

APPLICANT MUST ATTEND MEETING FOR CASE TO BE HEARD.
USE THE CHECKLIST ON THE BACK OF THIS APPLICATION TO ENSURE YOUR SUBMISSION IS
COMPLETE.

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

<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 checked="" 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)	

☒ 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

5. APPLICANT'S SIGNATURE [Signature] DATE: 12/2/21

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.

2022 HCC

MEETING THIRD MONDAY OF EACH MONTH AT 6 PM IN TOWN HALL

DEADLINE FOR SUBMISSION		MEETING DATE
For Demolition/New Construction*		
January 3	December 27	January 24 (note change)
February 7	January 31	February 28 (note change)
February 28	February 22 (note change)	March 21
March 28	March 21	April 18
April 25	April 18	May 16
May 31 (note change)	May 23	June 20
June 27	June 20	July 18
July 25	July 18	August 15
August 29	August 22	September 19
September 26	September 19	October 17
October 31	October 24	November 21
November 28	November 21	December 19

2022 HARB

MEETING FIRST WEDNESDAY OF EACH MONTH AT 5 PM IN TOWN HALL

DEADLINE FOR SUBMISSION		MEETING DATE
For Demolition/New Construction*		
December 15	December 8	January 5
January 12	January 5	February 2
February 9	February 2	March 2
March 16	March 9	April 6
April 13	April 6	May 4
May 11	May 4	June 1
June 15	June 8	July 6
July 13	July 6	August 3
August 17	August 10	September 7
September 14	September 7	October 5
October 12	October 5	November 2
November 16	November 9	December 7

Please be aware 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 Officer prior to submission.**