



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

BOROUGH OF BELLEFONTE

OFFICE OF COMMUNITY AFFAIRS

236 West Lamb Street

Bellefonte, Pennsylvania 16823

814-355-1501 x216

[www.bellefonte.net/historic-preservation](http://www.bellefonte.net/historic-preservation)

**FINAL REVIEW:** This is the third and final phase of a three-phase review process for new construction (infill and additions) and large projects in the Borough of Bellefonte Historic District. Conceptual and Preliminary Phase approvals must be received before moving to Final Phase review. This phase reviews the completed project as a whole and must remain consistent with the design and quality of approved submittals for previous phases.

**SUBMITTAL CHECK LIST:** A Final 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](mailto:swright@bellefontepa.gov) or on a flash drive
  - ☐ Current (taken within the last 6 months) 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, blocks, and site features.
  - ☐ Site plan, to scale, depicting finalized plans, including (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 finalized plans, including (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)
- ☐ Material and color selections, including:
  - ☐ Samples, brochures, and/or photos of all exterior materials, finishes, windows, and fixtures
  - ☐ Samples are primarily required for atypical materials and not for wood, etc (unless otherwise specified by staff or the board)
  - ☐ Physical paint chips/swatches, if applicable
  - ☐ Color schedule