

South Orange Village Historic Preservation Commission

TO: Montrose Park Historic District Property Owners

RE: Self- nomination for local landmark designation

Dear Property Owner:

On September 9, 2024, the South Orange Village Council adopted Ordinance #2024-16, revising Chapter 9 of the Village Code, governing the operations of the South Orange Village Historic Preservation Commission (“Commissions”). One of the primary purposes of this Ordinance is to clarify the criteria and procedures for the designation of Local Landmarks and Historic Districts, to implement the recommendations of the Historic Preservation Element of the South orange Village Master Plan adopted in 2021.

Now that the new Ordinance has been adopted, the Commission is undertaking the evaluation of properties in the Village for possible recommendation to the Village Council for designation as Local Landmarks.

As a property owner in the Montrose Park Historic District, you are probably aware of the valuable historic qualities of Montrose Park, a designated Historic District in the Village. \_\_\_\_\_ homes in Montrose are identified as “key contributing properties” by a survey prepared previously on behalf of Essex County. These properties are already regulated by the Commission. A list of those properties is attached to this letter as Attachment A. Another \_\_\_\_\_ properties are identified in the survey as “contributing” and are subject to potential designation as a Local Landmark by the Village. A list of contributing properties is attached as Attachment B.

The Commission intends to review the contributing properties and select an initial group of properties for consideration for designation recommendations. Owners of properties selected for consideration will be notified of a public hearing where they may comment on their property’s potential designation.

After full consideration of the evidence, the Commission shall make a decision whether to recommend to the Village Council that each property should be designated. For the property to be designated, the Village Council must adopt an Ordinance doing so, after referral to the Planning Board and an opportunity for public comment at a Council meeting.

If a property is designated, then certain construction projects proposed on that property may be subject to Commission review, depending on the scope of the project. In general, any projects that require an application to the Zoning Board of Adjustment (“Board”) for a variance will be reviewed by the Commission so that the Commission can give an advisory opinion and recommendations. Where Board review is not required, some projects will require a Certificate of Appropriateness (“Certificate”). Interior renovations will not require Commission review. Many exterior projects are either exempt or constitute “minor work” which are reviewed under a more simple procedure. “Major work” will require a Certificate. All property owners are advised to review the Ordinance or a Fact Sheet prepared by the Commission and available on the Commission website, to become more familiar with the types of projects subject to Commission

review, the application procedures, and the criteria on which the Commission makes its decisions.

If you are the owner of a contributing property in the Montrose Park Historic District, you can choose to 'self-nominate' your property for designation. As you may be aware, designation as a historic property can be a source of pride and economic value, and the designation of multiple properties in a neighborhood can be beneficial to the neighborhood as a whole.

If you would like the Commission to consider your property for designation, please complete the attached form and return it to the South Orange Village Historic Commission at 76 South Orange Avenue, South Orange, NJ 07079.

Very truly yours,

Jacob Levine, Chair

**APPLICATION FOR DESIGNATION**

**SOUTH ORANGE VILLAGE HISTORIC PRESERVATION COMMISSION**

**APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

**I HEREBY REQUEST THAT THE PROPERTY IDENTIFIED ABOVE BE CONSIDERED BY THE SOUTH ORANGE VILLAGE HISTORIC COMMISSION FOR DESIGNATION AS A LOCAL LANDMARK PURSUANT TO SOUTH ORANGE CODE SECTION 9-23.**

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**APPLICANT**