City of Bethlehem, Pennsylvania

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Building address 51 E Wall Street, Bethlehem, PA 18018

Owner of building Beth A. Careyva Phone [redacted]

Owner's **email** & mailing address [redacted]

Applicant Ben Bard Phone [redacted]

Applicant's **email** & mailing address [redacted]

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.

Application form, photographs, and drawings must be submitted (see attached for deadline) 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
____ Siding and Masonry
____ Roofing, gutter and downspout
X Windows, doors, and associated hardware
____ Storm windows and storm doors
____ Shutters and associated hardware
____ Paint (Submit color chips – HARB only)
____ Skylights
____ Metal work
____ Light fixtures
____ Signs
____ Demolition
X Other In-kind replacement of front entrance door leaf: solid Honduran mahogany, clear finish (see #4)

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***

X 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.

Replace the seriously deteriorated four-panel front door with a new solid Honduran mahogany door matching the historic door's size, panel layout, profiles and detailing, within the existing opening (opening unchanged). Clear finish only: Epifanes Clear Varnish (marine spar varnish); no paint on door leaf. Retain ornate white surround and rectangular transom; no storm door. Historically appropriate hardware (mortise lockset, steeple-tip hinges, mail slot). SEE ATTACHED NARRATIVE.

5. APPLICANT'S SIGNATURE _____ **DATE:** 9/28/26

OWNER'S SIGNATURE _____ **DATE:** 9/28/26

CITY OF BETHLEHEM, PENNSYLVANIA · HISTORICAL & ARCHITECTURAL REVIEW BOARD

Application for Certificate of Appropriateness

Supporting Attachments

51 E Wall Street, Bethlehem, PA 18018

In-kind replacement of the principal entrance door: solid Honduran mahogany, clear finish

HARB meeting: Wednesday, November 11, 2026, 5:00 PM, Town Hall

Property	51 E Wall Street, Bethlehem, PA 18018 · Parcel P6NE1D 21 2 · Year built 1860 (Northampton County assessor)
Historic district	Downtown / Central Bethlehem Historic District (HARB review); National Register Central Bethlehem Historic District
Owner	Beth A. Careyva · [redacted] 51 E Wall St, Bethlehem, PA 18018
Applicant	Ben Bard · [redacted] 51 E Wall St, Bethlehem, PA 18018
Attending the meeting	Ben Bard (applicant)
Application type	Certificate of Appropriateness: windows, doors, and associated hardware; alteration / restoration (opening unchanged)

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Page numbers refer to the page numbers printed at the foot of each attachment page. The completed application form precedes these attachments. A physical finish sample (Honduran mahogany; one face finished with Epifanes Clear Varnish, one edge left raw) will be presented at the meeting.

A. Project Description (continuation of Application Section 4)

51 E Wall Street, Bethlehem, PA 18018 · Parcel P6NE1D 21 2 · Owner: Beth A. Careyva · Year built: 1860

Property. 51 E Wall Street is a brick dwelling in the City of Bethlehem Downtown / Central Bethlehem Historic District (HARB review) and within the National Register Central Bethlehem Historic District. Northampton County assessor records list the year built as **1860** (parcel P6NE1D 21 2). The owners are pursuing complementary historic stewardship at the house, including interior trim restoration and a Bethlehem Historic District Association (BHDA) historic plaque application identifying the structure as an **1860 Historic Structure**.

Existing entrance. The principal street entrance retains a historic **four-panel wood door** (two tall upper panels, two shorter lower panels, raised molded profiles) set in an **ornate white-painted wood surround** with a **rectangular single-pane transom**. There is no storm door. Existing character-defining hardware includes an ornate **mortise lockset** (brass exterior knob on a scrolled faceplate with keyhole; white porcelain interior knob), **steeple-tip butt hinges**, and a horizontal **mail slot** in the lock rail.

