

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.

2023 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 23 (note change)
February 6	January 30	February 27 (note change)
February 27	February 21 (note change)	March 20
March 27	March 20	April 17
April 24	April 17	May 15
May 30 (note change)	May 22	June 19
June 26	June 19	July 17
July 24	July 17	August 21
August 28	August 21	September 18
September 25	September 18	October 16
October 23	October 16	November 20
November 27	November 20	December 18

2023 HARB

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

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

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.**