



# The Borough of Newtown Historic Architectural Review Board

## CERTIFICATE OF APPROPRIATENESS APPLICATION

### WHAT IS THE HARB?

The Historic Architectural Review Board [HARB] is a public advisory body created by state and local laws. The HARB helps to protect the architectural and cultural heritage within the Newtown Borough Historic District by considering the effects of proposed exterior changes to buildings and structures within the District and commenting on their appropriateness. The membership of the HARB includes a registered architect, a real estate broker, the Borough Code Enforcement Officer, and Borough residents.

### WHAT THE HARB REVIEWS

The HARB reviews all proposed exterior changes to buildings and structures within the Historic District that are visible from the public street, sidewalk or way. The HARB reviews the proposal to determine whether it is appropriate to the individual property and within the District as a whole in regard to the architectural style, general design, arrangement, location and materials. The types of work reviewed by the HARB include:

- Repairs and replacements
- Alterations and renovations
- Adaptive reuse
- Additions and new construction
- Demolition and building relocation
- Fences, walls, garden structures
- Signs and awnings
- Lighting fixtures and hardware

Once the HARB determines that the proposed changes are appropriate within the Historic District, the HARB will make a recommendation to the Borough Council that a Certificate of Appropriateness [COA] be issued for the proposed work.

Please note that the HARB review is necessary, but not sufficient, for the granting of a building permit. Each project is also subject to Borough review for compliance with zoning and building codes. The applicant must obtain a Certificate of Appropriateness as well as all necessary permits prior to proceeding with any work.

### WHAT THE HARB DOES NOT REVIEW

The HARB does not review any interior changes, unless they affect the exterior appearance of the building, although building permits may be required for interior work. The HARB also does not review paint colors when the proposed work is limited to re-painting. Contact the COA Administrator at the Building and Zoning Department of the Borough for assistance at [215] 860-8859.

### TIMING FOR REVIEW

Typically, a minimum of four (4) to six (6) weeks is required from the submission date of the COA application to the submission of the project for a building permit. If the application is incomplete, if the HARB requests a change, or if all of the required Borough deadlines are not met, this process could take several months. Including all required materials with a complete application expedites the review process. Contact the COA Administrator at the Building and Zoning Department of the Borough for assistance at [215] 860-8859.

### PRESERVATION TERMINOLOGY

- *Adaptive reuse*: change an existing building to accommodate a new function
- *Addition*: increase existing building or structure by building outside of existing walls and/or roof
- *Alteration*: physical change to a building or structure
- *Demolition*: destruction of all or part of a building or structure by intention or neglect
- *Feature*: portion or element of a building or structure
- *New construction*: complete new structure or building
- *Rehabilitation*: repair a building or structure limiting changes to historic fabric
- *Renovation*: repair and change a building or structure for a modern use
- *Repair*: fix a deteriorated part of a building or structure
- *Replace in-kind*: match the original feature exactly including original material, scale, size, finish, detailing, texture
- *Replace with new*: does not match original exactly

The Historic District Guidelines are the basis of HARB's review. The underlying basis or model for the Design Guidelines is a set of standards and guidelines developed by National Park Service for historic property renovation projects. These federal standards and guidelines are known as the Secretary of the Interior's (SOI) "Standards for the Treatment of Historic Properties." The most common standard is the SOI Standards for Rehabilitation. Copies of Newtown Borough's Historic Design Guidelines are available on the Borough website and at the Borough Administration Building. Copies of the SOI Standards are available at <http://www.nps.gov/tps/standards.htm>.

# CERTIFICATE OF APPROPRIATENESS INFORMATION

## REVIEW SCHEDULE

To have your Certificate of Appropriateness [COA] application reviewed by the HARB it must be submitted with the appropriate support materials to the COA Administrator at the Borough Office by 4:00 p.m. on the Wednesday that is two (2) weeks prior to the HARB meeting date at which the application will be reviewed. HARB meetings typically occur the fourth Wednesday of each month with the exception of November and December, when they occur on the third Wednesday of the month. Please call [215] 860-8859 to confirm the next meeting date. The applicant, or project representative is required to attend the meeting at 7:30 p.m. in the Borough Council Chambers. At the meeting, the application will be either recommended for approval with or without conditions, tabled pending additional information, or recommended for denial.

