

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

Building address 312 East 3rd Street, Bethlehem, PA

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.

<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:** \_\_\_\_\_

**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.

2026 HISTORIC CONSERVATION COMMISSION  
MEETING THIRD MONDAY OF EACH MONTH AT 6 PM IN TOWN HALL

<u>Submission Deadline</u> <sup>1</sup>	<u>Meeting Date</u>
January 5	January 26 (Note Change)
February 2	February 23 (Note Change)
February 23	March 16
March 30	April 20
April 27	May 18
May 25	June 15
June 29	July 20
July 27	August 17
August 31	September 21
September 28	October 19
October 26	November 16
November 23	December 14

2026 HISTORICAL ARCHITECTURAL REVIEW BOARD  
MEETING FIRST WEDNESDAY OF EACH MONTH AT 5 PM IN TOWN HALL

<u>Submission Deadline</u> <sup>1</sup>	<u>Meeting Date</u>
December 17, 2025	January 7
January 14	February 4
February 11	March 4
March 11	April 1
April 15	May 6
May 13	June 3
June 10	July 1
July 22	August 12 (Note Change)
August 12	September 2
September 16	October 7
October 21	November 11 (Note Change)
November 11	December 2

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<sup>1</sup> If the project includes demolition or new construction, a meeting is required with City staff and the Historic Preservation Officer **prior to submission.**