Existing condition: seriously deteriorated and beyond practical repair. The attached photographs (Photos 01–06) document that the existing door leaf and related elements no longer function as a secure, weather-tight historic entrance and are not candidates for long-term repair in place:

1. **The latch and primary hardware do not work.** The mortise latch does not engage; the entrance cannot be secured by the historic latch set alone.
2. **The hinges require replacement** (paint-encrusted steeple-tip hinges; a visible gap at the jamb indicates sag and misalignment).
3. **The door frame wood needs replacement** and the door needs to be **reset** in the opening.
4. **The door leaf is cracked in several places** (vertical crack at the mortise edge; top-rail crack into the upper panel molding; raised-panel seam cracks on multiple panels; lock-rail cracking at the exterior).
5. **Some hardware is missing or non-functional**, and paint failure and weathering are extensive.

Repair of the existing leaf has been evaluated and is not feasible for durable weather performance and secure operation. Replacement is therefore proposed under the HARB Design Guidelines preference that seriously deteriorated doors be replaced with **wood** doors matching the historic design (Guidelines, Doors & Entrances, p. 11).

Proposed work. Replace the existing front **door leaf** with a new **solid Honduran mahogany** (*Swietenia*; commercial Honduran mahogany) entrance door finished with an exterior-rated **clear marine spar varnish, Epifanes Clear Varnish**, only (natural wood appearance; no opaque paint on the door leaf). The new door will match the existing historic door design in:

- overall size and thickness, to fit the **existing opening without altering** the jambs, head, or masonry opening (opening unchanged);
- operation and swing, matching the existing door;
- **four-panel layout**, stile and rail proportions, and molded profiles;
- solid (unglazed) leaf configuration matching the existing solid panels;
- associated visible detailing.

Small period-correct refinements to profiles or hardware detailing may be incorporated only where they strengthen historical accuracy; the design intent remains an **in-kind match** to the existing leaf, not a

stylistic redesign.

Surround and transom. The existing **ornate white door surround**, trim, and **rectangular transom** will be **retained**. No new entrance will be created, and no enclosure or removal of entrance features is proposed. Frame wood repair or replacement and resetting of the door will preserve the existing opening geometry. Threshold and sill work is limited to repair or replacement in kind as needed.

Finish. The door leaf will receive an exterior-rated clear spar varnish system: **Epifanes Clear Varnish**, a traditional tung-oil/alkyd marine spar varnish with UV filters, applied as a thinned sealer coat plus six to eight full coats and recoated every one to two years. This is the modern equivalent of the hand-brushed copal and linseed-oil varnishes used on mid-nineteenth-century hardwood entrance doors to protect the wood and present a natural appearance appropriate to a principal entrance of the period. Photos 11–13 show a finish sample of Honduran mahogany (one face finished clear, one edge left raw); the physical sample will be presented at the meeting for the Board's comparison. The door surround, brickmold, and trim remain white and will be repainted to match the existing white where needed (no color change is proposed). The owners understand that clear exterior finishes require periodic maintenance and commit to recoating as needed so that the door never weathers to unprotected bare wood.

Hardware. Existing hardware will be matched, or replaced with historically accurate similar pieces: an ornate **mortise lockset** (brass exterior knob; porcelain interior knob), **steeple-tip hinges**, and a **mail slot**. Period-correct replacements will be used where existing pieces cannot be salvaged. See the attached Hardware Schedule (Section D).

Storm door. None. No storm door is proposed.

Drawings. This application includes a schematic door elevation derived from photographs (Section B) and annotated condition and context photographs (Section C). Because the opening is unchanged, scale drawings of altered walls or openings are not required. Exact leaf and opening dimensions will be field-measured before fabrication, and fabricator shop drawings will be prepared after COA approval.

