

City of Bethlehem, Pennsylvania

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Building address \_\_\_\_\_

Owner of building \_\_\_\_\_ Phone \_\_\_\_\_

Owner's email & mailing address \_\_\_\_\_

Applicant Bethlehem Historic Dist. Assoc. 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:

☐ 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 New Historic Plaque

☐ 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.

attached

5. **APPLICANT'S SIGNATURE**

Brian Carnahan - BHOA Treasurer

DATE: 7/30/25

**OWNER'S SIGNATURE** \_\_\_\_\_

DATE: \_\_\_\_\_



#### APPLICANT INFORMATION

Bethlehem Historic District Association  
PO Box 152  
Bethlehem PA 18016

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

#### PROJECT DESCRIPTION

The BHDA manages the Historic Plaque Program which offers date plaques to historic homes and buildings in the Historic District. The plaque program has been around for decades and many of the wooden plaques are showing their age. The BHDA plans to "relaunch" its Historic Plaque Program this Fall and the Board has approved a new plaque design cast in brass. We are applying for a COA for the new plaque.

We have a sample of the new plaque and will bring it to the HARB meeting. We are currently engaging with plaque manufacturers to get proposals for supplying plaques to BHDA members.

We will relaunch the plaque program with an effort to get current plaque owners (count: 65) to switch to the new brass plaque. The brass plaque will then be the standard for new plaques going forward.

Attached to this description are the following:

1. Photos and specs of the old and new plaques
2. Historic Plaque Program description when the program is relaunched in the Fall

### CURRENT PLAQUE

Specifications: 7" x 10" Oval, 3/4" Thickness, Eastern Pine, date etched, one coat primer, two finish coats.



### NEW PLAQUE

Specifications: 7" x 10" Oval, 1/4" Thickness, Brass, black "leatherette" background, raised border and lettering.







## HISTORIC PLAQUE PROGRAM

In support of its mission to honor and celebrate the unique architecture and history of Bethlehem's Historic District, the BHDA's Historic Plaque Program offers member homeowners the opportunity to apply for a marker to show the year the member's home was built.

### Plaque Description

The plaque is solid brass with a black leatherette background and raised lettering.

Dimensions: Oval, 10" x 7 1/4" with 1/4 inch thickness.

Location Of Installation: 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.).



### Obtaining A Plaque

BHDA historic plaques are available for any building within the Historic District that is at least 50 years old, is in good condition, and retains many of its original features. Plaque applications must be from the current owner of the building and they must be a member of the BHDA.

It is the responsibility of the homeowner to apply for a plaque, provide necessary documentation to support the date on the plaque, and to pay for the cost of the plaque. The homeowner is also responsible for the installation of the plaque.

BHDA will source plaques from a reputable supplier and manage the plaque acquisition for the homeowner. BHDA will set the price for the plaque based on its true cost (no mark up) making best effort to obtain the best price possible. BHDA can also provide house history research guidance and consultation at the request of the homeowner.

### Setting The Plaque Date

The year on the plaque must be the date of construction of the current building.

If a building has been modified over the years, the year would be the date of original construction. For example if a building was built as a one story home and was later raised to two stories, the year would be the date of construction of the original one story home.

On the other hand if the original building on the property were taken down and replaced with a new building, the year on the plaque would be the date of construction of the new building.

The year on the plaque must be supported by documentation including deed chains, tax records, maps, or other support material. If the documentation does not support an exact year, the approximate year can be represented on the plaque with a "c." (Example: "c. 1870")

#### Family Name Option

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.

#### Plaque Application Process

1. Applications should be submitted by email to [plaques@bhda.org](mailto:plaques@bhda.org). The email must include the applicant's name, address of the home receiving a plaque, applicant email, applicant phone number, the year date requested for the plaque, and, if applicable, the family name requested for the plaque. Attached to the email application should be documentation to support the year and family name requested. Attachments should include the deed chain, tax records, and any other supporting documentation.
2. The application will be reviewed by the BHDA's Plaque Committee who will follow up with the applicant on any questions about the application. The Plaque Committee will work with the applicant to finalize the year and family name (if applicable) to appear on the plaque.
3. The Plaque Committee will make a recommendation to the BHDA Board about the application including the date and family name (if applicable) for the plaque. The BHDA Board will vote to approve or not approve all plaque applications.
4. The Plaque Committee will inform applicant of the Board's approval. Applicant must then submit payment of 50% of the plaque cost to the BHDA. Once that payment is received, the BHDA will order the plaque.
5. Once the plaque is delivered, the BHDA will collect the remaining balance due and deliver the plaque to the applicant. The applicant is responsible for installation of the plaque.
6. The BHDA will archive all plaque applications and supporting documentation.

