

City of Bethlehem, Pennsylvania

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Building address _____
Owner of building _____ Phone _____
Owner's **email** & mailing address _____
Applicant **BHDA** Phone: _____
Applicant's **email** & mailing address **- attached -**
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.

<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 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 New Historic Plaque
<input type="checkbox"/> 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.

2 options for plaques - renderings attached, 1A and 2A.

5. **APPLICANT'S SIGNATURE** **Michelle Schultz** **DATE:** **9/12/2025**

OWNER'S SIGNATURE _____ **DATE:** _____



APPLICANT INFORMATION

Bethlehem Historic District Association
PO Box 152
Bethlehem PA 18016

Michele Schultz - President - [REDACTED]
Brian Carnahan - Treasurer - [REDACTED]

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.

BETHLEHEM HISTORIC DISTRICT ASSOCIATION
TWO PLAQUE OPTIONS

Option 1A



Option 2A