Preservation rationale. This is an **in-kind design replacement** and a restoration of the historic entrance appearance, not a modernization:

1. **Wood-for-wood** replacement, as encouraged by the HARB Design Guidelines (p. 11).
2. Matching **size, shape, paneling, profiles, and detailing** (Guidelines p. 11; Secretary of the Interior's Standards, Standard 6, as adopted in Guidelines p. 3).
3. **No alteration** of the masonry opening or of the character-defining entrance surround and transom.
4. **Mahogany** as a historically appropriate prestige entrance wood in Mid-Atlantic practice by the mid-nineteenth century. Philadelphia dealers advertised "Mahogany for Doors" by 1833, and Caribbean/Honduras mahogany was a standard Atlantic trade wood (see Section E).
5. A natural, clear finish presents authentic hardwood character consistent with period prestige entrances (period doors were often painted *or* given a mahogany appearance through solid wood or faux graining). The HARB has previously approved a stained finish on a front door at **17 E Church Street** (February 2024).
6. The work complements ongoing historic stewardship at 51 E Wall Street (interior trim restoration; BHDA 1860 Historic Structure plaque).

Building permit. The applicant will obtain all required City building permits after City Council issues the Certificate of Appropriateness. No work will proceed before the COA and permit are issued.

B. Proposed Door Elevation (exterior face, schematic, not to scale)

51 E Wall Street, Bethlehem, PA 18018 · Solid Honduran mahogany · Epifanes Clear Varnish · Matches existing four-panel design · **Existing opening unchanged**



- Matches the existing four-panel wood door: two tall upper panels and two shorter lower panels with raised, molded profiles.
- Solid Honduran mahogany (*Swietenia*).
- Finish: Epifanes Clear Varnish (clear marine spar varnish) only; natural wood, no paint on the door leaf.
- Existing opening unchanged; ornate white surround and rectangular transom retained.
- No storm door.
- Hardware: ornate mortise lockset (brass exterior knob, porcelain interior knob), steeple-tip hinges (3), and mail slot, matching existing or historically accurate similar (see Section D).
- Frame wood repaired or replaced and door reset as needed; opening geometry unchanged.
- Schematic elevation derived from photographs. Dimensions shown are approximate; leaf and opening will be field-measured before fabrication. Fabricator shop drawings to follow COA approval.

C. Photographs (Photos 01–02)



Photo 01

Existing door: mortise lock edge (condition)

Ornate Victorian mortise faceplate; latch and bolt do not project (hardware non-functional). Brass exterior knob and white porcelain interior knob. Vertical crack above the mortise; peeling paint. Shows: latch does not work; door leaf cracked.

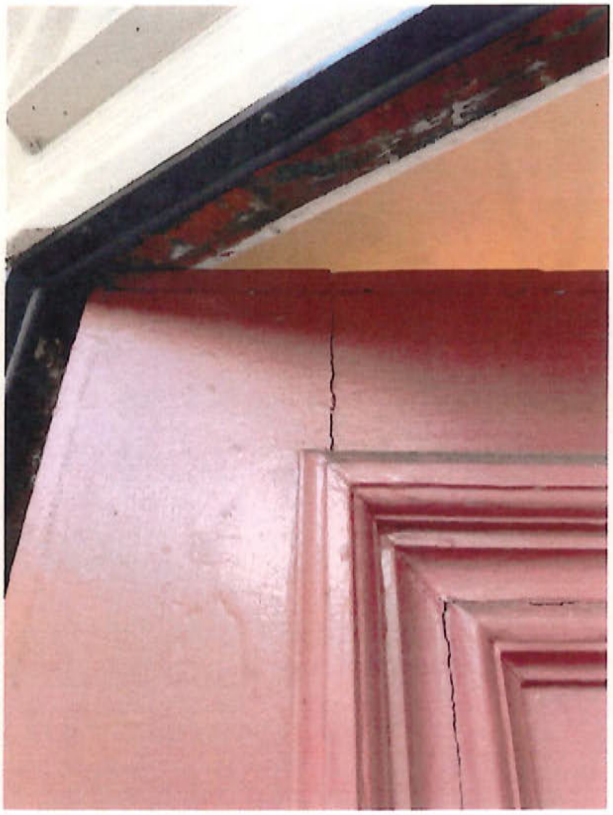


Photo 02

Existing door: top rail and header (condition)

Vertical crack through the top rail into the upper panel molding; paint failure and weatherstrip at the header; gap at the head indicating misalignment. Shows: leaf cracked; frame and header deterioration; door needs to be reset.

