

RUTHERFORD STREETScape COMMITTEE

*Preserving the Past, Improving the Present,
Protecting the Future*



Application for: Building Façade Alterations, Additions, Signage and Awnings
(Located within the Rutherford Business District: borough code Chapter 131-7E Schedule A)

PLEASE review this packet and the accompanying ordinances in their entirety with your contractor, designer, and/or architect BEFORE starting drawings or purchasing any construction materials or components. (\$30 FEE due when application is submitted)

The purpose of the *Rutherford Streetscape Committee* Application process is to maintain an aesthetically pleasing and architecturally appropriate appearance of commercial buildings within the borough.

This packet contains the forms and information for the business or building owner or their assignee who intends to restore, replace or renovate any component of their storefront/building façade. The *Rutherford Streetscape Committee* approval process is required after design and before construction of your project. It DOES NOT take the place of required zoning approvals or construction permits.

I understand that no work may be performed and that nothing on the exterior of the building may be altered without written approval of the Rutherford Streetscape Committee; followed by plan review by Rutherford zoning and construction officials and the issuance of proper permits. Yes ___

Completion Checklist

applicant ✓ when section complete	committee use only

SECTION

1. General information (all applications)
2. Building Alterations/ Additions Requirements (as needed)
3. Signage Requirements (as needed)
4. Awning Requirements (as needed)

I understand that I must submit seven (7) copies of this application ensuring that I have accurately completed all parts of the application required by the anticipated scope of work; including scaled, dimensional diagrams, drawings or photographs of building alteration/addition, signage or awnings. Incomplete applications will be returned, delaying the start of construction.

Have you received a copy of the "Streetscape Regulations" borough code Chapter 131-7E Yes ___ No ___

Subject Property Address: _____

Name of Applicant: _____

<http://www.rutherford-nj.com> – to view all ordinances

Office use only: \$30.00 FEE Cash _____ Chk# _____
--

Signature _____ Date _____

SECTION 1:

General Applicant Information

Name of Applicant: _____ Building Owner Tenant
Subject Property Address: _____ Floors Involved _____
Name of Building Owner (if different): _____ Owner approval: **Yes** ___ **No**___
Signature of Owner: _____
Name of Business: _____
Contact Phone: _____ Contact Email (required) _____
Contractor Name _____ Contractor Phone _____
Contractor Email address _____
Emergency phone number where applicant/responsible party can be reached: _____

General Building Information

How wide is the front of the exterior of your building? Please list the dimension. Feet _____ plus inches _____
What is the dimension from the front sidewalk to the top of the building's front windows? Feet _____ plus inches _____
How many stories is the building? _____
What is the use of the first floor? _____
Other floors _____
Is your building built on a corner lot? **Yes** ___ **No** ___ If so, name of Side Street _____
Description of all exterior work being proposed including colors, finishes and materials to be used:

Are there any current signs, lights or awnings on the building that will be removed? **Yes** ___ **No** ___
If yes, do these items encompass any architectural details, cornices, brackets, molding, etc. that you are proposing to remove, restore or cover? Please explain

Attachments: Photos/drawings/plans/ samples/specifications/additional information: **Yes** ___ **No** ___

SECTION 2: Building Façade Addition or Alteration

Please answer the following questions. (See the Streetscape Ordinance supplied and follow regulations.)

Which walls of your building are being affected by your proposed plan? Front ___ Left ___ Right ___ Rear ___

Which stories of the building are being affected or added? Explain: _____

Are windows being changed? _____ What material and color are the new frames? _____

Are doors being changed? _____ What material and color are the new doors? _____

Are any of your existing doors or windows made of special materials such as stained glass, beveled glass, leaded glass or distinct panel doors etc.? Please explain: _____

Are roofing materials being replaced? _____ Current and proposed materials _____

To the best of your knowledge, what were the original finish materials used on your building's facades? Please explain: _____

Were covering materials ever added over the original finishes? Please explain: _____

Are you proposing to change any of the finish materials? From what to what and where? _____

Are there any architectural details, cornices, brackets, molding, etc. that you are proposing to remove, restore or cover?

Please explain _____

Attachments: Photos/drawings/plans/ samples/specifications/additional information: **Yes** ___ **No** ___

Signature of Applicant _____

Signature of Streetscape Official _____

Submission Date _____

SECTION 3: Sign Application (See the Streetscape Ordinance supplied and follow regulations.)

Mounted sign _____ Blade sign _____

What is the width of the proposed sign? Feet ____ plus inches ____ What is the height? Feet ____ plus inches ____

What is the thickness of the body? Inches _____ What is the thickness of any outside trim? Inches _____

What is the background material? _____ What is the trim material? _____ Lettering material _____

What is the mounting profile/how will the sign be mounted? _____

Explain details if needed _____

Is any new or existing lighting being provided for the sign? Please describe and provide manufacturer's specification sheet:

List any other signs being proposed along with dimensions and descriptions as for main sign above: _____

Attachments: Photos/drawings/plans/ samples/specifications/additional information: **Yes** ___ **No** ___

Signature of Applicant _____

Signature of Streetscape Official _____ Submission Date _____

*** Bench, Sandwich Board, Planter or display & pedestal signs – separate application**

**** Food Establishments – Café License is required for outside dining.**

SECTION 4: Awning Application (See the Streetscape Ordinance supplied and follow regulations.)

What is the height of the proposed awning? Inches _____ What is the depth?(Projection from bldg.) Inches _____

What is height of the flap if any? Inches _____ What is the height of the largest flap lettering? Inches _____

Is the fabric material listed as fire retardant? ___ Awning width feet ____ plus inches ____ Logo dimensions _____

What is the dimension from the highest part of the sidewalk to the bottom of the awning? Feet ____ plus inches ____

Explain details if needed _____

Is the frame new or existing? _____

Are any other awnings aside from the main front awning being proposed? Please describe: _____

Attachments: Photos/drawings/plans/ samples/specifications/additional information: **Yes** ___ **No** ___

Signature of Applicant _____

Signature of Streetscape Official _____ Submission Date _____