

Readington Township
Historic Preservation Commission
Demolition Review Process and Procedures

Table of Contents

Historic Preservation Demolition Review Procedures	2
Historic Structures Demolition Permits Documentation Requirements	3
Historic Preservation Demolition Review Application	5
Part A: Architectural History Form.....	6
Part B: Architectural Drawings.....	8
Part C: Historical Narrative.....	10
Part D: Architectural Photographs	11
Check List Historic Preservation Review Application Checklist for Demolition Permits.....	12
Demolition Review Application Glossary of Terms.....	13

Historic Preservation Demolition Review Procedures

1. Digital versions of ALL Demolition Review Applications and materials are to be sent to rthpc@readingtontwp-nj.org labeled HPC Demolition Review Application
2. Applicants should submit 10 copies of the completed application with the attachments to:
Readington Township Historic Preservation Commission
Municipal Building
Route 523
Whitehouse Station, NJ
3. Applications received by the Wednesday before the scheduled monthly meeting will be included on that month's agenda.
4. The Historic Preservation Commission meets at 7:30 pm on the second Tuesday of each month. Please check the posted agenda on the Township Web Page to see if the meeting will be held through WebEx or in person at the Municipal Building.
5. Applicants will be notified when they are added to the agenda.
6. Applicants are required to attend the meeting where they appear on the agenda.
7. Any questions on the application or the process should be sent to the Historic Preservation Chair at rthpc@readingtontwp-nj.org. Requests are reviewed daily M-F and will be answered in the order received.

Historic Structures Demolition Permits Documentation Requirements

The historic structures listed on the Readington Township Master Plan Plate 14 Sites of Historical Interest are acknowledged by the National Register of Historic Places, the State of New Jersey Register of historic places, and the Hunterdon County Sites of Historic Interest for their significance to our historical, social, and cultural heritage. Readington Township's Historic Structures reflect a wealth of architectural variety and, through their presence, offer a physical understanding of the community's development. They also provide a "sense of place" for residents and visitors; when people see our history, they know they are in Readington Township and not anywhere else. Individually and collectively, these places are unique and irreplaceable.

Our collective cultural heritage, as demonstrated through the built environment, is disappearing at an alarming rate. Many structures have been lost over time by the ravages of fire and the natural elements. However, today the biggest threat to our built heritage comes from new construction demolition and "demolition by neglect."

When there seem to be no other solutions to halting our cultural heritage destruction, we can still preserve it for future generations through documentation. By following documentation requirements based on historic structure significance, we will create a record of our earliest buildings, sites, structures significant to our township history.

Process

Preservation through Documentation

Preservation through documentation provides the residents of Readington Township with a historical record of our built environment before it is lost forever.

The documentation process begins with the request for a demolition permit for any historical structure listed on Plate 14 Sites of Historic Interest of the Township Master Plan. A current map can be found on the Township Website. The current audit of Plate 14 Sites of Historic Interest completed by the Historic Preservation Commission is available to the Zoning and Construction Officials yearly or when updates occur.

The Code Enforcement office will reference the map/ list before issuing any demolition permit. Any request to demolish any structure listed individually or as part of a historic district on Plate 14 Sites of

Historic Interest on the Township Master Plan must go through the Historic Preservation Commission Demolition Review process. The Construction Office shall issue no demolition permit for a historic structure until the HPC has approved the completed documentation.

The process is as follows:

- Historic property owner fills out and submits the Historic Preservation Commission Demolition Review Application and document
- The Demolition Review request and Architectural History Form Review are added to the next scheduled Historic Preservation Commission meeting agenda for review and comment.
- The Historic Preservation Commission will determine the minimum level of documentation required. The documentation level is determined by the significance of the building, site, structure, object, or landscape in our township history.

The HPC shall review the documentation submitted for sufficiency. When the documentation is approved, the HPC shall notify Code Enforcement and the applicant.

All documentation records shall be maintained by the Township in perpetuity and shall be available to the public in compliance with the Open Public Records Act (OPRA)

Historic Preservation Demolition Review Application

Documentation Components

There are four components of the documentation:

Part A: Architectural History Form

Part B: Architectural Drawings

- Level I
- Level I
- Level III
- Level IV

Part C: Historical Narrative

Part D: Architectural Photographs

Part A: Architectural History Form

Township of Readington
509 Route 523
Whitehouse Station, New Jersey 08889

Historic Preservation Commission
rthpc@readingtontwp-nj.org

Demolition Documentation Application
Application must be completed in full

The Architectural Datasheet provides a thumbnail sketch of the present condition and ownership of the property.

CURRENT DATA

Date Recorded _____

Site Name _____

Historic District _____

Block Number _____ Lot Number _____

Site Address _____

Site Owner Name _____

Address _____

The person making this application:

Name & Title _____

Address _____

HISTORICAL DATA

Year Built: _____

Architect (if known) _____

Builder (if known) _____

Style and Period _____

Plan Type _____

Orientation _____

Foundation _____

Structural System(s) _____

Exterior Fabric(s) _____

Roof Type (style) _____

Roof Material _____

Secondary Roof Structure(s) _____

Porches _____

Part B: Architectural Drawings

Four documentation levels are available for recording historic buildings as determined by the Historic American Building Survey (HABS).

Determination of the documentation level will be made on a case-by-case basis by the Historic Preservation Commission.

The property owner must receive the documentation level approval from the Historic Preservation Commission before beginning the documentation.

The documentation requirement must be met and approved by the Historic Preservation Commission before the request for a demolition permit is approved.

Indicate which level of drawings are being submitted:

_____ Level I Drawing (highest level)

_____ Level II Drawing

_____ Level III Drawing

_____ Level IV Drawing (lowest level)

Architectural Drawings

Architectural drawings capture a place's character, illustrate historic construction methods, and note changes (e.g., additions) made to structures through time. They present the historical, social, and cultural value of a place through illustration and work in tandem with a written description and photographs to capture the place's significance.

There are four documentation levels available for recording historic buildings as determined by the Historic American Building Survey (HABS).

Determination of the documentation level will be made on a case-by-case basis by the Historic Preservation Commission. The property owner must receive the documentation level approval from the Historic Preservation Commission before beginning the documentation.

The documentation requirement must be met and approved by the Historic Preservation Commission before the request for a demolition permit is approved.

Level I Drawing (highest level)

Measured drawings usually depict existing conditions through the use of a site plan, floor plans, elevations, cross-sections, and construction details.

Level II Drawing

Documentation differs from Level I by substituting copies of existing drawings (either original or alteration drawings) for recently executed measured drawings. While existing drawings are rarely as suitable as as-built drawings, they are adequate in many cases for documentation purposes.

Level III Drawing

Documentation requires a detailed sketch plan to explain the structure. The sketches should depict a floor plan drawn from measurements, with the features shown in proper relation and proportion to one another. The Architectural History Form (see Attachment B) should supplement the photographs by explaining what is not readily visible.

Level IV Drawing (lowest level)

Documentation consists of an inventory card and photographs only.

Part C: Historical Narrative

A historical narrative is a written description that creates a rough sketch of the history of the building and its site. A person reading the narrative can picture the structure without the benefit of a photo. Elements of architectural character that tie to given periods are called out in the narrative and are ideally further detailed through the drawings and/or photography.

- Describe the building logically: from the ground up, facade by facade, from the exterior to the interior. If applicable, reference the architectural style, exterior and interior features, materials, and systems.
- Include descriptions of any outbuildings, wells, or remnants of any structures on the property.
- Include a brief description of the site/landscape where the structure is located, the surrounding neighborhood, and how the applicant proposes to protect the integrity of the historic district once the structure is removed.
- Include information on prior owners, residents, and functions of the property history.

Part D: Architectural Photographs

Photographs work with the narrative description and architectural drawings to flesh out and demonstrate the architectural character of the historic place.

Photographs will include both exterior and interior views of the structure.

The exterior should be documented by at least six views, including

1. The front and one side
2. The rear and one side
3. The front elevation
4. Environmental view showing the building as part of its larger landscape
5. Major elements of the building, including doors, windows, additions
6. Details, such as materials and hardware

Interior photographs should yield information about the floor plan and significant artistic or cultural details, such as materials or hardware. At least four views should be sufficient to document the interior elements of each room unless the resource is large or complex.

