

SECTION 4 – APPLICATION PROCESS

1. Plan Review Process

Compliance with these guidelines is above and beyond Upper Deerfield's existing plan approval process and any plan submitted shall meet the Township's existing requirements. To begin, individuals seeking to develop or redevelop properties within the Upper Deerfield Redevelopment Area should follow a series of steps to comply with these guidelines:

- Determine if the property is located within the applicability area listed above;
- Review this document and assess implications on project at hand;
- Schedule a pre-application meeting with the Planning Board subcommittee and Planner to discuss design options;
- Prepare plans and address objectives and requirements in the design guidelines in the submittal to the Township;
- Submit a complete set of plans to the Township for review;
- Revise plans if necessary pursuant to any comments received from the Planning Board, the Planner and / or staff;
- Obtain a Building Permit and associated approvals/permits;
- Schedule a pre-construction meeting; and,
- Initiate the project in accordance with the approved plans.

2. Submittal Requirements

Site plan and building permit applications are available from the Planning Department at the Upper Deerfield Township. Project scope will determine the need for one or more of the following: a submittal letter, a property survey, a tree survey, a copy of a deed or tax bill, certified engineer drawings and architectural elevations. When elevations are required of given facades, they should note colors, materials, building dimensions, mechanical equipment, mechanical equipment, screening devices, lighting fixtures and other information deemed necessary by the Planning Board. For assistance in preparing your application, please feel free to contact staff by dialing 856.451.3811.

When a project is subject to design review by the Planning Board, site plan, building permit, architectural design, and signs should demonstrate adherence to the design guidelines explained in this document. Compliance of these guidelines is supplementary to the provisions already expressed in the Township's Land Development Code.

3. Maintenance and Enforcement

Preventive maintenance and upkeep of developments within the Redevelopment Area are critical to the success of this effort. The most effective way to guard against expensive repairs is to establish ongoing maintenance program for both interior and exterior upkeep. Property owners are encouraged to evaluate visible damage such as peeling paint, cracking stucco, evidence of water damage, and termite damage evaluation. Proper periodic maintenance can be achieved at a reasonable cost and would set a good example for others to follow.

Compliance with the guidelines set forth in the ordinance shall be the continuing responsibility of the property owners. Failure to comply with the ordinance shall result in the enforcement of the ordinance through the procedures set forth in the violations of the Township's property maintenance code and code enforcement procedures.

The Town Center may consider the opportunity to establish a Special Improvement District (SID) that would provide overall maintenance and clean-up activities within the public spaces of the Redevelopment Area.

SECTION 5 – APPENDIX

A. Native Plants for Landscape Use in New Jersey

Source: U.S. Department of Transportation, Federal Highway Administration
<http://www.fhwa.dot.gov/environment/rdsduse/nj.htm>

Ferns

Adiantum pedatum (northern maidenhair fern)
Asplenium platyneuron (ebony spleenwort)
Asplenium trichomanes (maidenhair spleenwort)
Athyrium filix-femina (lady fern)
Botrychium virginianum (rattlesnake fern)
Dennstaedtia punctilobula (hay-scented fern)
Dryopteris carthusiana (shield fern, toothed wood fern, spinulose shield fern)
Dryopteris cristata (crested wood fern, buckler fern)
Dryopteris marginalis (marginal wood fern)
Matteuccia struthiopteris (ostrich fern)
Onoclea sensibilis (sensitive fern, bead fern)
Osmunda cinnamomea (cinnamon fern)
Osmunda claytoniana (interrupted fern)
Osmunda regalis (royal fern)
Phegopteris hexagonoptera (broad beech fern)
Polystichum acrostichoides (Christmas fern)
Thelypteris novaboracensis (New York fern, tapering fern)
Thelypteris simulata (Massachusetts fern)
Woodwardia areolata (netted chain fern)
Woodwardia virginica (Virginia chain fern)

Forbs (annuals/biennials)

Lobelia spicata (pale lobelia)
Oenothera biennis (common evening primrose)

Forbs (perennials)

Actaea pachypoda (white baneberry)
Ageratina altissima var. *altissima* (white snakeroot)
Allium canadense (wild garlic)
Allium tricoccum (wild leek)
Anaphalis margaritacea (pearly everlasting)
Anemone virginiana (thimbleweed, tall anemone)
Apocynum androsaemifolium (spreading dogbane)
Aquilegia canadensis (columbine)
Arisaema triphyllum (Back-in-the-pulpit, Indian turnip)
Asarum canadense (wild ginger)
Asclepias incarnata (swamp milkweed)
Asclepias tuberosa (butterfly weed)
Aster divaricatus (white wood aster)
Aster dumosus (bushy aster)
Aster laevis (smooth aster)
Aster novae-angliae (New England aster)