The HARB's recommendation about the COA application becomes an agenda item for consideration at the next scheduled Borough Council meeting, to be held on the second Tuesday of the following month at 7:00 p.m. at the Chancellor Center located at 30 North Chancellor Street. Attendance at this meeting is optional, though recommended.

If approved by the Borough Council at their meeting, the COA Administrator will issue the Certificate of Appropriateness specifying all conditions to be met. The applicant may then obtain a building permit, provided the application complies with all other Borough codes.

## PROJECT COMPLETION

Once a Certificate of Appropriateness has been issued, the applicant has eighteen (18) months from the date of issuance in which to complete the project. Otherwise, the Certificate of Appropriateness will expire and a new application will be required. There is no opportunity available for extension of the COA validity period. Contact the COA Administrator at the Borough Building and Zoning Department for assistance at [215] 860-8859.

A HARB representative will inspect all completed work for compliance with the approved COA. If any changes are proposed after approval for a COA, please contact the COA Administrator at [215] 860-8859 to determine whether any additional reviews may be required. Completed work that is not in compliance with the approved COA is subject to fines and possible removal.

## APPLICATION CHECKLIST

The HARB must have all required information to review an application for a COA. If all required information is not submitted, the application may be recommended for denial or tabled until the information is received.

### Repairs and Replacements

- Certificate of Appropriateness Application
- 4" x 6" [or larger] labeled photographs showing all public views of building or structure
- Samples or catalogue cuts of materials to be used
- Any additional information required by the HARB after initial consultation or review

### Renovations, Alterations, Additions, New Construction, and Demolition

- Certificate of Appropriateness Application
- 4" x 6" [or larger] labeled photographs showing:
  - a. all sides of existing buildings and structures
  - b. site surrounding existing buildings and structures
  - c. Adjacent sites, buildings, structures including adjacent properties and across streets or ways
- Scaled drawings indicating all proposed changes and notations for new materials:
  - a. site plan including adjacent sites, buildings
  - b. floor plans
  - c. all elevations
  - d. details of new exterior elements
- Samples or catalogue cuts of materials to be used
- Any additional information required by the HARB after initial consultation or review

### Signs and Awnings

- Certificate of Appropriateness Application
- 4" x 6" [or larger] labeled photographs showing:
  - a. all public views of existing buildings
  - b. the existing building and adjacent buildings
- Scaled drawings indicating:
  - a. façade elevation with proposed sign or awning
  - b. elevation of sign or awning with letter style, logo and layout
  - c. detail of attachment to building
  - d. detail of illumination [if applicable]
  - e. detail of edge treatment [if exposed]
- Samples of materials to be used
- Samples of letter size and style to be used
- Samples of colors to be used
- Any additional information required by the HARB after initial consultation or review

# BOROUGH OF NEWTOWN

## Historic Architectural Review Board CERTIFICATE OF APPROPRIATENESS REVIEWS & APPROVALS

For Official Use Only! See Back for Applicant Instructions.

TMP #: \_\_\_\_\_ APP. / COA #: \_\_\_\_\_

### COA Administrator review:

Received and checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Date of HARB Meeting: \_\_\_\_\_

### HARB

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Tabled: \_\_\_\_\_

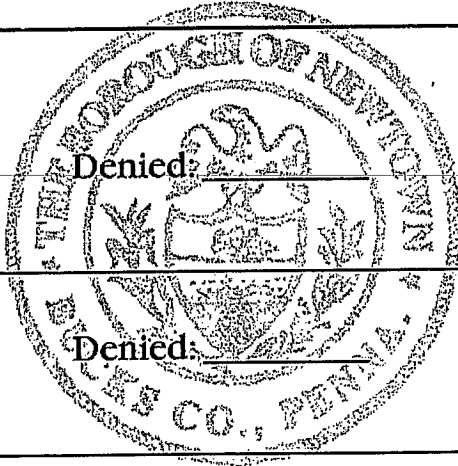
Chairperson's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Tabled: \_\_\_\_\_

