



GENERAL INFORMATION AND REVIEW PROCESS

HISTORICAL ARCHITECTURAL REVIEW BOARD

BOROUGH OF BELLEFONTE

OFFICE OF COMMUNITY AFFAIRS

236 West Lamb Street

Bellefonte, Pennsylvania 16823

814-355-1501

www.bellefonte.net/historic-preservation

General Information: The Historical Architectural Review Board (HARB) was established in 1970 with the creation of a historic district and review board to preserve and protect the area in the Borough especially rich in architectural and cultural heritage and awaken an interest in our historic past. The board primarily does this by regulating the erection, reconstruction, alteration, restoration, demolition, or razing of buildings within the historic district. HARB reviews all exterior work visible from any public right-of-way (this includes alleys and adjacent streets). Some projects are required to go before the full board, while others may be handled at staff level. Final determination of the appropriate level of review will be made by Office of Community Affairs staff.

Board Meetings: HARB meets at 8:30 am on the second and fourth Tuesdays of each month at 236 West Lamb Street, second floor, Borough Council Chambers. Deadlines for applications is 4:00pm twelve days prior to the meeting date, unless a holiday falls on such date, in which case it will fall to the previous business day. A full schedule of meeting dates and deadlines, application forms, and additional information can be found at the Borough office or www.bellefonte.net/historic-preservation.

Approval Process: HARB recommends approval or denial of projects to Bellefonte Borough Council. After successful final approval by HARB, a project will be recommended for a Certificate of Appropriateness at Council's next meeting. Borough Council meets the first and third Monday of each month. If Council approves the project, the applicant will receive a Certificate of Appropriateness via email the week following Council approval.

Review Standards: HARB uses the Secretary of the Interior's Standards for Rehabilitation as a guide for reviewing the appropriateness of projects and their potential effects on their neighborhood and Historic District as a whole. HARB also considers standards specifically highlighted in their local ordinance. These standards are enumerated on the Review Standards and Resources sheet.

Submittal Requirements: An application is considered complete when accompanied by all of the required information on the appropriate submittal sheet(s). Incomplete applications will be returned and will not be included on a meeting agenda.

Zoning Requirements: Prior to HARB review, it is the responsibility of the applicant to determine and obtain zoning approval if needed. A zoning permit is required for most projects involving the erection, extension, or alteration of any structure or portion thereof or a change of use. Zoning permit applications can be found at the Borough office and website.

Land Development Requirements: The Land Development process (for large projects and new construction) may be done concurrently with HARB review, however, the Planning Commission cannot give final approval without HARB final approval.

See Reverse for Additional Information

Normal Project Review Process: HARB uses a one-step review process for normal projects defined as minor or substantial alterations; these projects constitute a majority of typical repairs, replacements, and smaller non-structural projects.

Typical Normal Projects: While not all inclusive, the scope of normal projects includes:

- Painting
- Signs
- Window Replacements
- Roof Replacements
- Decks
- Fences

Submittal Checklist: [Final Submittal Requirements](#) or Window Replacement Submittal Requirements

Timeframe: One meeting (allot 3-4 weeks from completed application submission to permit in hand)

New Construction/Large Project Review Process: HARB uses a three-phase review process for new construction and large projects. The three phases must be completed in chronological order and at separate HARB meetings.

Typical New Construction and Large Projects: While not all inclusive, these projects are within this scope:

- New construction infill buildings
- Structural additions on existing buildings
- Any project requiring Land Development approval
- As required by staff or the board

Timeframe (all 3 phases): Three meetings (allot at minimum 2 months from completed Conceptual Review application submission to permit in hand)

New Construction and Large Project Phases:

Phase 1: Conceptual Review

- Reviews height, scale, and mass
- Reviews relationship to the site, neighborhood, and district

Submittal Checklist: [Conceptual Phase Submittal Requirements](#)

Timeframe: One meeting

Phase 2: Preliminary Review

- Reviews general architectural direction
- Reviews quality of construction materials

Submittal Checklist: [Preliminary Phase Submittal Requirements](#)

Timeframe: One meeting

Phase 3: Final Review

- Reviews final design (must remain in line with previous phases)
- Reviews final materials
- Reviews final colors

Submittal Checklist: [Final Phase Submittal Requirements](#)

Timeframe: One meeting

Questions?: Should you have questions about a HARB matter, please contact the Borough office at boro@bellefontepa.gov or 814-355-1501.