City of Bethlehem, Pennsylvania

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Building address	
Owner of building	Phone
	Phone:
Applicant's email & mailing address	- attached -
Street and Number	City State Zip Code
<u>APPLICANT MUST ATTEND MEETING FOR CASE TO BE HEARD.</u> USE THE CHECKLIST ON THE BACK OF THIS APPLICATION TO ENSURE YOUR SUBMISSION IS	
<u>COMPLETE.</u>	
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 you	our 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 h	nardwareSigns
Storm windows and storm doors	Demolition
Shutters and associated hardware	_ Other New Historic Plague
Paint (Submit color chips - HAR	
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) 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. Z OPHONS For Plaques - remembers attached, 1A and A.	
5. APPLICANT'S SIGNATURE OWNER'S SIGNATURE	Ucheli Schult DATE: 9/12/2025 DATE:



APPLICANT INFORMATION

Bethlehem Historic District Association PO Box 152 Bethlehem PA 18016

Michele Schultz - President -Brian Carnahan - Treasurer -

SUPPLEMENT TO ORIGINAL APPLICATION

Based on the discussion at the September HARB meeting, the BHDA submits the following supplemental information to be discussed at the October HARB meeting.

Location and Installation Guidelines

BHDA will continue the current guidelines for installation previously reviewed with HARB: "The Historic and Architecture Review Board requests that plaques be placed close to the structure's front door, on the same side of the door as the door knob/handle, and at a height of 50-60" above the closest walking surface (top step, porch floor, walkway, etc.)."

Homeowners with brick homes will be instructed to install the mounting screws into the mortar between bricks.

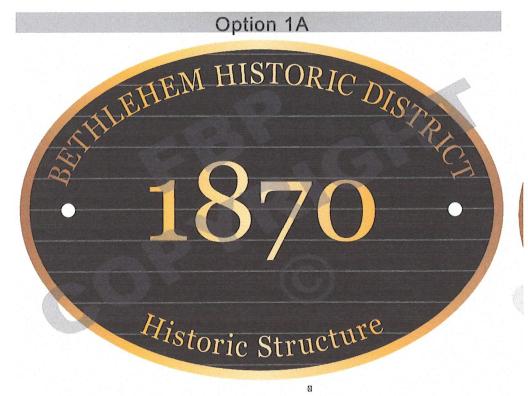
The plaque will have countersunk screw holes 8 inches apart on the horizontal. Mounting hardware will be single slot, flat-head, bronze screws.

Historic Family Name Option

BHDA will offer homeowners the option to replace "Historic Structure" with an historic family name associated with the structure. Following are the guidelines that will be published by the BHDA:

The homeowner has the option of replacing the "Historic Structure" wording on the plaque with the name of a family associated with the building (Example: "Wilbur House"). The family name on the plaque must have a significant connection to the house or to the Bethlehem community. For example, the named family lived in the home over multiple decades and/or generations. Or the named family made unique contributions to the history of Bethlehem.

It is the responsibility of the homeowner to provide BHDA with appropriate documentation to support any family named on a plaque.



Option 2A

EHEM HISTORIC DISTRICS Wilbur House