



CITY OF HARRISBURG
 Municipal Historic District
 Certificate of Appropriateness
 Application



INSTRUCTIONS

- Print legibly, provide a complete written description of the work, complete all applicable sections, and submit the original signed copy (both applicant’s and owner’s signatures are required).
- All applications must include labeled photographs (printed on standard 8-1/2 x 11 paper) of the building/site as visible from public right of ways and other relevant supporting materials, such as manufacture’s brochures, architectural and/or shop drawings. Incomplete applications will be returned.
- Ten (10) complete sets of documentation must accompany this completed application.
- Applications must be received at the Bureau of Planning, 10 North Second Street, Suite 206, Harrisburg, PA 17101, by 5:00 p.m. on the scheduled deadline date to be reviewed at the next Harrisburg Architectural Review Board (HARB) meeting.
- If you have questions about this form or the HARB process please contact Craig D. Peiffer, Bureau of Planning at (717) 255-6412 or cpeiffer@cityofhbg.com
- The HARB application deadline and meeting schedule, Historic District Design Guide, Frequently Asked Questions (FAQ) and Historic District Maps, may be found on the Bureau of Planning’s Website: www.harrisburgpa.gov/Resident/DBHD/DBHD_Planning.html

PROPERTY ADDRESS: _____

DESCRIBE PROPOSED WORK:

PROJECTED START DATE: _____

PROJECTED COMPLETION DATE: _____

APPLICANT INFORMATION:

Name _____ Phone (day) _____

Address _____ Fax _____

City, St., Zip _____ Email _____

Applicant’s Legal Standing: Owner Lessee Other _____

PROPERTY OWNER: (if other than applicant)

Name _____ Phone (day) _____
Address _____ Fax _____
City, St., Zip _____ Email _____

CONTACT PERSON: (if other than applicant)

Name _____ Phone (day) _____
Address _____ Fax _____
City, St., Zip _____ Email _____

CONTRACTOR / DESIGNER: (if other than applicant)

Name _____ Phone (day) _____
Address _____ Fax _____
City, St., Zip _____ Email _____

EXTERIOR ALTERATIONS

- Include photographs of the building noting which feature(s) will be replaced along with specifications and/or drawings of the proposed replacement feature(s) that include measurements. Please indicate below which elevations will be altered (i.e. north, south etc.) and the type of materials being used. (i.e. wood, stone, brick, etc.) Please provide samples of any non-traditional materials being proposed.

Feature	Elevation	Original Material	Existing Material	Proposed Material
Wall Material				
Windows				
Doors				
Roof				
Cornices				
Brackets				
Shutters				
Columns				
Railings				
Other				

CANOPY/AWNING

- Attach an image of the proposed canopy/awning with its specifications, sample of the covering material and an image of the building indicating the location where it is to be installed.

Frame material _____ Covering Material _____

Height from ground to bottom of frame _____

Location on building _____

Describe how it will be anchored _____

**Note – anchoring through mortar joints - not bricks - is preferred method.*

SIGN

- Attach a drawing of the proposed sign(s) and an image of the building/site indicating the sign placement.

Material _____

Number of signs _____ Dimension of sign(s) _____

Describe how it will be anchored _____

**Note – anchoring through mortar joints - not bricks - is preferred method.*

FENCE

- Attach a Site Plan indicating lot lines, buildings, and the proposed placement of the fence, and a photograph or drawing of the proposed fence design.

Material _____ Height _____

Location _____

ADDITION

- Attach photos of the current building, a site plan indicating lot lines, buildings, and placement of the proposed addition as well as elevations of the proposed addition in relation to the existing and adjacent buildings.

Proposed use _____

Exterior materials _____

Location relative to the main structure _____

NEW CONSTRUCTION

- Attach a site plan indicating lot lines, buildings, parking, fences, setbacks, landscaping, etc. Also attach drawings of each elevation including a front view that includes existing adjacent buildings. Photographs of buildings adjacent to and directly across the street from the proposed new construction are also required.

Proposed use(s): _____

Exterior materials: _____

**Note: Complete other necessary sections of this application if the new construction will include demolition, signs, or fences.*

DEMOLITION

- Attach photographs of the building to be demolished. Both interior and exterior photos may be necessary to convey the condition of the building and reasons for demolition.

Most recent use of the building: _____

Reason for demolition: _____

Future use of the site: _____

**Note: Complete other necessary sections regarding any proposed new construction or fencing.*

ATTACHMENTS

- Please note what attachments are being submitted. Applications CAN NOT be processed without thorough explanations and adequate supporting materials. Incomplete applications will be returned to you subsequently delaying your project. Ten (10) complete sets of documentation must accompany this completed application.

- Labeled Photos of Building and Surroundings
- Product Specification sheets
- Drawings of New Designs
- Site Plan(s)
- Samples of Proposed Materials

CONTACT / OWNER CERTIFICATION

I hereby certify that the proposed work is authorized and that I agree to conform to all applicable laws of this jurisdiction. I understand that any falsification could lead to denial, criminal penalties, or revocation of any permits issued pursuant to this matter. Work will not commence prior to final approval.

Contact's Signature

Date

Owner's Signature

Date

The owner must sign this application, contact signature required when different from owner.

STAFF USE ONLY

Date Received _____

Missing Documentation _____

Deadline _____

Date Returned _____

HARB Date _____

After-the-fact Application Fee _____