

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.

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

____ 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:** _____

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.

2025 HISTORIC CONSERVATION COMMISSION
MEETING THIRD MONDAY OF EACH MONTH AT 6 PM IN TOWN HALL

<u>Demolition/New Construction</u>	<u>Deadline for Submission</u>	<u>Meeting Date</u>
December 23	December 30	January 27 (Note Change)
January 13	January 20	February 24 (Note Change)
February 17	February 24	March 17
March 24	March 31	April 21
April 21	April 28	May 19
May 19	May 26	June 16
June 23	June 30	July 21
July 21	July 28	August 18
August 18	August 25	September 15
September 22	September 29	October 20
October 20	October 27	November 17
November 17	November 24	December 15

2025 HISTORICAL ARCHITECTURAL REVIEW BOARD
MEETING FIRST WEDNESDAY OF EACH MONTH AT 5 PM IN TOWN HALL

<u>Demolition/New Construction</u>	<u>Deadline for Submission</u>	<u>Meeting Date</u>
December 11	December 18	January 8 (Note Change)
January 8	January 15	February 5
February 5	February 12	March 5
March 5	March 12	April 2
April 9	April 16	May 7
May 7	May 14	June 4
June 4	June 11	July 2
July 16	July 23	August 13 (Note Change)
August 6	August 13	September 3
September 3	September 10	October 1
October 8	October 15	November 5
November 5	November 12	December 3

Please be ware the submission deadline has been changed to 3 weeks prior to the meeting date.

***If the project includes demolition or new construction then the deadline for submission shall be 4 weeks and a meeting is required with City staff and the Historic Preservation Officer prior to submission.**