Aster pilosus (frost aster)
Aster puniceus (red-stem aster, swamp aster)
Caltha palustris (marsh marigold, cowslip)
Caulophyllum thalictroides (blue cohosh)
Chelone glabra (turtlehead)
Chrysopsis mariana (Maryland golden aster)
Cimicifuga racemosa (bugbane, black cohosh)
Claytonia virginica (narrow-leaved spring beauty)
Collinsia canadensis (stoneroot, citronella horsebalm)
Desmodium canadense (Canada tick-trefoil, Canada tickclover)
Dicentra cucullaria (dutchman's breeches)
Erythronium americanum (eastern trout lily, yellow trout lily)
Eupatorium fistulosum (Joe-pye weed)
Eupatorium perfoliatum (boneset)
Eupatorium purpureum (Joe-pye weed)
Euthamia graminifolia var. *graminifolia* (grass-leaved goldenrod)
Galium triflorum (sweet-scented bedstraw)
Geranium maculatum (wild geranium, cranesbill)
Helianthus strumosus (woodland sunflower)
Heliopsis helianthoides (ox-eye sunflower, false sunflower)
Heuchera americana var. *hirsuticaulis* (alumroot)
Hibiscus moscheutos (swamp rose mallow, marshmallow hibiscus)
Hydrophyllum virginianum (Virginia waterleaf)
Hyopsis hirsuta (yellow star grass)
Lespedeza capitata (roundheaded bush clover)
Lobelia cardinalis (cardinal flower)
Lobelia siphilitica (great blue lobelia)
Lysimachia ciliata (fringed loosestrife)
Maianthemum canadense (wild lily-of-the-valley, Canada mayflower)
Maianthemum racemosum ssp. *racemosum* (false Solomon's seal, false spikenard)
Mitchella repens (partridge berry)
Monarda fistulosa (wild bergamot, horsemint, beebalm)
Nuphar lutea (yellow pond lily, cow lily, spatter dock)
Oenothera fruticosa (sundrops)
Peltandra virginica (arrow arum)
Penstemon digitalis (beardtongue)
Podophyllum peltatum (May apple)
Polygonatum biflorum (Solomon's seal)
Potentilla simplex (common cinquefoil)
Pycnanthemum tenuifolium (slender mountain mint)
Pycnanthemum virginianum (mountain mint)
Pyrola elliptica (shinleaf)
Rhexia virginica (meadow beauty)
Rudbeckia laciniata (cut-leaf coneflower)
Sanguinaria canadensis (bloodroot)
Senecio aureus (golden ragwort)
Sisyrinchium angustifolium (narrow-leaved blue-eyed grass)
Solidago caesia (blue-stemmed goldenrod, wreath goldenrod)
Solidago canadensis (meadow goldenrod)

Solidago juncea (early goldenrod, plume goldenrod)
Solidago nemoralis (gray goldenrod, old-field goldenrod)
Solidago odora (sweet goldenrod)
Solidago rugosa (rough-leaved goldenrod)
Solidago ulmifolia (elm-leaved goldenrod)
Tephrosia virginiana (goat's rue)
Thalictrum dioicum (early meadow rue)
Thalictrum pubescens (tall meadow rue)
Thalictrum thalictroides (rue anemone)
Tradescantia virginiana (Virginia spiderwort, spider lily)
Trientalis borealis ssp. *borealis* (starflower)
Uvularia sessilifolia (wildoats, merrybells)
Verbena hastata (blue verbena, blue vervain)
Vernonia noveboracensis (New York ironweed)
Viola conspersa (American dog violet)
Viola soraria (common blue violet, meadow violet)
Zizia aurea (golden alexanders)

Grasses/Grass-like plants

Agrostis scabra (ticklegass, fly-away grass)
Andropogon gerardii (big bluestem)
Andropogon glomeratus (bushy bluestem)
Andropogon ternarius (splitbeard bluestem)
Andropogon virginicus (room sedge)
Calamagrostis canadensis (bluejoint grass)
Carex pensylvanica (Pennsylvania sedge)
Carex stipata (awl-fruited sedge)
Carex stricta (tussock sedge)
Danthonia spicata (poverty grass)
Deschampsia cespitosa (tufted hairgrass)
Distichlis spicata (seashore saltgrass)
Eleocharis palustris (creeping spikesedge, spike rush)
Elymus canadensis (Canada wild rye)
Elymus hystrix var. *hystrix* (bottlebrush grass)
Eragrostis spectabilis (purple lovegrass, tumblegrass)
Juncus effusus var. *solutus* (soft rush)
Leersia oryzoides (rice cut grass)
Panicum virgatum (switchgrass)
Schizachyrium scoparium (little bluestem)
Scirpus atrovirens (dark green bulrush)
Scirpus cyperinus (wool grass)
Scirpus tabernaemontani (great bulrush)
Sorghastrum nutans (Indian grass)
Spartina patens (marsh hay cordgrass, salt meadow cordgrass)
Spartina pectinata (prairie cordgrass, freshwater cordgrass)
Sporobolus compositus var. *compositus* (tall dropseed)
Tripsacum dactyloides (eastern gama grass)
Typha angustifolia (narrow-leaved cattail)
Typha latifolia (cattail)

