

**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.**

**Historic & Architectural Review Board** – Application form, photographs, and drawings must be submitted by **12:00 Noon** on the last Wednesday of the month in order to be placed on the agenda for the next meeting.

**South Bethlehem & Mount Airy Historic Conservation Commission** - Application form, photographs, and drawings must be submitted by **12:00 noon** on the second Monday of the month 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 _____    |
| <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.

**5. APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# 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.

### 2018 HCC

MEETING THIRD MONDAY OF EACH MONTH AT 7 PM IN TOWN HALL	
DEADLINE FOR SUBMISSION	MEETING DATE
January 16	January 22 (note change)
February 20	February 26 (note change)
March 12	March 19
April 9	April 16
May 14	May 21
June 11	June 18
July 9	July 16
August 13	August 20
September 10	September 17
October 8	October 15
November 12	November 19
December 10	December 17

### 2018 HARB

MEETING FIRST WEDNESDAY OF EACH MONTH AT 4 PM IN TOWN HALL	
DEADLINE FOR SUBMISSION	MEETING DATE
December 27	January 3
January 31	February 7
February 28	March 7
March 28	April 4
April 25	May 2
May 30	June 6
July 5	July 11 (note change)
July 25	August 1
August 29	September 5
September 26	October 3
October 31	November 7
November 28	December 5