

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

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

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

Owner's **email** & mailing address \_\_\_\_\_

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

Applicant's **email** & mailing address \_\_\_\_\_

*Street and Number*

*City*

*State*

*Zip Code*

**APPLICANT MUST ATTEND MEETING FOR CASE TO BE HEARD.**

**USE THE CHECKLIST ON THE BACK OF THIS APPLICATION TO ENSURE YOUR SUBMISSION IS COMPLETE.**

**Historic & Architectural Review Board** – Application form, photographs, and drawings 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 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.

- |  |   |
|--|---|
| <input type="checkbox"/> Trim and decorative woodwork            | <input type="checkbox"/> Skylights      |
| <input type="checkbox"/> Siding and Masonry                      | <input type="checkbox"/> Metal work     |
| <input type="checkbox"/> Roofing, gutter and downspout           | <input type="checkbox"/> Light fixtures |
| <input type="checkbox"/> Windows, doors, and associated hardware | <input type="checkbox"/> Signs          |
| <input type="checkbox"/> Storm windows and storm doors           | <input type="checkbox"/> Demolition     |
| <input type="checkbox"/> Shutters and associated hardware        | <input type="checkbox"/> Other _____    |
| <input type="checkbox"/> 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)
- A scale drawing, with an elevation view, is required for all sign submittals

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

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

# Historical Architectural Review Board Historic Conservation Commission Checklist

Please use the following checklist to ensure your application is complete.  
**Incomplete submissions shall be returned to the applicant.**

## **AN ORIGINAL AND 10 COPIES OF APPLICATION AND ALL ACCOMPANYING DOCUMENTATION MUST BE SUBMITTED FOR CASE TO BE HEARD**

1. **PHOTOGRAPHS** – All submissions **MUST** have photographs. Provide clear photographs of your structure and the structures on either side of it so we can understand the property as it relates to its neighbors. Close up views of the work to be done can assist us in the review of your project.
2. **TYPE OF WORK PROPOSED** – Tell us what you wish to do by checking the appropriate category or categories on the application.
3. **DRAWINGS** – Drawings are required for Alterations, renovations, or restoration **IF** walls or openings in walls (windows, doors) are altered. This includes additions, new structures and signs including location of sign. Scale drawings with an elevation view are required for sign submittals.
4. **DESCRIPTION OF WORK** – Provide all information required under this heading. For example, if you are planning to paint your home, add a skylight, and replace the front door, you will need to bring paint chips for each color you plan to use (north side HARB only), and provide manufacturer’s descriptions (specifications) and pictures of the skylight and door you plan to use.
5. **DESCRIBE THE PROJECT** – Describe your project as clearly and completely as you can.
6. **SIGNATURE** – Don’t forget to sign and date your application.

### 2017 HCC

MEETING THIRD MONDAY OF EACH MONTH AT 7 PM AT BANANA FACTORY

#### DEADLINE FOR SUBMISSION

January 17  
February 21  
March 13  
April 10  
May 8  
June 12  
July 10  
August 14  
September 11  
October 9  
November 13  
December 11

#### MEETING DATE

January 23 (note change)  
February 27 (note change)  
March 20  
April 17  
May 15  
June 19  
July 17  
August 21  
September 18  
October 16  
November 20  
December 18

### 2017 HARB

MEETING FIRST WEDNESDAY OF EACH MONTH AT 4 PM IN TOWN HALL

#### DEADLINE FOR SUBMISSION

December 28  
January 25  
February 22  
March 29  
April 26  
May 31  
June 28  
July 26  
August 30  
September 27  
October 25  
November 29

#### MEETING DATE

January 4  
February 1  
March 1  
April 5  
May 3  
June 7  
July 5  
August 2  
September 6  
October 4  
November 1  
December 6