Shrubs (deciduous)

Alnus serrulata (smooth alder)
Amelanchier arborea (downy serviceberry, shadbush, Juneberry)
Aronia melanocarpa (black chokeberry)
Baccharis halimifolia (sea myrtle, groundsel bush)
Cephalanthus occidentalis (buttonbush)
Clethra alnifolia (summer sweet)
Comptonia peregrina (sweet fern)
Cornus alternifolia (pogoda dogwood, alternate-leaved dogwood)
Cornus racemosa (gray dogwood)
Cornus sericea (red-twig dogwood, red-osier dogwood)
Corylus americana (American hazelnut or filbert)
Corylus cornuta (beaked hazelnut or filbert)
Euonymus americana (strawberry bush, brook euonymus, hearts-a-bustin')
Hypericum hypericoides ssp. *hypericoides* (St. Andrew's cross)
Ilex verticillata (winterberry, black alder)
Lindera benzoin (spicebush)
Lyonia ligustrina (male-berry, male-blueberry)
Physocarpus opulifolius (ninebark)
Prunus virginiana (chokecherry)
Rhododendron periclymenoides (pinxterbloom azalea)
Rhododendron viscosum (swamp azalea)
Rhus copallinum (dwarf or winged sumac)
Rhus glabra (smooth sumac)
Rhus hirta (staghorn sumac)
Rosa carolina (Carolina rose)
Rubus idaeus ssp. *strigosus* (red raspberry)
Rubus occidentalis (black raspberry, thimbleberry)
Rubus odoratus (thimbleberry)
Salix bebbiana (Bebb willow, long-beaked willow)
Salix discolor (pussy willow)
Sambucus canadensis (elderberry, common elder)
Sambucus racemosa var. *pubens* (scarlet elderberry, red-berried elder)
Spiraea tomentosa (steeplesh, hardhack)
Staphylea trifolia (bladdernut)
Vaccinium angustifolium (low-bush blueberry)
Vaccinium corymbosom (highbush blueberry)
Viburnum acerifolium (maple leaf viburnum)
Viburnum dentatum (southern arrowwood)
Viburnum lentago (black haw, nannyberry)
Viburnum nudum (possumhaw viburnum)
Viburnum nudum var. *cassinoides* (wild raisin)
Viburnum prunifolium (black haw, nanny berry)

Shrubs (evergreen)

Epigaea repens (trailing arbutus)
Gaultheria procumbens (wintergreen, checkerberry)
Ilex glabra (inkberry, bitter gallberry)

Kalmia angustifolia (sheep laurel, lambkill kalmia)
Kalmia latifolia (mountain laurel)
Myrica cerifera (wax myrtle, southern bayberry, candleberry)
Rhododendron maximum (rosebay, great laurel)

Trees (deciduous)

Acer negundo (box elder)
Acer pensylvanicum (striped maple)
Acer rubrum (red maple)
Acer saccharinum (silver maple)
Acer saccharum (sugar maple)
Amelanchier canadensis (shadblow serviceberry, Juneberry)
Betula lenta (cherry birch)
Betula nigra (river birch)
Carpinus caroliniana (blue beech, hornbeam, musclewood)
Carya alba (mockernut hickory)
Carya cordiformis (bitternut, swamp hickory)
Carya ovata (shagbark hickory)
Celtis occidentalis (hackberry, sugarberry)
Chamaecyparis thyoides (white cedar)
Cornus florida (flowering dogwood)
Crataegus crus-galli (cockspur hawthorn)
Diospyros virginiana (persimmon)
Fagus grandifolia var. caroliniana (beech)
Fagus grandifolia var. grandifolia (beech)
Fraxinus americana (white ash)
Fraxinus pensylvanica (green ash)
Hamamelis virginiana (witch hazel)
Juglans nigra (black walnut)
Liquidambar styraciflua (sweet gum)
Liriodendron tulipifera (tulip tree)
Magnolia virginiana (sweetbay, swampbay)
Nyssa sylvatica (black gum, tupelo)
Ostrya virginiana (ironwood, hophornbeam)
Platanus occidentalis (sycamore, plane-tree)
Populus grandidentata (large-toothed aspen)
Populus tremuloides (quaking aspen)
Prunus americana (wild plum)
Prunus pensylvanica (fire or pin cherry)
Prunus serotina (black cherry)
Quercus alba (white oak)
Quercus bicolor (swamp white oak)
Quercus coccinea (scarlet oak)
Quercus falcata (southern red oak, Spanish oak)
Quercus marilandica (blackjack oak)
Quercus palustris (pin oak)
Quercus phellos (willow oak)
Quercus rubra (red oak)
Quercus stellata (post oak)

