

BOROUGH OF NEW HOPE

123 New Street, New Hope, PA 18938 ● Phone 215-862-3347 ● Fax 215-862-8022

**HISTORICAL ARCHITECTURAL REVIEW BOARD
Application for a Certificate of Appropriateness**

Type of Application: _____ Concept Review* _____ Administrative Review _____ Formal Review
*(*No documents or plans are required for a Concept Review)*

Please Type or Print Clearly and Submit Fifteen (15) Business Days Prior to the Monthly HARB Meeting

1. Owner's Name: _____
Street Address: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip: _____
Daytime / Cell Phone: _____ E-Mail: _____

2. Applicant's Name (if other than owner): _____
Street Address: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip: _____
Daytime / Cell Phone: _____ E-Mail: _____

3. Street Address of Property to be Reviewed: _____
Tax Map Parcel Number: 27- _____

4. Tenant(s): _____
Street Address: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip: _____
Daytime / Cell Phone: _____ E-Mail: _____

5. Contractor's Name: _____
Street Address: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip: _____
Daytime / Cell Phone: _____ E-Mail: _____

6. Architect / Engineer: _____
Street Address: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip: _____
Daytime / Cell Phone: _____ E-Mail: _____

7. Use & Type of Property (Check all that apply):
___ Single Family Residence ___ Apartment Building ___ Institutional
___ Single, Detached ___ Office ___ Vacant
___ Multi-family Residence ___ Commercial / Retail ___ Other (explain) _____
___ Duplex ___ Industrial
___ Townhouse ___ Warehouse

8. Proposed scope of work (*List each item separately and use separate piece of paper, if necessary*)

For example: 1. Replace existing front door with wood four-panel door

2. Install storm door

9. Estimated total cost of all work items: _____

10. Check-List: Items submitted with this application (*No submissions required for concept reviews*)

Plot Plan Drawings Elevation Drawings Photographs Brochure

Material Sample Color Sample Other: _____

Application Requirements

Concept Reviews must submit ten (10) copies of this completed application form. *Construction plans are not required.*

Administrative Reviews and **Formal Reviews** must submit:

- Ten (10) copies of this completed application
- Ten (10) copies of Construction drawings, etc.
- Ten (10) sets of photographs specific to the project site.
- Ten (10) sets of photographs specific to the project site
- A detailed explanation of the proposed scope of work
- Plans must be drawn to scale
- Complete ELECTRONIC copy of the entire presentation, including the application

Applicants are encouraged to have their architect or contractor present plans at HARB meetings. The building owner must attend the HARB meeting or submit a signed letter granting permission for the proposed scope of work. A letter of authorization signed by the property owner must be submitted where an authorized agent signs in lieu of the property owner. **Applications must be complete and submitted to the Borough at least fifteen (15) business days prior to the monthly HARB meeting.** HARB meetings are held on ***the first Tuesday of each month.***

AGREEMENT

The undersigned, being the applicant who submitted the above referenced application, hereby grants to the Borough of New Hope without prejudice, an extension of allowable review time under the provisions of the Pennsylvania Uniform construction Act, a further period starting today and ending fifteen (15) days following the date of approval by Borough Council of a Certificate of Appropriateness for one family and two-family dwelling units, including utility and miscellaneous use structures, and thirty (30) days following the date of approval by Borough Council of a Certificate of Appropriateness for all other construction permits.

The purpose for this extension is to allow the New Hope Borough Historic Architectural Review Board and the Borough Council to schedule and consider the applicant's request for issuance of a Certificate of Appropriateness for a structure in the Historic District.

The applicant hereby acknowledges that the project address is located in the Historic District of the Borough of New Hope.

Applicant's Name (print): _____

Applicant's Signature: _____

Date of Application: _____