

Bellefonte Historical and Architectural Review Board
Sign Application Review

(Bellefonte Borough Sign Application Is Also Required For Permit)

Property Location: _____

Name of Applicant: _____ **Phone:** _____

Applicant Address: _____ **Zip Code:** _____

Check Appropriate Box: Property Owner Business Owner Contractor

Name of Property Owner: _____ **Phone:** _____

Owner Address: _____

BELLEFONTE BOROUGH SIGN ORDINANCE: 7.2.3 Issuance of Permits.

Upon the filing of an application for a sign permit, the Zoning Officer shall examine the plans, specifications and other submitted data and the premises upon which the sign is proposed to be erected or affixed. If it appears that the proposed sign is in compliance with all the requirements of this Sign Ordinance and in conformance with the Zoning Ordinance and other applicable ordinances of Bellefonte Borough and if the appropriate permit fee has been paid, the Zoning Officer shall issue a permit for the proposed sign. For signs to be erected within the Historic District, a sign permit shall not be issued until Council, after reviewing the recommendation of the Historical and Architectural Review Board, authorizes a Certificate of Appropriateness. The Zoning Officer may, at his or her own discretion, issue a temporary permit for a sign prior to the approval of a Certificate of Appropriateness by Council, if the proposed sign appears to meet the requirements of this ordinance and the design guidelines promulgated by the Historical and Architectural Review Board. Such temporary permits will be subject to the review of the Historical and Architectural Review Board and the approval of Council.

These regulations require HARB review:

- 6.2.2 Acceptable Sign Types:
 - a. framed on a background,
 - b. painted on a building or mounted on a board,
 - c. individual letters cut out and mounted,
 - d. small plaques,
 - e. etched or painted signs on window glass, covering no more than 20 percent of the glazing area; and
 - f. awning signs, provided the awning is of traditional material (e.g. canvas), and design (e.g. retractable and sloping rather than fixed or rounded).
- 6.2.3 Placement: Signs shall be placed in traditional locations on building facades.
- 6.2.4 Installation: Installation should not obscure existing architectural features and shall be done in such a manner that no damage occurs to masonry or other historic building materials.
- 6.2.5 Colors: Sign colors should be historically accurate and should be compatible with those on the building and adjacent buildings.

Photos of the property must supplement this application. Failure to include adequate descriptive information and/or failure of the applicant or his representative to appear at the scheduled HARB meeting will result in postponement of the application. The proposed work cannot be undertaken until Borough Council's approval for a Certificate of Appropriateness.

Meeting Time and Place: The Bellefonte HARB meets at 8:30 a.m. on the second and fourth Tuesday of each month. For review, a sign application must be received by noon on the Wednesday preceding the meeting. Meetings are held in Council Chambers in the borough building, 236 West Lamb Street, Bellefonte.

Applicant Signature: _____ **Date:** _____