



STAFF ONLY	APPLICATION NUMBER:	H A R B
	HARB MEETING DATE:	

HARB Certificate of Appropriateness Application

PROPERTY ADDRESS

ADDRESS [STREET, CITY]:

APPLICANT INFORMATION

NAME: <input style="width: 330px; height: 20px;" type="text"/>	TELEPHONE #: <input style="width: 150px; height: 20px;" type="text"/>	ALTERNATE #: <input style="width: 150px; height: 20px;" type="text"/>
ADDRESS: <input style="width: 310px; height: 40px;" type="text"/>	EMAIL: <input style="width: 280px; height: 20px;" type="text"/>	
	ZIP/POSTAL CODE: <input style="width: 180px; height: 20px;" type="text"/>	
APPLICANT'S CAPACITY: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ATTORNEY <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER: <input style="width: 60px; height: 20px;" type="text"/>		

OWNER INFORMATION [IF DIFFERENT FROM ABOVE]

NAME[S]: <input style="width: 310px; height: 20px;" type="text"/>	TELEPHONE #: <input style="width: 150px; height: 20px;" type="text"/>	ALTERNATE #: <input style="width: 150px; height: 20px;" type="text"/>
ADDRESS: <input style="width: 310px; height: 40px;" type="text"/>	EMAIL: <input style="width: 280px; height: 20px;" type="text"/>	
	ZIP/POSTAL CODE: <input style="width: 180px; height: 20px;" type="text"/>	

PROPERTY INFORMATION

NAME OF BUSINESS [IF APPLICABLE]:

CURRENT USE: PROPOSED USE:

PROJECT DESCRIPTION [CHECK ALL THAT APPLY]

ADAPTIVE REUSE
 ADDITION
 ALTERATION
 DEMOLITION
 NEW CONSTRUCTION
 REPAIR
 REPLACEMENT
 PAINTING
 OTHER (IDENTIFY)

ARCHITECTURAL FEATURES	MASONRY/ BRICKWORK	SIDING	TRIM	ROOF	DORMER/CUPOLA	CHIMNEY	GUTTER/DOWNSPOUT	EAVE CORNICE/SOFFIT	WINDOW/SCREEN/ STORM/SHUTTER	DOOR/SCREEN/STORM	PORCH/DECK/ STOOP/ STAIR	PORCH ROOF	PORCH OR DECK RAILING/BALLUSTER	STOREFRONT	SIGN	AWNING	FENCE/WALL/GATE	OTHER STRUCTURE
REPAIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
REPLACE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
ADD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
REMOVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

PROJECT DESCRIPTION USE ADDITIONAL PAGES AS NECESSARY TO DESCRIBE ALL OF THE WORK PROPOSED. PLEASE REFER TO THE CHECKLIST WITHIN THIS APPLICATION FOR ADDITIONAL SUBMISSION REQUIREMENTS.

Note: Please include all information requested in the application checklist. Work cannot commence until a Certificate of Appropriateness, necessary building permits, and any zoning relief have been issued.

PROPOSED START DATE:

PRESERVATION OF HISTORIC CHARACTER WHAT STEPS WILL BE TAKEN AS PART OF THE SCOPE OF THIS WORK TO PRESERVE YOUR BUILDING'S HISTORIC CHARACTER AND THAT OF THE SURROUNDING DISTRICT?

OTHER INFORMATION THE HARB SHOULD CONSIDER WHEN REVIEWING THIS APPLICATION

SIGNATURES

APPLICANT: DATE:

OWNER [IF DIFFERENT]: DATE:

Note: This completed application, along with all required materials, must be submitted via original printed copy, email, or other electronic means to the Department of Code Enforcement a minimum of ten (10) calendar days prior to the next HARB meeting for consideration.

In lieu of a signature, the owner can issue a letter stating agreement with the application and further agrees to be bound by any conditions imposed by the granting of the Certificate of Appropriateness.

Certificate of Appropriateness Application Checklist

The HARB must have all required information to review an application for a COA ten (10) calendar days prior to the meeting date. If all required information is not submitted, the application may be tabled until the information is received. The following checklists represent common application types, but the unique circumstances of an application could require additional information. All electronic materials may be emailed to: d.beri@fallstwp.com .

REPAIRS AND REPLACEMENTS

1. Certificate of Appropriateness Application
2. Historic District map with building location circled ([maps available on the Township website](#))
3. Digital photographs with descriptive file names showing all public views of building or structure and details showing the area of the building being impacted by the proposed work
4. Samples or specifications/detailed product data of materials to be used
5. Any additional information required by the HARB after an initial consultation or review

RENOVATIONS, ALTERATIONS, ADDITIONS, NEW CONSTRUCTION, AND DEMOLITION

1. Certificate of Appropriateness Application
2. Historic District map with building location circled ([maps available on the Township website](#))
3. Digital photographs with descriptive file names showing:
 - a. all sides of existing buildings and structures
 - b. the site surrounding the existing building or structure
 - c. details showing the area of the building being impacted by the proposed work
4. Scaled drawings indicating all proposed changes and notations for new materials:
 - a. site plan including adjacent sites and buildings
 - b. floor plans illustrating changes (if necessary)
 - c. all elevations illustrating changes
 - d. details of new exterior elements (i.e. cornices)
5. Samples or specifications/detailed product data of materials to be used
6. Any additional information required by the HARB after an initial consultation or review

SIGNS AND AWNINGS

1. Certificate of Appropriateness Application
2. Historic District map with building location circled ([maps available on the Township website](#))
3. Digital photographs with descriptive file names showing:
 - a. all public views of the existing building
 - b. the existing building in context with adjacent buildings
 - c. details showing the area of the building being impacted by the proposed work
4. Scaled drawings indicating:
 - a. façade elevation with proposed sign or awning with overall storefront wall width notated
 - b. elevation of sign or awning with letter style, logo, and layout with detailed dimensions
 - c. detail of attachment to building and photographs of attachment location
 - d. detail of illumination (if applicable)
 - e. detail of edge treatment (if exposed)
5. Material samples and representation of colors to be used
6. Any additional information required by the HARB after an initial consultation or review