



NORMAL PROJECTS FINAL SUBMITTAL REQUIREMENTS HISTORICAL ARCHITECTURAL REVIEW BOARD

BOROUGH OF BELLEFONTE

OFFICE OF COMMUNITY AFFAIRS

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www.bellefonte.net/historic-preservation

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 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