City of Bethlehem, Pennsylvania

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

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 2 weeks prior to the regular scheduled meeting 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 2 weeks prior to the regular scheduled meeting 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)
   - 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: __________

6. OWNER’S SIGNATURE _______________________________ DATE: __________
City of Bethlehem, Pennsylvania

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.

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**2020 HCC**
MEETING THIRD MONDAY OF EACH MONTH AT 6 PM IN TOWN HALL
DEADLINE FOR SUBMISSION
January 6
February 3
March 2
April 6
May 4
June 1
July 6
August 3
September 8
October 5
November 2
November 30

MEETING DATE
January 21 (note change)
February 18 (note change)
March 16
April 20
May 18
June 15
July 20
August 17
September 21
October 19
November 16
December 14

**2020 HARB**
MEETING FIRST WEDNESDAY OF EACH MONTH AT 5 PM IN TOWN HALL
DEADLINE FOR SUBMISSION
December 18
January 22
February 19
March 18
April 22
May 20
June 17
July 15
August 19
September 23
October 21
November 18

MEETING DATE
January 2 (note change)
February 5
March 4
April 1
May 6
June 3
July 1
August 5
September 2
October 7
November 4
December 2

Please be aware the submission deadline has been changed to 2 weeks prior to the meeting date.