

Guidelines for Homeowners Within the Historic District

Being a homeowner within the HD (Historic District) is an exciting opportunity to be part of the effort to preserve Cranbury's architectural history. Cranbury Township has written guidelines to help ensure that the architectural integrity is maintained throughout the HD. When planning any exterior changes to your home and other structures on your property (and prior to implementing those changes), an application must be submitted to the HPC (Historic Preservation Commission) for review of the planned project. Doing so is required by the Township Code Chapter 93. Review of the application submission will determine if the proposed work scope is 1) ordinary maintenance, 2) minor application or 3) major application. Ordinary maintenance is defined as repair of any deterioration, wear or damage to a structure or any part thereof to return the same as nearly as practicable to its condition prior to the occurrence of the deterioration, wear, or damage with in-kind material and quality workmanship. Ordinary maintenance also includes in-kind replacement of exterior elements, signs, or accessory hardware, using the same materials and workmanship and having the same appearance. If your submitted application is deemed as ordinary maintenance, HPC review is not required. Minor applications are fences, signs, lighting, doors, windows, roofs, paving, exterior sheathing, trim, shutters, gutters or streetscape work that strictly comply with the adopted design guidelines for the proposed improvement. Minor applications may be approved through the Chair of the HPC if it meets the design guidelines (https://www.cranburytownship.org/sites/g/files/vyhlf4296/f/uploads/cranbury_township_hpc_design_guidelines.pdf). If the design guidelines contain a discretionary standard requiring in any way the exercise of judgment, the application shall be referred to the full Commission. Anything not mentioned in the minor application category is considered a major application and will require additional review during a scheduled HPC meeting.

When undertaking any project, whether large or small, research and planning are critical steps that are easy to overlook when you're excited about that project that you've wanted to complete. HPC strongly encourages you to come and discuss your project as a conceptual review during one of their scheduled meetings before formally applying. If you have any questions regarding the process the HPC office will be happy to help at 609-664-3122. Scheduled meetings are usually held on the first and third Tuesdays of the month at 7:00pm in Town Hall.

This pre-application process will help you receive some helpful cost savings tips or tricks of the trade that just might improve the results you desire. In addition to applying to HPC, there are other things to consider as you plan your project: zoning approval and building permits – it is best to call the Zoning Officer, Andrei Alexeev, to ensure your project does not need additional zoning review. Also, not all projects will require a permit, but it's a good idea to check with the Construction Office. When required, building permits ensure that any proposed work is designed and constructed in accordance with the State Building Codes and Cranbury Township Codes.

Living within Cranbury's Historic District provides a level of comfort and security in knowing that the character and charm of the streetscape will be enjoyed by you and our community now and into the future.

HPC Office – 609-664-3122

Zoning Officer – email Andrei Alexeev at aalexeev@cranbury-nj.com or call on Friday or Saturday at 609-664-3167.

Construction Office – 609-395-0900 *232 or *225

For a quick reference of what department you should contact for your proposed project visit:

[https://www.cranburytownship.org/sites/g/files/vyhlif4296/f/uploads/cranbury zoning permit.pdf](https://www.cranburytownship.org/sites/g/files/vyhlif4296/f/uploads/cranbury_zoning_permit.pdf)

For additional information visit:

<https://www.cranburytownship.org/historic-preservation-commission>

<http://www.preservationnj.org/>

<http://www.nj.gov/dep/hpo/>

<http://www.nps.gov/tps/how-to-preserve/briefs.htm>