- Include reproductions of historical photographs, if available.
- Photographs are to be submitted in both hard copies and as digital images.
- Hard-copy photographs produced as glossy 8" x 10" color or black and white images. Photographs labeled on the backside of the photo in pencil or archival ink. The photo label identifies the name of the property, the date rendered, the name of the photographer, and the photograph's orientation.
- Photographs should not be pasted, glued, or otherwise adhered to the pages of the report.
- Hard copy photographs are placed in properly labeled archival jackets.
- Digital images must be submitted as TIFF files on a disc or external hard drive. All TIFF files must be labeled with the name of the property and a reference to the content. A digital index to the photos should be included on the CD or drive, and a hard copy list of the photos must accompany the submission.

Check List Historic Preservation Review Application Checklist for Demolition Permits

To ensure compliance and prevent any delay in permit approvals, please use this checklist to ensure that all of the following required documents are submitted. The applicant shall submit ten (10) copies of the documentation to HPC for approval. The HPC shall review the documentation submitted for sufficiency. When the documentation is approved, the HPC shall notify Code Enforcement and the applicant.

- Architectural History Form**

- Architectural Drawings**
 - Check one:** **Level I**
 - Level II**
 - Level III**
 - Level IV**

- Historical Narrative**

- Architectural Photographs**

Demolition Review Application Glossary of Terms

Balustrade	A railing composed of a series of upright members, often in a vase shape, with a top rail and often a bottom rail
Bargeboard	A decorative board runs along the edge of a roof with altering slots /raised portions
Bay	Each individual space defined by a structure grid; includes, for example, the spaces between the bents of a timber frame barn, the rectangular space enclosed by four columns of a steel skeleton frame, and the spaces between piers of a bridge. A repetitive vertical subdivision of an exterior facade; may be defined by various means, including pilasters and wall openings. A door or window opening in a facade, especially when defined by repetitive columns or arches
Bay Window	An exterior wall projection filled with windows, if curved, called a bow window or if on an upper floor called an oriel window
Bond	Common bond, Flemish bond, English bond
Bracket	Angled support that helps transfer the load of a horizontal structural member to a vertical one; similarly, various decorative elements in the corner of an opening or below a projection; types include angle bracket, console, cut bracket
Cantilever	A projecting structural member, the end of which is supported on a fulcrum and held by a downward force behind the fulcrum
Capital	The topmost portion of a column or pier; types include cushion capital, prosoma capital, scalloped capital water-leaf capital - see classical orders; funds invested in a development project; the head of a chimney or still
Casement Window	Windows with hinges at one side

Clapboard Siding	Tapered wood boards lapped one over another to form horizontal siding
Column Elements	Capital: the top crowning feature of a column Plinth: the lower square form at the base of a column Fluting: concave grooves running vertically up a column
Conservation	The skilled repair and maintenance of cultural artifacts, including buildings and historic or artistic materials with the aim of extending their longevity and esthetic qualities
Cornice	The decorative projecting element at the top of an exterior wall
Cresting	An ornamental ridging at the top of a wall or the peak of a roof
Cupola	A small dome rising above a roof, usually with a band of small windows or openings
Deferred maintenance	Property maintenance that has been left undone over an extended period
Demolition by neglect	The destruction of a structure caused by failure to perform maintenance over a long time period; the willful actions that, through inaction, allow for their atrophy and destruction
Dentils	In classical cornices and entablatures, one of a series of small decorative blocks that alternate with a blank space; typically, rectangular with moldings above and below
Door	A swinging or sliding panel that closes and opening in a wall and provides passage through it