C. Photographs (Photos 03–04)



Photo 03

Existing door: raised panel seam cracks (condition)

Vertical and horizontal separation at the panel field and molding seams on a lower panel. Shows: door cracked in several places; beyond practical long-term repair.

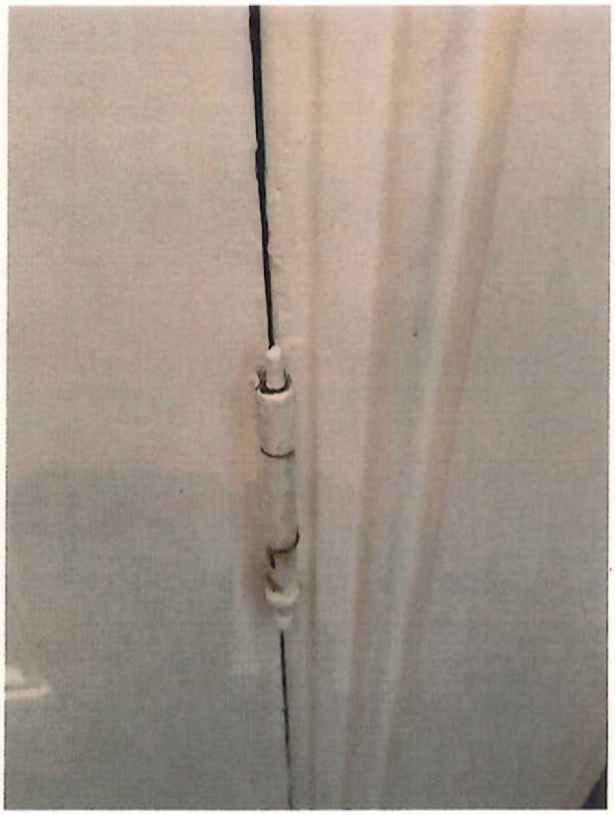


Photo 04

Existing hardware: steeple-tip butt hinge

Paint-encrusted steeple-tip hinge; gap at the jamb. Shows: hinges need replacement; sag requires the door to be reset. Proposed: matching or historically accurate steeple-tip hinges.

C. Photographs (Photos 05–06)

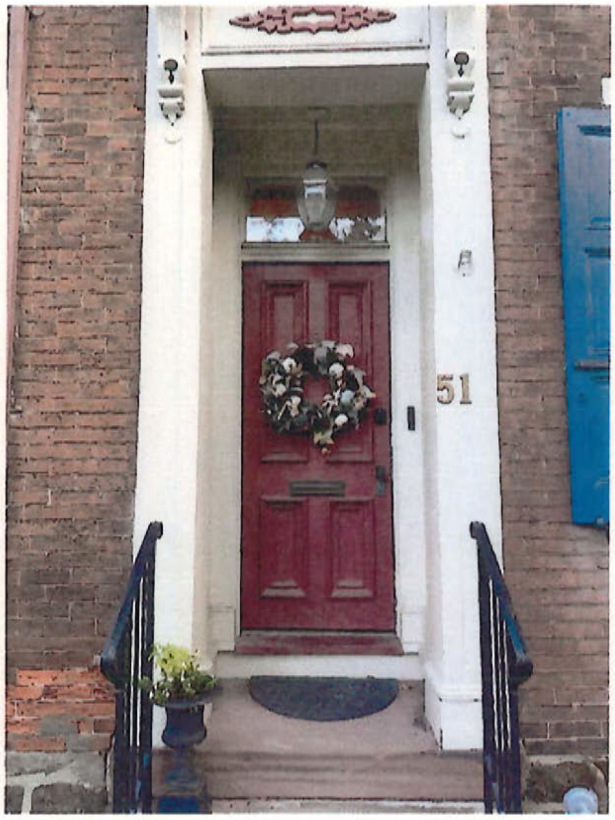


Photo 05

Subject property: full front entry, 51 E Wall St

Brick façade; four-panel wood door (currently painted oxblood); ornate white surround and rectangular transom; house number 51; mail slot; no storm door. The new door matches the four-panel leaf; surround and transom are retained.



