

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

Building address \_\_\_\_\_

Owner of building \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's address \_\_\_\_\_

Applicant \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's address \_\_\_\_\_

*Street and Number*

*City*

*State*

*Zip Code*

**APPLICANT MUST ATTEND MEETING FOR CASE TO BE HEARD.**  
**SUBMIT THE ORIGINAL DOCUMENTS AND TEN (10) COPIES FOR REVIEW.**

**Historic & Architectural Review Board** – Application form, photographs, and drawings (if necessary) must be submitted by **12:00 Noon** on the last Wednesday of the month in order to be placed on the agenda for the next meeting.

**South Bethlehem & Mount Airy Historic Conservation Commission** - Application form, photographs, and drawings (if necessary) must be submitted by **12:00 noon** on the second Monday of the month in order to be placed on the agenda for the next meeting. .

**1. PHOTOGRAPHS** - Photographs of your building and neighboring buildings **must accompany** your application.

**2. TYPE OF WORK PROPOSED** – Check all that apply. Please bring any samples or manufactures specifications for products you will use in this project.

\_\_\_ Trim and decorative woodwork

\_\_\_ Skylights

\_\_\_ Siding and Masonry

\_\_\_ Metal work

\_\_\_ Roofing, gutter and downspout

\_\_\_ Light fixtures

\_\_\_ Windows, doors, and associated hardware

\_\_\_ Signs

\_\_\_ Storm windows and storm doors

\_\_\_ Demolition

\_\_\_ Shutters and associated hardware

\_\_\_ Other \_\_\_\_\_

\_\_\_ Paint (Submit color chips – HARB only)

**3. DRAWINGS OF PROPOSED WORK** – Required drawings **must accompany** your application. Please submit **ONE ORIGINAL AND TEN (10) COPIES OF DRAWINGS, PHOTOGRAPHS, APPLICATION FORM, AND ANY SPECIFICATIONS**

\_\_\_ Alteration, renovation, restoration (1/4 or 1/8"=1'0" scale drawings required IF walls or openings altered.)

\_\_\_ New addition (1/4" or 1/8"=1'0" scale drawings: elevations, floor plans, site plan)

\_\_\_ New building or structure (1/4" or 1/8"=1'0" scale drawings: elevations, floor plans, site plan)

\_\_\_ Demolition, removal of building features or building (1/4" or 1/8"=1'0" scale drawings: elevation of remaining site and site plan)

**4. DESCRIBE PROJECT** – Describe any work checked in #2 and #3 above. Attach additional sheets as needed.

**5. APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_