



# CERTIFICATE OF APPROPRIATENESS APPLICATION

## HISTORICAL ARCHITECTURAL REVIEW BOARD

BOROUGH OF BELLEFONTE

OFFICE OF COMMUNITY AFFAIRS

236 West Lamb Street, Bellefonte, Pennsylvania 16823

814-355-1501 ext 216

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

**Property Address:**

**Review Request:**

- Discussion/Feedback     Conceptual\*
- Preliminary\*             Final

\* Required only for new construction/large projects

**Project Scope:**

- Discussion/Feedback     Normal Project     Large Project
- New Construction         Partial Demolition     Full Demolition

**Meeting Date Requested:**

**Owner/Applicant Information:**

Property Owner:		Daytime phone:			
Property Owner's mailing address:					
City:		State:		Zip:	
Property Owner's email:					
<i>If the applicant and property owner are the same, please provide the contractor/design professional information in the space below</i>					
Applicant:		Daytime phone:			
Applicant's mailing address:					
City:		State:		Zip:	
Applicant's email:					
Applicant's relationship:	<input type="checkbox"/> Owner	<input type="checkbox"/> Design Professional	<input type="checkbox"/> Contractor	<input type="checkbox"/> Real Estate Agent	<input type="checkbox"/> Other

**Project Description:** In your own words describe your project:


**Submittal Requirements:** See the appropriate project specific [HARB Information & Submittal Requirements](#) for complete information. INCOMPLETE APPLICATIONS WILL NOT BE INCLUDED ON A BOARD AGENDA.

*I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or an authorized representative. I authorize the subject property to be inspected and will grant right of entry if necessary and right for the application to be heard by the Historical Architectural Review Board of the Borough of Bellefonte on or after the date specified.*

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Application Fee: \$25.00**

<b>For Office use only:</b>	Date Received:	Staff person:	<input type="checkbox"/> Complete <input type="checkbox"/> To Be Reviewed by: <input type="checkbox"/> Staff <input type="checkbox"/> HARB Board
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Any questions, please contact Gina Thompson, HARB Administrator, at [gthompson@bellefontepa.gov](mailto:gthompson@bellefontepa.gov) or 814-313-1573



# NORMAL PROJECTS FINAL SUBMITTAL REQUIREMENTS HISTORICAL ARCHITECTURAL REVIEW BOARD

BOROUGH OF BELLEFONTE

OFFICE OF COMMUNITY AFFAIRS

[gthompson@bellefontepa.gov](mailto:gthompson@bellefontepa.gov)

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Bellefonte, Pennsylvania 16823

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**NORMAL PROJECT REVIEW:** HARB uses a one-step review process for normal projects involving minor or substantial alterations. These projects constitute a majority of typical repairs and smaller non-structural projects. Projects that would fall under this scope would be painting, signs, deck, roof replacement, etc. Unless additional information is requested by the board, review of normal projects typically take one meeting. For normal scale projects involving window replacement, please use the Window Replacement Requirements check list in place of this list.

**SUBMITTAL CHECK LIST:** An application for normal project review is considered complete when accompanied by all of the below information

- Completed application form
- The following materials in digital format via email to [gthompson@bellefontepa.gov](mailto:gthompson@bellefontepa.gov) or on a flash drive
  - Current (taken within the last 6 months) photographs of:
    - Existing building or site from all public rights-of-way. At minimum, each application needs to include a picture of the front of the building the application is for. For projects involving an accessory structure (fence, shed, etc), include pictures of the main building or house and pictures of the accessory structure. Example: for a house on a corner lot with an alley behind, this would include: a picture of the front of the house from the main street, a picture of the side of the house visible from the side street, and a picture of the rear of the house from the alley.
    - Photographs of the property's surroundings sufficient to explain context. This includes, but is not limited to buildings, signs, blocks, and site features. At minimum, this should include the buildings on either side of the property and buildings directly across the street.
    - Photographs of the specific area the application is regarding. Example: a porch railing repair should include detailed pictures of the current porch railing.
  - 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, if applicable
  - Demolition (partial or full) only:
    - Justification statement outlining demolition need