Photo 06

Existing exterior hardware and panel cracks

Ornate patterned brass knob on a tall scrolled backplate with keyhole (verdigris); horizontal mail slot in the lock rail; visible cracks in the lock rail and panels. Proposed: matching or period-correct mortise lockset and mail slot; clear-finished mahogany leaf (no paint).

C. Photographs (Photos 07–08)



Photo 07

Neighbor context: 57 E Wall St (flanking)

District streetscape context. Context only; the design for 51 follows its own historic door.

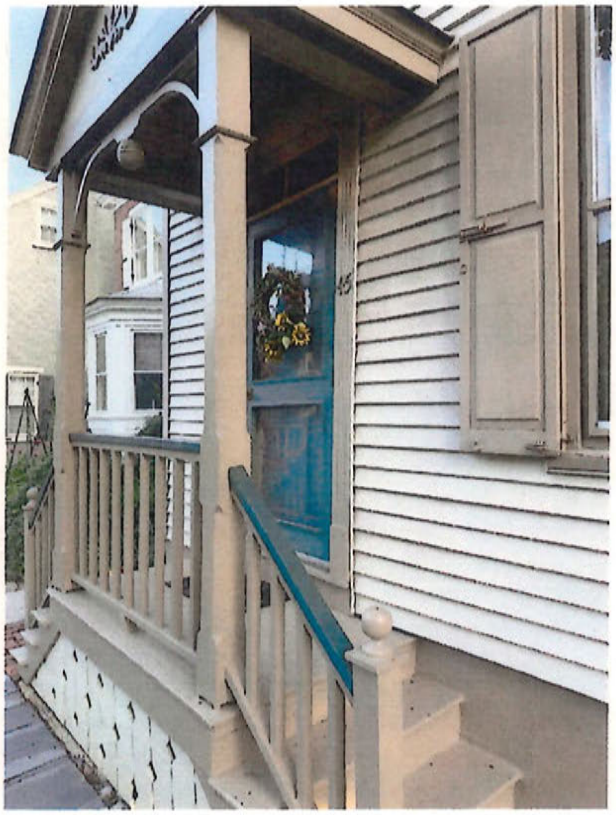


Photo 08

Neighbor context: 45 E Wall St (flanking)

District streetscape context. Context only; the design for 51 follows its own historic door.

C. Photographs (Photos 09–10)



Photo 09

Street-row context: E Wall St

Additional district character (stone and brick façades, paneled doors). Context only.



Photo 10

Opposite side of the street, looking at 51 E Wall St

Full brick façade; door with white surround and transom; blue shutters; #51 visible. Opposite-side context per HARB Design Guidelines (p. 5).

C. Photographs (Photos 11–12)



Photo 11

Proposed finish sample: at the existing door

Honduran mahogany finished with Epifanes Clear Varnish, set at the base of the existing door against the sill, showing the proposed natural wood tone next to the current painted leaf.



Photo 12

Proposed finish sample: against the white surround

The same sample held vertically at the latch stile beside the retained white surround, showing how the clear-finished mahogany reads with the historic trim.

C. Photographs (Photo 13)



Photo 13

Proposed finish sample: face in daylight

Close view of the finished face showing grain and color. The physical sample will be brought to the HARB meeting.