Chairperson's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### COUNCIL

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Tabled: \_\_\_\_\_

Council President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Tabled: \_\_\_\_\_

Council President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION PROCEDURE CHECKLIST

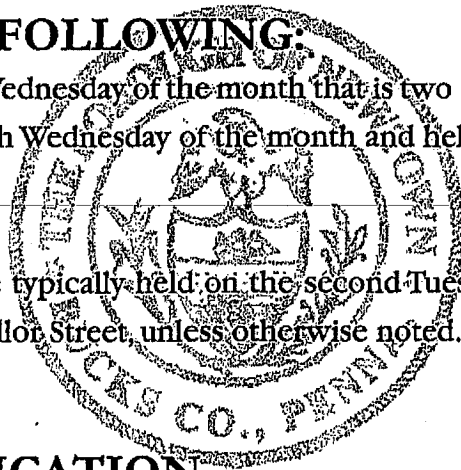
The applicant must obtain the Certificate of Appropriateness Application from the COA Administrator at the Building and Zoning Department of the Borough and provide the following information, on/with the completed application:

- The TMP# [tax map parcel number] - obtain this number from the COA Administrator
- Obtain a copy of the Historic Resource Survey from the COA Administrator
- Fill out the application, giving a full description of the proposed project
- Sign and date the application and the certification
- Fold the instruction sheet of the application back, so that the application information is on the front. This folder will then be the "original" of the application and must contain all submitted support information including, but not necessarily limited to, drawings, plans, property photos, product information and the Historic Resource Survey.
- Make ten [10] copies of the "original" application and all support information
- COLLATE and SECURE the copies of the application and support information to replicate the "original" exactly
- Return the "original" and the ten [10] copies of it to the COA Administrator

## PLEASE NOTE THE FOLLOWING:

HARB applications are due on the Wednesday of the month that is two [2] weeks prior to the HARB meeting date which is typically on the fourth Wednesday of the month and held in the Borough Council Chambers located at 23 North State Street.

The Borough Council meetings are typically held on the second Tuesday of the month at the Chancellor Center located at 30 North Chancellor Street, unless otherwise noted.



## APPLICANT CERTIFICATION

I / we \_\_\_\_\_, \_\_\_\_\_  
(print name above) (print name above)

\_\_\_\_\_, \_\_\_\_\_  
(sign above) (sign above)

have received the Newtown Borough HARB COA application, information and instructions. I understand the Certificate of Appropriateness must be approved by the Newtown Borough Council and a COA issued by the COA Administrator prior to the commencement of any and all work. Building and zoning permits may be required and, where applicable, must also be obtained prior to any work. I / we further understand that the work approved under this certificate may not differ in any way without a new HARB COA application that reflects the differences being submitted for review. Changes executed prior to a revised or new COA being issued may result in financial penalties and revocation of the permit(s).



**CERTIFICATE OF APPROPRIATENESS APPLICATION**

**DETAILED DESCRIPTION OF ALL EXTERIOR WORK AT THE BUILDING AND PROJECT SITE:**

*[See attached submissions checklist for required submissions. Indicate all exterior materials and colors. Use additional sheets if necessary.]*

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**Note:** Please include all information requested in the application checklist. Work cannot commence until a Certificate of Appropriateness and all applicable building permits and/or zoning relief have been obtained.

Proposed start date: \_\_\_\_\_

**PRESERVATION OF HISTORIC CHARACTER:**

*[What steps will be taken as part of the scope of this work to preserve your building's historic character and that of the surrounding district?]*

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**OTHER INFORMATION THE HARB SHOULD CONSIDER WHEN REVIEWING THIS APPLICATION:**

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner *(if different)*

In lieu of a signature, the Owner can issue a letter stating agreement with the Application and further agreement to be bound by any conditions imposed by the granting of the Certificate of Appropriateness.