



NEW CONSTRUCTION AND LARGE PROJECTS CONCEPTUAL PHASE SUBMITTAL REQUIREMENTS HISTORICAL ARCHITECTURAL REVIEW BOARD

BOROUGH OF BELLEFONTE

OFFICE OF COMMUNITY AFFAIRS

236 West Lamb Street

Bellefonte, Pennsylvania 16823

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www.bellefonte.net/historic-preservation

CONCEPTUAL REVIEW: This is the first phase of a three-phase review process for new construction (infill and additions) and large projects in the Borough of Bellefonte Historic District. The phase reviews the height, scale, mass, and 3-dimensional form of the proposed project, and the general architectural direction and quality of the project as it relates to its site, its neighborhood, and the Historic District. A pre-design conference with the Preservation Officer may be required prior to application for Conceptual Review.

SUBMITTAL CHECK LIST: A Conceptual Review application is considered complete when accompanied by all of the below information

- ☐ Completed application form
- ☐ The following materials in digital format via email to swright@bellefontepa.gov or on a flash drive
 - ☐ Photographs of:
 - ☐ Existing structure or site from all public rights-of-way
 - ☐ Photographs of the site's surroundings sufficient to explain context. This includes, but is not limited to buildings, signs, and site features.
 - ☐ Site plan, to scale, depicting (8 full sized hard copies & 1 digital copy):
 - ☐ Proposed layout of all structures (including north arrow, property lines and adjacent streets)
 - ☐ Proposed layout of all driveways, walkways, parking areas, entrance and exit drives, loading areas, walls, gates, mechanical equipment, etc.
 - ☐ Existing building(s) adjacent to the property
 - ☐ Any demolition of existing site features
 - ☐ The ground floor plan and how it relates to the site
 - ☐ Architectural drawings, to scale, depicting (8 full sized hard copies & 1 digital copy):
 - ☐ Building elevations (including general notations regarding materials and dimensions)
 - ☐ Floor plans
 - ☐ Where an addition to an existing building is proposed, provide existing plans and elevations noting any removal or alteration of existing building elements
 - ☐ For new construction, provide a streetscape elevation, drawn to scale, of buildings adjacent to and across the street from the site. The proposed new construction must be included in the streetscape for comparison.
 - ☐ Initial submittals should show existing and proposed conditions. For all subsequent submittals, architectural drawings should show existing conditions, the previous proposal, and the current proposal on the same page, side-by-side for comparison.
 - ☐ Color renderings and/or three-dimensional drawings (for significant projects and as requested)