D. Hardware Schedule (proposed; based on existing hardware in Photos 01, 04, 05, 06)

51 E Wall Street, Bethlehem, PA 18018 · Design intent: match existing hardware or use historically accurate similar pieces

Mark	Item	Qty	Finish / material	Existing (photo)	Proposed action
H1	**Steeple-tip butt hinges** (decorative pointed finials)	3	Brass or aged brass / bronze to match historic hardware	Photo 04 (paint-encrusted steeple-tip hinge); Photo 05 (three hinges)	**Replace.** Existing hinges have failed; match steeple-tip style and size.
L1	**Ornate mortise lockset** with exterior knob on tall scrolled / patterned faceplate and keyhole	1 set	Brass exterior (may age to a natural patina); ornate Victorian-pattern faceplate	Photos 01, 06	**Replace or rebuild.** Latch does not engage; match the ornate mortise appearance.
K1	**Exterior knob** (ornate patterned round)	1	Brass	Photo 06	Part of L1 or matching companion.
K2	**Interior knob**	1	White porcelain / ceramic on metal neck	Photo 01	Match existing porcelain interior knob.
M1	**Mail slot** (horizontal, spring flap) in lock rail	1	Brass / aged brass	Photos 05, 06	Match existing size and placement on the lock rail; new or salvaged.
D1	**Secure locking function** (integrated with mortise set)	1	Brass / period-compatible	—	Provide secure locking through the mortise set, with a period-compatible deadbolt function as needed for a working entrance.

Notes

1. **Match existing or historically accurate similar.** The appearance of the historic hardware is the design basis.
2. The existing latch does not function, and the hinges and some hardware have failed or are missing. This is why replacement hardware is proposed with the new leaf.
3. Distinctive existing pieces (faceplate, knobs, mail slot) will be salvaged **only if** they can be restored to working condition; otherwise matching reproductions will be specified.
4. No storm door and no storm door hardware.
5. The brass finish (polished or aged) will be selected to suit the historic hardware. Product information can be provided to the Board on request.
6. Exact backset, hinge size, and mail-slot opening will be field-measured along with the door.

E. Historical Precedent Mahogany as a principal entrance door wood (c. 1850–1875)

Supports the proposal that a solid Honduran (Caribbean / "Bay") mahogany door with a protective clear finish is historically appropriate for the principal entrance of a mid-nineteenth-century Mid-Atlantic town house (51 E Wall Street, built 1860).

1. Summary

1. **True mahogany (*Swietenia*)**, including mainland "Honduras" or "Bay" mahogany (*S. macrophylla*) and island mahogany (*S. mahogani*), was a **prestige Atlantic trade wood** in Anglo-American furniture and fine millwork from the eighteenth century through the mid-nineteenth century.
2. Philadelphia and Mid-Atlantic markets specifically advertised **"Mahogany for Doors"** by the **1830s**, documenting mahogany as a door lumber category and not only a furniture veneer.
3. Period exterior doors were often **painted** or **faux-grained to imitate mahogany**, with mahogany as the visual ideal even when the substrate was pine. A clear-varnished, polished hardwood appearance was also part of the period vocabulary, especially as a display of prosperity.
4. A door of **real solid Honduran mahogany** with a protective clear finish is therefore historically coherent for a **high-style principal entrance**, provided the panel layout, proportions, and detailing match the historic door (Guidelines p. 11).
5. The Bethlehem HARB has approved an **"English Chestnut" stain on a front door** (17 E Church St, February 2024), a local precedent for a non-paint door finish.

2. Species and trade labels

Historic label	Typical botanical referent	Notes
Honduras / Bay / mainland mahogany	*Swietenia macrophylla*	Cut and exported from Belize (the Bay Settlement / British Honduras) and the Mosquito Shore; a major 18th–19th century export
Jamaican / Spanish / island mahogany	*Swietenia mahogani*	Often denser and more figured; scarcer by the mid-18th–19th century
"Mahogany" in period advertisements	Trade grade, not a laboratory identification	Buyers valued figure, density, and workable plank size

- Daniel Finamore, "Furnishing the Craftsman: Slaves and Sailors in the Mahogany Trade," *American Furniture* (Chipstone Foundation, 2008), documents Belize/Honduras extraction, shipping to Philadelphia, Newport, and New York, and geographic trade names.
- E. Chaloner & W. Fleming, *The Mahogany Tree* (Liverpool: Rockliff and Son, 1850), a contemporaneous merchant manual on selecting and cutting West Indian and Central American mahogany.
- Between 1807 and 1812, American ships leaving Honduras most frequently cleared for New York, Portland, Charleston, Boston, Norfolk, Philadelphia, and Newport (Finamore, citing Port of Belize shipping returns). Mid-Atlantic ports, including Philadelphia, were direct consumers of Bay mahogany.

3. Mid-Atlantic and Pennsylvania: mahogany for doors

Philadelphia, 1833. Cabinetmaker and lumber dealer Michel Bouvier advertised that he kept on hand "an extensive assortment of Hand Rail Planks, **Mahogany for Doors**, Coffin Stuff, Veneers, &c." (*Gazette*, January 4, 1833), as discussed in Kathleen M. Catalano, *Cabinetmaking in Philadelphia, 1820–1840* (University of Delaware thesis). This is direct period evidence that mahogany was sold as door stock in the Philadelphia market, which supplied eastern Pennsylvania and Lehigh Valley builders and millwork shops in the decades around 1860.

Continuity of trade. Henry Drinker's letter book (Historical Society of Pennsylvania) shows Philadelphia merchants already engaged in the Central American mahogany trade by the 1770s (Finamore, citing the Drinker

Letter Book, 1769–1772), reflecting continuous Mid-Atlantic mahogany commerce into the mid-nineteenth-century building boom.

4. Period-typical door woods (c. 1850–1875)

Wood	Typical use on American urban houses
White pine / softwoods	Most common for door cores and secondary doors; often painted or grain-painted
Oak	Durable hardwood; painted or grained; later Victorian taste sometimes shifted toward oak graining
Walnut	Fine interior and some exterior trim and doors in better houses
Mahogany (solid or veneered)	Prestige principal doors, handrails, and fine interior millwork; also imitated by graining on less costly woods
Cherry, maple, and others	Secondary or regional use

For a front door on an 1860 brick town house, painted softwood was the most common vernacular choice. Mahogany, whether real or imitated by graining, was the high-style choice for a principal entrance. This proposal belongs to that high-style tradition. It does not claim that every door on the street was mahogany.

5. Painted and natural / varnished finishes on period doors

1. **Painted doors were common** for weather protection and streetscape unity, as reflected in the Design Guidelines' emphasis on repair and repainting.
2. **Faux mahogany graining** was widely used to make pine doors look like polished mahogany, evidence that a mahogany appearance was desired for entrances. Examples: at the Hammond-Harwood House (Annapolis), paint microscopy showed an original brown glaze simulating mahogany (*Capital Gazette*, 2017); at the John Mark Verdier House (Beaufort, SC), microscopy showed grain painting to resemble mahogany as a display of wealth (*Lowcountry Weekly*); at Historic Sandusky (VA), mahogany graining followed by oak graining is documented on the entry doors.
3. **Clear varnish over graining or over hardwood** appears in period coating sequences, for example oil-resin gloss varnish as a protective finish over graining coats.
4. Historic guidance documents note that hardwood doors "may also be varnished or grained instead of painted" in certain style periods (for example, Dublin, Ohio historic paint guidance). This is offered as a secondary analogy.

Conclusion. Mahogany was a documented period door wood, and a mahogany appearance (real or grained) was a prestige entrance finish. A solid mahogany door with a protective clear finish is historically coherent for a principal entrance when its design matches the historic leaf, it is a wood-for-wood replacement as the Guidelines encourage, and it is consistent with local precedent for a stained front-door finish.

6. Bethlehem HARB precedents

Case	What was approved	Source	Relevance
17 E Church St (c. 1870), HARB Feb 7, 2024	Exterior paint colors plus **"English Chestnut" stain for the front door**	*Lehigh Valley Press*, Mar 5, 2024	Direct local precedent for a non-paint finish on a front door in the same HARB district
415 Long St, HARB Feb 5, 2025	Storm door; glass panels in the **existing wood door**; porch railings; light fixture (COA recommended)	City HARB minutes	Affirms retention and repair of wood doors as character features