Dormers	A small structure that projects from a sloping roof with window in the downslope end used to light an attic space and to provide headroom may have a gabled shed or other shaped roof
Dormer window	A window and window structure that project from the slope of a roof
Double hung window	Window with two sashes, one above the other, each of which slides vertically
Eave	The projection of a roof beyond the wall below; most often used to refer to the edge or underside of a roof; types include pocketed eaves
Engaged column	A column integral with a wall surface usually half round in form
Entablature	The large horizontal form setting on and spanning column capitals, it includes the architrave the frieze, and the cornice
Elevation	One of the faces of a building, a drawing of a face of a building or an interior wall with all of the features shown as if in a single vertical plane
Fabric	The physical material of a building, structure, or object in its completed form. Original fabric - the fabric remaining from the original construction especially with architectural or artistic value
Façade	Any of the exterior faces of a building, the front wall of a building or the wall in which the principal building entrance is located, especially when highly ornamented
Face	The front or exposed surface of a building element, same as façade from before 18c - present - the exposed side of a masonry unit, such as a stone block or brick, in a wall; the process of making the surface of a stone block smooth
Failure	Collapse, rupture or fracture of a structural element such as a beam or column

Fanlight	Fan-shaped window usually located over an entrance door
Facia boards	A flat horizontal board between moldings, typically used with classical styles
Finial	A pointed ornament; always symmetrical and frequently circular in cross-section; typically used at the peak of a roof, especially in the Gothic Revival style
Foundation	The base of a building that rests directly on the earth and carries the load of the superstructure above a flat, horizontal board between mounding, typically used with classical styles
Framing Methodology	Platform frame: A wood structural framing system for low-rise buildings in which a platform consisting of floor joists, a band beam, and the subfloor is construed at each floor level; the stud walls run from the top of the subfloor to the bottom of the joists of the floor above; common for wood-frame house construction by WWI and nearly universal after WWII
	Brace frame: A wood frame system with large corner posts and girts stiffened with diagonal corner braces and exterior and interior bearing walls composed of 2x4 studs; common before 1850 and used until ca. 1900.
	Timer frame: A wood frame system with heavy corner posts, intermediate posts, girts, and summers supporting floor joists and rafters; the joists may be mortised to the girts or rest on top; the most common type of North American house framing ca. 1600-ca. 1800; typically used for barns and mills through the 19th c; later in rural areas; also known as English frame, post-and-girt
	Pegged braced frame: a timber frame with pegged mortise and tenon joints and diagonal corner braces

	<p>Balloon frame:</p> <p>A wood framing system composed entirely of 2x members, with corner posts and studs running continuously from the sill plate at the foundation to the roof plate and intermediate floors supported on ribbands attached to the studs; racking is prevented by diagonal board sheathing or braces; less expensive to construct than a timber frame and often used for two-story detached brick veneer buildings because of the frame small amount of vertical movement of the frame; used in Chicago in the 1830's and common in the Midwest beginning in the mid 19c largely replaced by the platform frame by mid-20c</p>
Frieze	The flat middle portion of an entablature; may be pulvinated or decorated; any long, narrow horizontal band on a building
Gable	A double sloped barnlike roof, often associated with Dutch colonial architecture
Gambrel roof	19c present- a roof shape characterized by a pair of shallow pitch slopes above a steeply pitched slope on each side of a center ridge - also known as a Dutch roof.
Hip roof	A roof with slopes in the direction of each elevation, commonly in four directions
Jambs	The facing sides of a wall opening, such as a door or window
Keystone	The center voussoir of an arch often large or more ornate than the other voussoirs
Label	Same as a hood mold, especially when square-headed
Lintel	A structural beam spanning over a door or window opening, or a facing, such as architectural terra cotta that appears to be a structural beam
Maintenance	The process of conserving a site, building; structure, or object over time to prevent deterioration as opposed to restoration or rehabilitation may include

	inspection and planning as well as housekeeping minor repairs, painting, mowing and gardening
Mansard roof	A steeply sloped roof covering the exterior wall of a top floor of a building, named after the French architect Mansard and commonly associated with the Second Empire Style
Modillions	A series of simple brackets usually found in a cornice
Mullion	A vertical element between two windows or door frames; typically, not structural support for the building, also a vertical framing member in the middle of a paneled door that runs between two rails
Muntin	The small molding or bar that separates the individual panes of a multipaned window sash
Newel post	Wooden post located at the top or bottom of a stairway balustrade
Oculus	An opening at the crown of a dome
orientation	The placement of a structure on a site to the compass points or a site feature; may refer to the direction a façade faces, such as the south elevation or the advice of a main axis as in east-west orientation
Palladian window	Large window unit with an arched window in the center and smaller windows on each side an extension of an exterior wall projecting above the roof pane, commonly used to hide
Parapet	The part of a wall that projects above the adjacent roof; typically, a solid construction but may also be crenelated or pierced, such as a balustrade; a fortification wall or bank above a rampart; any low wall with a cap dandy base
Pediment	The triangle gable end of a classical building or the same form used elsewhere; the pediment is composed of the tympanum with a horizontal cornice below

