

# Town of Dover Historic Preservation Commission

- Robert Wagner
- Paul McDougall
- Stanley Schoonmaker
- Richard Gratacos
- Eric Berg

COUNTY OF MORRIS  
37 NORTH SUSSEX STREET  
DOVER, NEW JERSEY 07801  
Telephone: 973-366-2200 (Ext. 141)  
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- Rafael Rivera – Alternate I
- George Laurie – Alternate II
- Michael Hantson – Administrative Officer
- Roger Thomas, Esq. - Attorney
- Ginger Nee - Clerk/Secretary

Dear Applicant:

Because your property lies within the Blackwell Street Historic District, any changes to the exterior of your property require a “Certificate of Historic Review” from the Town of Dover Historic Preservation Commission (HPC). This is required by Ordinance No. 12-2007 that was passed by the Mayor and Board of Aldermen on April 24, 2007

A Certificate of Historic Review is defined in the Ordinance as:

*CERTIFICATE OF HISTORIC REVIEW — A document issued by the Historic Preservation Commission confirming their review of any alteration or addition to a site or a property within the Historic District. Such review is based upon plans presented for the preservation, restoration, rehabilitation or alteration of an existing property, or the demolition, addition, removal, repair or remodeling of any feature on an existing building within the Historic District or for any new construction within the Historic District.*

Your proposed work falls into one of the following categories

- Demolition
- Addition or New Construction
- Change in the Exterior Appearance
- Change in the Exterior Appearance (Sign or Awning)

If your proposed work falls into the last category (Sign or Awning), the work is considered minor in nature and will be reviewed by a two member Committee of the HPC called the HPC Review Committee (HPCRC) in an expedited fashion. All other work is required to be reviewed by the entire HPC at one of its ten (10) annual meetings. The HPC Secretary (Planning Office in Town Hall) can assist you in which category your work falls under. Either way, you will have to complete an application form, provide information (photos, drawings, samples, etc.), and pay the required review fee and escrow deposit. You will be scheduled for a meeting with either the HPCRC or the entire HPC and advised of when that meeting will take place. Although attendance is not mandatory, it is strongly recommended that you attend to further explain your proposed work and answer any question that may arise.

Your application should be supplemented with appropriate details in order for the HPC to determine that your proposed work will retain and preserve the historical character of the structure and district. Items that are of interest to the HPC include materials, texture, color, features and spatial relationships that characterize the structure and district. Signage and awnings must also meet these criteria.

Accordingly, you are advised to submit photographs, drawings, color swatches, manufacturers catalog cuts and any other items that will assist the HPC in making its determination. Remember, if the HPC does not approve your application, you will not be issued a building permit/zoning permit for the work and the work will be prohibited. Please contact Ginger Nee, Secretary to the HPC if you have any questions.