58 E Wall St, Feb 2024	Fence COA (neighbor photos accepted as precedent)	*Lehigh Valley Press*, Mar 5, 2024	Same street; the HARB considered neighborhood photo precedent
Historic Conservation Commission (South Side), various	Salvaged Arts & Crafts **wood** door replacements preferred over vinyl	City HCC staff reports / minutes	Wood doors are the preservation default citywide

7. Summary statement

Mid-nineteenth-century American builders and lumber dealers treated mahogany as a prestige millwork wood. Philadelphia dealer Michel Bouvier advertised "Mahogany for Doors" as early as 1833 (Catalano, *Cabinetmaking in Philadelphia, 1820–1840*). Caribbean / Honduras ("Bay") mahogany (*Swietenia macrophylla*) was imported in quantity into Mid-Atlantic ports, including Philadelphia, through the mahogany trade documented by Finamore (*American Furniture*, 2008) and by contemporary merchant manuals such as Chaloner & Fleming, *The Mahogany Tree* (1850). Period principal entrances frequently sought a mahogany appearance, either in solid hardwood or through faux graining (documented at multiple Mid-Atlantic historic houses). The proposed solid Honduran mahogany door continues that tradition in authentic material while matching the historic door's design, consistent with the Bethlehem HARB Design Guidelines (p. 11: wood replacement doors matching historic size, shape, paneling, profiles, and detailing) and with local precedent approving a stained finish on a front door (17 E Church St, HARB February 2024).

8. Sources

1. City of Bethlehem, HARB Design Guidelines: https://www.bethlehem-pa.gov/CityOfBethlehem/media/DCED-Media-Library/PlanningZoning/HARB_Design_Guidelines.pdf
2. City of Bethlehem, Article 1713: https://www.bethlehem-pa.gov/CityOfBethlehem/media/Ordinance-PDFs/ARTICLE1713.pdf
3. Finamore, "Furnishing the Craftsman," *American Furniture* 2008 (Chipstone): https://chipstone.org/article.php/582/American-Furniture-2008/Furnishing-the-Craftsman:-Slaves-and-Sailors-in-the-Mahogany-Trade
4. Catalano, *Cabinetmaking in Philadelphia, 1820–1840* (UDSpace): http://udspace.udel.edu/handle/19716/25101
5. *Lehigh Valley Press*, "Four proposals approved" (17 E Church St stain COA): https://www.lvpnews.com/20240305/four-proposals-approved/
6. *Capital Gazette*, Hammond-Harwood House door (2017): https://www.capitalgazette.com/2017/06/06/americas-most-beautiful-door-is-undergoing-a-revolutionary-change/
7. *Lowcountry Weekly*, Verdier House mahogany graining: https://lcweekly.com/culture/reframing-history/
8. Chaloner & Fleming, *The Mahogany Tree* (1850), cited via Finamore; available through major libraries and the Internet Archive.

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. **6. SIGNATURE – Don't forget to sign and date your application.**

2026 HISTORIC CONSERVATION COMMISSION
MEETING THIRD MONDAY OF EACH MONTH AT 6 PM IN TOWN HALL

Submission Deadline [1]	Meeting Date
January 5	January 26 (Note Change)
February 2	February 23 (Note Change)
February 23	March 16
March 30	April 20
April 27	May 18
May 25	June 15
June 29	July 20
July 27	August 17
August 31	September 21
September 28	October 19
October 26	November 16
November 23	December 14

2026 HISOTRICAL ARCHITECTURAL REVIEW BOARD
MEETING FIRST WEDNESDAY OF EACH MONTH AT 5 PM IN TOWN HALL

Submission Deadline[1]	Meeting Date
December 17, 2025	January 7
January 14	February 4
February 11	March 4
March 11	April 1
April 15	May 6
May 13	June 3
June 10	July 1
July 22	August 12 (Note Change)
August 12	September 2
September 16	October 7
October 21	November 11 (Note Change)
November 11	December 2

[1] If the project includes demolition or new construction, a meeting is required with City staff and the Historic Preservation Officer **prior to submission.**