	and raked cornices at the sides; pediments over openings sometimes have curved tops; the classical pediment always had a low roof slope
Plan	A drawing representing a horizontal view or cross section of a space, structure, system or object; types include detail, floor plan, ground plan, see working drawing
Pilaster	A flat, rectangular partial column attached to a wall surface
Pitch of roof	The angle of a roof slope, expressed in a ratio of vertical to horizontal
Porch	A covered and floored area of a building, especially a house, that is open at the front and, usually the sides; typically, partially enclosed with columns and railing until mid-18th c used to describe a covered entrance to a building; the modern usage of the term was widespread in North America by the late 19c
Preservation	The protection of a material from physical deterioration or disintegration because of natural elements or human activity by various technical, scientific, and craft techniques
Porte cochere	A covered area over a driveway at a building entrance. Also known as a carriage porch; a doorway through which vehicles pass and that leads to a covered area for discharging passengers; from the French for " gate for coaches"
Portico	A columned porch or ambulatory, especially at the main entrance to a Classical Revival style building, typically has a coffered ceiling a covered porch attached to the main façade of building supported by classical order columns
Quatrefoil	A decorative element representing a four-leafed form
Quoins	A large rectangular block of stone used to physically and aesthetically fix an outside corner of a building; typically, in a toothed form with alternate quoins

	projecting and receding from the corner; used extensively in Renaissance-style architecture, and in later periods the form is often reproduced in brick wood, stucco and other materials
Rake	The board between the tops of a series of rafters on both sides of a peaked roof; set with its length horizontal and the narrow edges at the top and bottom
Ridge board/ ridge pole	A roof ridge cap formed by two boards nailed together in an inverted V-shape; the board between the tops of a series of rafters on both sides of a peaked roof, set with its length horizontal and the narrow edges at the top and bottom; also known as ridge beam ridge board, ridge piece, ride plate, ridge tree
Roof	The structure and finish that caps a building
Rustication	Large stone blocks or stone forms with deep reveal masonry joints
Segmental arch	A partial arch form usually made of brick and located over window or door openings
Shake	Split wood shingle
Shed roof	A single-pitched roof, often over a room attached to the main structure
Sidelights	Narrow windows located immediately adjacent to an entrance door
Siding	Shingle board and batten, clapboard, novelty siding, plank-on-plank, shingle, siding tile, weatherboard, weather slating a various substitute material of metal, asbestos, asphalt, and vinyl
Sill	The base of a wood frame wall; types include box sill, cross sill, L-sill, main sill, T-sill; also known as ground sill, sill stone, slip sill also known as doorsill, windowsill

Single-hung window:	Window with two sashes, one above the other, the lower of which slides vertically
Soffit	The exposed underside of a relatively narrow surface, such as an architrave beam, cornice, lintel, stairway, vault, or similar element; the flat underside of a roof eave or overhang; the bottom surface of an arch, especially when the arch has a square cross-section
Stabilization	The process of temporarily protecting a historic building or structure until rehabilitation or restoration efforts can begin; typically includes making the building weathertight, structurally stable, and secure against intruders on a one-time basis
Stairs	A series of steps for walking between different levels
Transom	A fixed horizontal member that divides upper and lower portions of a window; may be made of stone, metal, or wood
Transom window	A glazed opening above a door or window; a window opening divided by a transom
Trefoil	A closed tracery with three foils divided by cusps or reverse curves similar to a cloverleaf; may be pierced or surround a panel with a decorated center
Turret	A small projecting tower at the corner of a building or above the roof a larger tower typically, circular or octagonal in plan, roof shapes, rotunda, dome broach, and spired
Verge board	Same as bargeboard