



MUNICIPAL HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Note: The Planning Bureau must review all applications for completeness; incomplete applications may cause a delay in processing.

Contact Jim Spatz at 717-255-6408 or jspatz@cityofhbg.com with any questions.

INSTRUCTIONS

- Print legibly, provide a **COMPLETE** written description of the work, complete all applicable sections, and submit the original signed copy. Both owner's and applicant's (if different from the owner) 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 rights-of-way, as well as other relevant supporting materials such as product manufactures' brochures, architectural drawings, and/or elevation plans.
- **Eight (8) complete sets of documentation, including eight (8) copies of this application.** If you choose to appeal HARB's decision to the City Council, or if City Council requests a review of your application, you will be asked to provide eight (8) additional copies of the application and all supplemental documentation.
- Applications **MUST** be received at the Planning Bureau, 10 North 2nd Street, Suite 206, Harrisburg, PA 17101, by 5:00 PM on the scheduled deadline date to be reviewed at the next Harrisburg Architectural Review Board (HARB) meeting. The HARB meeting schedule is available on the Planning Bureau's website: <http://harrisburgpa.gov/planning/>.

Other reference materials found on the Planning Bureau's website: Frequently Asked Questions (FAQ), Historic District Design Guide, Historic District Alternate Materials list, Secretary of Interior's Standards for Rehabilitation, and Historic District Maps (both existing and eligible).

PROPERTY ADDRESS: _____

PROJECTED START DATE: _____ **COMPLETION DATE:** _____

DESCRIBED PROPOSED WORK IN DETAIL

APPLICANT INFORMATION

Name:	Phone (day):
Address:	Fax:
City, State, ZIP:	Email:

Applicant's Legal Standing:

- Owner
- Lessee
- Other _____

PROPERTY OWNER (if other than Applicant)

Name:	Phone (day):
Address:	Fax:
City, State, ZIP:	Email:

CONTACT PERSON (if other than Applicant)

Name:	Phone (day):
Address:	Fax:
City, State, ZIP:	Email:

CONTRACTOR / DESIGNER (if other than Applicant)

Name:	Phone (day):
Address:	Fax:
City, State, 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/Shutters				
Doors				
Roof/Shingles				
Railings/Decks				
Columns				
Cornice/Moldings				
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 the preferred method.*

SIGN

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

Sign material _____
 Number of signs _____
 Dimensions of sign(s) _____
 Describe how it will be anchored* _____

**Note – anchoring through mortar joints, not bricks, is the 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(s) 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:
 - Labeled Photos of Building and Surroundings
 - Product Specification sheets
 - Drawings of New Designs
 - Site Plan(s)
 - Samples of Proposed Materials

Applications **CANNOT** be processed without thorough explanations and adequate supporting materials. Incomplete applications will be returned to you, subsequently delaying your project. **Eight (8) complete sets of documentation, including eight (8) copies of this application, must be included in the application submittal.**

CONTACT/OWNER CERTIFICATION			
<p>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.</p>			
_____	_____	_____	_____
Contact's Signature	Date	Owner's Signature	Date
<i>The owner must sign this application, contact signature required when different from owner.</i>			

STAFF USE ONLY	
Date Received:	Missing Documentation:
Deadline:	Date Returned:
HARB Date:	After-the-Fact Application Fee: