to sustain the existing form, integrity, and materials of a building or structure, and the existing form of vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials. This treatment for historic properties focuses on the maintenance and repair of existing historic materials and the retention of a property's form as it has evolved over time. The National Park Service has *Secretary of the Interior Standards for Preservation* at <http://www.cr.nps.gov/hps/tps/standards/preservation.htm>.

**Reconstruction:** The act or process of reproducing by new construction the exact same form and detail of a vanished or nonsurviving building, structure, object, cultural landscape, or any part thereof, as it appeared at a specific period of time when documentary and visible evidence is available to permit accurate reconstruction. The National Park Service has *Secretary of the Interior Standards for Reconstruction* at <http://www.cr.nps.gov/hps/tps/standards/reconstruction.htm>.

**Rehabilitation:** The act or process of returning a property to its state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values. This treatment for historic properties acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. The National Park Service's *Standards for Rehabilitation* at <http://www.cr.nps.gov/hps/tps/standards/rehabilitation.htm> are used by the CHPC during its review of exterior modifications for appropriateness.

**Repointing:** The process of removing deteriorated mortar from the joints of a masonry wall and replacing it with new mortar.

**Restoration:** The act or process of accurately recovering the form and details of the property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work. This treatment depicts a property at a particular period of time in its history, while removing evidence of other periods. The National Park Service has *Secretary of the Interior Standards for Restoration* at <http://www.cr.nps.gov/hps/tps/standards/restoration.htm>.

**Store façade:** The front elevation facing the street of a commercial building with a storefront on the first story.

**Storefront:** The street-level façade of a commercial building, usually having display windows.

**Streetscape:** The visual character of the street including, but not limited to, the architecture, building setbacks and height, fences, storefronts, signs, lighting, parking areas, materials, sidewalks, curbing, and landscape.

**Vernacular architecture:** Built according to traditional designs and methods, usually without the direction of an architect.



## NEW JERSEY AND NATIONAL REGISTERS OF HISTORIC PLACES

The duties of the Closter Historic Preservation Commission (CHPC) include the nomination of buildings, structures, objects, sites and districts for inclusion in the New Jersey and National Registers of Historic Places. The Registers are the official state and national lists of historic properties and districts worthy of preservation. Inclusion in the Registers provides benefits and protection for listed resources, particularly from governmentally funded and licensed programs. The information generated through the nomination process contributes to the growing body of knowledge about historic places.

As a Certified Local Government (CLG), Closter participates in a Federal program administered by the New Jersey Historic Preservation Office that offers municipalities the opportunity to participate more directly in state and Federal historic preservation programs. Participation in the CLG program requires that a municipality have a historic preservation ordinance and a historic preservation commission conforming to the specifications of both the New Jersey Municipal Land Use Law and the National Park Service-approved [New Jersey Certified Local Government Guidelines](#). The preparation of nomination forms for listing on the State and National Registers of Historic Places are among the activities that a local government might receive funding for through the CLG program.

While frequently historic properties and districts are listed on the Registers and are designated Closter Landmarks or Landmark Districts, each program operates independently. A historic property in Closter that is listed on the Registers is not always a designated local Landmark and not all designated local Landmarks and Districts are listed on the Registers. Furthermore, the boundaries of designated local Landmark Districts and National Register listed districts are not always exactly the same. The CHPC reviews for Certificate of Appropriateness and recommendations related to the Closter Master Plan take place independently of the State and National Register of Historic Places programs.

### RESOURCES ON THE NEW JERSEY AND NATIONAL REGISTERS OF HISTORIC PLACES AND THE CLG PROGRAM

National Park Service, *Certified Local Government Program*, <http://www.cr.nps.gov/hps/clg/>

National Park Service, *National Register of Historic Places*, <http://www.cr.nps.gov/nr/>

New Jersey Historic Preservation Office, *New Jersey and National Registers of Historic Places*, <http://www.state.nj.us/dep/hpo/iidentify/identify.htm#njnrhp>

New Jersey Historic Preservation Office, *New Jersey's Certified Local Government Guidelines*, <http://www.state.nj.us/dep/hpo/3preserve/clgguides.pdf>

## NATIONAL HISTORIC LANDMARKS

National Historic Landmarks (NHL) are buildings, sites, structures, objects, and districts that have been determined by the U.S. Secretary of the Interior to be nationally significant in American history and culture. The [NHL Program](#) is administered by the National Park Service. New Jersey has about 55 NHL's. As of April 2006, there are no NHL's in the Borough of Closter.

### RESOURCES FOR NATIONAL HISTORIC LANDMARKS.

National Park Service, National Historic Landmark Program, <http://www.cr.nps.gov/nhl/index.htm>

New Jersey Historic Preservation Office, *New Jersey's National Historic Landmarks*, <http://www.state.nj.us/dep/hpo/iidentify/nhls.pdf>

## NEW JERSEY REHABILITATION SUBCODE

Construction work on Landmarks and Key and Contributing Buildings in Landmark Districts must comply with local zoning, building, and safety codes. The construction code for existing buildings is the New Jersey Rehabilitation Subcode. The standards in this Subcode allow for flexibility in applying a variety of code sections, especially for historic buildings.

The New Jersey Department of Community Affairs website has this discussion description of the benefits of the Subcode for historic buildings:

*Imposing new building requirements on existing buildings creates a barrier to restoring historic buildings. Applying new building standards to these structures often disturbs the historic character of the building. Regulations that are specific and tailored to existing buildings can vastly facilitate and improve historic preservation efforts.*

*The Rehabilitation Subcode includes provisions for buildings that meet the standards for historic buildings established by state or federal agencies. The Rehab Subcode allows the use of replica materials, establishes provisions for historic buildings used as historic museums, and identifies building elements that may meet relaxed code requirements in order to preserve the historic value and integrity of a historic building.*

*Some of the code requirements that are problematic for historic buildings include door-way dimensions, corridor dimensions, tread and riser dimensions, interior finishes, and door hardware. The Rehabilitation Subcode allows some novel approaches to overcome these problems. For example, it allows existing non-conforming interior finishes to be painted with fire-retardant paint instead of requiring their replacement. It allows owners of certain historic buildings that are open to the public (house museums) to limit their occupant load instead of upgrading egress elements to comply with the regulations for new museums. It also allows flexibility when locating exit signs and permits electrical and plumbing systems that are historic and in view to remain and be repaired with materials and methods consistent with original construction.*

William M. Connolly, *Rules That Make Sense-New Jersey's Rehabilitation Subcode*,  
<http://www.nj.gov/dca/codes/rehab/pioneerart.shtml>

### RESOURCES FOR NEW JERSEY REHABILITATION SUBCODE

New Jersey Department of Community Affairs,  
*New Jersey's Rehabilitation Subcode*,  
[www.nj.gov/dca/codes/rehab/index.shtml](http://www.nj.gov/dca/codes/rehab/index.shtml)

New Jersey Department of Community Affairs,  
*Rehabilitation Subcode 5:23-6.4*,  
<http://www.nj.gov/dca/codes/rehab/text/subchapter6.pdf>

New Jersey Historic Preservation Office, *New Jersey Rehabilitation Sub-Code*,  
<http://www.nj.gov/dep/hpo/3preserve/preserve.htm>