Quercus velutina (black oak)
Salix nigra (black willow)
Sassafras albidum (sassafras)
Tilia americana (American linden, basswood)
Ulmus americana (American elm)
Ulmus rubra (red elm, slippery elm)

Trees (evergreen)

Ilex opaca (American holly, Christmas holly)
Juniperus virginiana (eastern red cedar)
Pinus echinata (shortleaf pine)
Pinus rigida (pitch pine)
Pinus strobus (eastern white pine)
Pinus virginiana (Virginia pine)

Vines (deciduous)

Celastrus scandens (American bittersweet)
Clematis virginiana (virgin's bower)
Parthenocissus quinquefolia (Virginia creeper)
Vitis riparia (riverbank grape)

B. Recommended Color Palette



C. Glossary of Terms

Accessory Buildings - Freestanding or detached structures secondary to the primary structure.

Angle Signs - Signs constructed at an angle to the horizontal plane.

Architectural Details - Decorative features that constitute the design of a building. Details may be functional or non-functional.

Art Deco - A decorative style usually characterized by angular, zigzag, or other geometric orientation in low relief on building facades.

Awnings - Roof structure located over windows or doors to protect building openings from sun and rain.

Building Materials - Substance of which building parts or components are made.

Canopies - Roof elements projecting from the facade of a building to protect the building and pedestrians from the weather.

Color - Original or applied material such as paint usually determined by the particular style of the building.

Cornice - Projecting ornamental molding along the top of a building or wall.

Display Area - Glazed storefront area to display merchandise or products.

Doors - Entrance, access and exit to a building. The typical door in older buildings is constructed of wood, usually with a simple glass panel in the upper half and wood panels in the lower half.

Equipment - Includes heating and air conditioning units, electrical, telephone and cable television service, irrigation control boxes and valves and other similar devices.

NJDOT - New Jersey Department of Transportation

Gable - A triangular wall segment at the end of a double pitched or gabled roof.

Handicapped Access - Ability of the handicapped to easily access the interior of the building or site.

Hipped Roof - A roof with four uniformly pitched sides.

Lighting - Refers to artificial light on the exterior of the building and the site, including parking areas and street lighting.

Masonry - Wall construction of materials such as stone, brick and adobe.

Molding - A continuous decorative band that is either carved into or applied to a surface.

Orientation - Building orientation is the direction that the principal facade or facades of a building face.

Outdoor Display - Placement of merchandise outside of a commercial establishment, often on the sidewalk.

Parapet - A low, solid, projective wall or railing along the edge of a roof or balcony.

Parking - Refers to the temporary storage of automobiles.

Paving - Material that is used for covering driveways, walkways and parking areas.

Porch - An exterior structure that shelters a building entrance or extends along the outside of a building.

Redo - When the work involves upgrading an entire street or total new development.

Repair - When the work involves modifying smaller parts of a street or block.

Retrofit - When the work involves site specific patch up or regular maintenance.

Roof - Upper covering of house or building usually supported by its walls.

Roof Sign - Signs on roofs.

Setback - The distance from a reference point that a structure is 'setback' from or located away from. The reference point is usually the property line and typically the building has setbacks from all property lines.

Storefront - Ground floor facade or face of a building that is usually adjacent to the sidewalk in a pedestrian-oriented setting.

Stucco - An exterior finish, usually textured, formed by mixing portland cement, lime sand and water; applied to reduce the effects of erosion.

Spacing - Measured distance between buildings or other entities as trees, lighting fixtures, etc. The most visible or apparent spacing types are side-to-side or center-to-center.

Sign - Is a device that symbolically identifies the occupant, use, or provides information related to a building or site.

Vernacular Architecture - Architecture that makes use of common regional forms and materials at a particular place and time.

Windows - Opening in wall or roof of building.

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