

HARB DATE:
Council Date:

Borough of Doylestown
Department of Building and Zoning
Application for
HARB CERTIFICATE OF APPROPRIATENESS

Background:

The Borough has an official Historic District and a Historic and Architectural Review Board (HARB).

When an Application for HARB Approval is Required:

The HARB reviews all exterior building changes, additions, new construction, demolition, and signs, within the designated Historic District.

Process:

1. Prepare a HARB Application For Certificate Of Appropriateness and attach one copy of all necessary information in print form. In addition, to include:
 - I. 10 copies of the application and supporting photographs, plans and other documentation AND
 - II. One complete application w/supporting documents, plans etc. no greater than 11x17 OR an electronic copy of the complete application package.
2. Complete sign permit application with fee of \$50/\$75 per sign and/or zoning permit application with \$40.00 fee if applicable.
3. Bring the completed application package and electronic media or copies to the Borough Zoning and Planning Office at 57 West Court Street, Doylestown Borough.
4. The staff will accept your completed certificate application. You must attach the correct number of copies of the Presentation Package. See the list below for what must be included. **Staff will not accept incomplete applications.**
5. Completed applications must be submitted a minimum of ten (10) business days prior to the monthly HARB meeting. HARB meets at 57 W. Court St. on the 4th Thursday of each month at 7:30 P.M. HARB will discuss your application with you at the meeting and may provide recommendations, stipulations or conditions for approval. If your application is denied the reason for the denial will be explained at the meeting.
6. Written decisions are mailed to all applicants. The process of obtaining construction permits begins after Council issues a Certificate of Appropriateness.
7. Your application will be reviewed by HARB. **Note - You must be present at the HARB meeting for your application to be reviewed.** HARB normally meets the 4th Thursday of each month, be sure to check the meeting date and time when you submit your application.
8. Do not begin work or order a sign until your application has been approved; you have applied for other necessary permits and have an issued permit in your hand.

HARB Meeting Date :

Time:

Council Meeting Date:

Time:

57 West Court Street
Doylestown, PA 18901

Phone: (215) 345 - 4140
Doylestown Borough.net

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CERTIFICATE OF APPROPRIATENESS APPLICATION PACKAGE CONTENTS

If presenting a sign for approval you will need:

1. Completed Certificate of Appropriateness application form.
2. Photos of the building where the sign will be placed that show any existing signs.
3. Photos of the building that indicate where the sign will be placed.
4. Scale drawings of the sign and its proposed location that show:
 - a. Shape and dimensions of the sign
 - b. Location of the sign and the way it will be affixed and/or held up
 - c. Measurements of building frontage, sign height and clearance from surrounding objects and property lines
 - d. Contents of sign - including letter style and logos
5. Samples of colors and/or materials.
6. Exact width of the building or portion of the building to be occupied by the applicant.
7. Written description of the project.
8. Description of any lighting for the sign.

Note you should submit your Application for Sign Permit at the same time you submit the Application for a Certificate of Appropriateness, however your permit will not be processed until after a Certificate is Issued or Denied.

If Presenting Building Repairs, Reconstruction, Restoration, Alterations or Additions to Existing Structure or New Construction:

1. Completed Certificate of Appropriateness application form.
2. Plans and exterior elevations drawn to scale, with sufficient detail to show, as they relate to exterior appearances, the architectural design of the building(s), including proposed materials, textures and colors, including samples of materials and colors.
3. Plot or site plan drawn to a scale not smaller than one inch equals fifty feet (1" = 50'), showing property lines and adjacent roads from which the proposed activity may be viewed and all improvements affecting appearances such as walls, walks, terraces, landscaping, accessory buildings, parking, signs, lights and other elements.
4. Legible Photographs (8" x 10", black and white or color) showing the construction site and its relationship to the properties contiguous to it.

Note you must submit an Application for a Zoning Permit prior to or in conjunction with your Application for a Certificate of Appropriateness.

If Presenting Roof or Windows:

1. Completed application form.
2. Set of legible photographs (8" x 10', black and white or color) showing all sides of the
3. Building under consideration and their relationship to properties contiguous to it.
4. Close up of the windows or roof, as they exist now.
5. Information on the proposed materials, textures and colors, including samples of materials and colors.

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Hours of Operation Monday - Friday 8:30 a.m. - 4:30 p.m.
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**LOCATION OF PROPERTY:
(WHERE WORK WILL BE DONE OR SIGN WILL BE PLACED)**

Property Address:	Tax ID Number:
Property Owner Name:	Owner Phone:
Property Owner Address:	

APPLICANT:

Applicant Name:	Applicant Phone:
Applicant Address:	

TYPE OF WORK: (Circle one)

New Construction	Renovation	Roof	Windows	Sign
Other (describe):				

SITE CHARACTERISTICS:

Zoning District: (circle)	R1	R2	R3	CR	CR-H	O	RC	RC-1	CC	FC
	CI	PI	TND-1	TND-2						

SIGN CHARACTERISTICS:

Sign dimensions:	Type:	free-standing	parallel	projecting	
		non-stationary	movable	directory	
		vehicular			
Height off ground:	Location:	On premises	Off- premises		
Illumination:	Made of:	wood	metal	composite	other:
Wall dimensions:	Building frontage:				
(Length and height of wall sign to be affixed to)	(length of the front wall of building or part of the building you occupy)				

PROPOSED SCOPE & DESCRIPTION OF WORK: List Each Item Separately (For example: 1. Replace existing front door with wood four-panel door 2. Install storm door)

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AGREEMENT

The applicant understands that applications for building permits may or may not be accepted at the time of application for a HARB Certificate of Appropriateness, however if they are, the undersigned hereby grants to the Borough of Doylestown, without prejudice, an extension of allowable review time under the provisions of the Pennsylvania Uniform Construction Act, a further period, starting today and ending fifteen (15) days following the date of approval by Borough Council of a Certificate of Appropriateness for one family and two-family dwelling units, including utility and miscellaneous use structures, and thirty (30) days following the date of approval by Borough Council of a Certificate of Appropriateness for all other construction permits. The purpose for this extension is to allow the Borough Historic Architectural Review Board and the Borough Council to schedule and consider the applicant's request for issuance of a Certificate of Appropriateness for a structure in the Historic District.

APPLICANT SIGNATURE:

	Date:
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APPLICATION PROCESSING RECORD (Borough Office Use Only)

Date Received:	Received by:
Date Zoning review: Zoning Officer:	Outcome:
Date HARB review:	Outcome:
Date Council Review:	Outcome:
Date Certificate Issued/ Denied:	Outcome: