



BOROUGH OF NEW HOPE

123 New Street, New Hope, PA 18938 ● Phone 215-862-3347 ● info@NewHopeBorough.org

**HISTORIC ARCHITECTURAL REVIEW BOARD (HARB)
Application for a Certificate of Appropriateness**

Submission Date of Application: _____

Street Address of Subject Property: _____

Type of Application:

____ Concept Review* ____ Administrative Review ____ Formal Review

*(*No formal designs are required; however, the general scope and preliminary sketches of the proposed project are required)*

PLEASE PRINT OR TYPE CLEARLY. Submit Application and supporting documentation TWENTY-ONE (21) business days prior to the scheduled monthly HARB meeting, held on the first Tuesday of each month.

All Applications are reviewed for completeness in accordance with the HARB Ordinance (see [Borough of New Hope, PA Historic Architectural Review Board \(ecode360.com\)](http://Borough of New Hope, PA Historic Architectural Review Board (ecode360.com)) and the Design Guidelines (see [New Hope Design Guidelines 010915 \(newhopeborough.org\)](http://New Hope Design Guidelines 010915 (newhopeborough.org))) and the Application Requirements below where applicable.

If the Application is deemed incomplete, it will be returned to the Applicant with an explanation of what is required to be submitted for the Application to be considered complete. Unless time for resubmission allows, the Application will not be included on the upcoming HARB meeting agenda.

Any questions about this Application, should be directed to the New Hope Borough Office Administrator, JoAnn Connell, joann@newhopeborough.org, 215-862-3347, ext. 151, for guidance and assistance to avoid any delays in this review process.

❖ **REQUIRED FIELDS**

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

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

❖ 3. Street Address of Property that is the
 subject of the Application: _____
 Tax Map Parcel Number **27-** _____ Year Built (if known): _____

❖ 4. **If Applicant will be represented by an attorney at the HARB meeting, please provide the following Attorney Information:**
 Attorney Representing Applicant: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Mailing Address (if different): _____
 City: _____ State: _____ Zip: _____
 Daytime / Cell Phone: _____ E-Mail: _____

❖ 5. Use & Type of Property (Check all that apply):

<input type="checkbox"/> Single Family Residence	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Industrial	<input type="checkbox"/> Other (Explain:)
<input type="checkbox"/> Single, Detached	<input type="checkbox"/> Apartment Building	<input type="checkbox"/> Warehouse	_____
<input type="checkbox"/> Multi-Family Residence	<input type="checkbox"/> Office	<input type="checkbox"/> Institutional	_____
<input type="checkbox"/> Duplex	<input type="checkbox"/> Commercial Retail	<input type="checkbox"/> Vacant	_____

❖6. Provide a detailed explanation of the proposed Scope of Work (*List and detail each item separately and use and attach a separate sheet of paper, if necessary*) including all elements of the proposed Scope of Work visible from a public right of way (including but not limited to streets, alleys, sidewalks, public walkways, towpaths, and waterways). If the proposed Scope of Work is detailed on a separate document, list it in a Table of Contents and attach it to this Application. *Examples of a detailed scope:*

1. *Replace existing front door with wood four-panel door*
2. *Demolish existing dilapidated brick planting beds at the front elevation. Replace with stacked, quarry cut stone with recessed mortar joints and a bluestone cap and replant beds.*

DETAILS OF THE PROPOSED SCOPE OF WORK (Please be specific)

❖7. Estimated total cost of the scope of work: \$_____

❖8. Check-List: Items to be submitted with this Application that clearly define the proposed Scope of Work and show any visual impacts on the public right(s) of way. (*See page 4 for the plan requirements for a **Concept Review.***)

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Plot Plan Drawings | <input type="checkbox"/> Elevation Drawings | <input type="checkbox"/> Photographs |
| <input type="checkbox"/> Material Sample | <input type="checkbox"/> Color Sample | <input type="checkbox"/> Other* |

*If "Other," describe item(s) submitted: _____

Application Requirements

The HARB must have all information and supporting documentation requested below (“Application Requirements”) in order to perform a complete review of the Application for recommendation of Borough Council’s approval and issuance of a Certificate of Appropriateness. The requirements below may not apply to small scale projects or proposed signage. Contact the Borough Office Administrator if clarification is needed to avoid any delays in the processing and review of this Application.

The Application Fee can be found on the Borough Website: GOVERNMENT > [Fee Schedule](#), Page 5, Item **6-HARB**

The intent of these Application Requirements is to provide the HARB and Borough Council with all documents clearly illustrating the proposed Scope of Work detailing any proposed changes to the exteriors of existing buildings, attached / detached structures, and/or property features (walls, walkways, fences, railings etc.), demolition, or new construction, that are visible from the public right(s) of way. Consistency of scale and placement on drawing sheets with the existing and proposed, side by side, is helpful in establishing a clear record of proposed modifications. If applicable, provide photos and scaled elevations of the proposed work and adjacent structures.

FOR CONCEPT REVIEW, provide:

Ten (10) copies of this completed Application. *Formal Plans are not required but conceptual renderings or sketch plans and a detailed written proposed Scope of Work are required. In addition, submission of other documentation detailing the Applicant’s intent for the proposed Scope of Work is strongly recommended.*

FOR ADMINISTRATIVE OR FORMAL REVIEW, provide:

Ten (10) copies of the completed Application package to include:

_____ This Application including payment of the applicable fee.

_____ Table of Contents Page with All Pages of the Submission Numbered and Noted on the Table of Contents

_____ Photographs taken from all public rights of way showing the public views of the building, structures and/or features involved in the proposed Scope of Work including adjacent buildings and structures on neighboring properties for context. Provide directional orientation for all photographs.

For manufactured products to be used as part of the proposed Scope of Work, provide copies of manufacturers' literature showing product and items to be incorporated.

Provide material and paint samples as applicable.

Scaled drawings, including Plans, Sections, and Elevations (minimum 11" x 17") to adequately describe existing conditions and proposed Scope of Work **clearly defining directional orientation for all views (as applicable to the proposed Scope of Work):**

- Scaled site plans showing property lines and adjacent structures, and floor plans of the affected exterior walls formatted for side-by-side comparison of the existing and proposed conditions.
- Scaled roof plans clearly detailing chimneys, skylights, change of direction in roof pitch and material types.
- Scaled elevations of the existing conditions and proposed changes showing exterior elements (cornices, railings, etc.). Elevations should be formatted for easy side by side comparison.
- 3D diagram(s) (not necessarily photo realistic) shall be provided for all projects with proposed changes to **bulk or roof line(s)**.

Complete **ELECTRONIC** copy of all required supporting documentation, including the Application.

Applicants are encouraged to have their architect or contractor present plans at HARB meetings.

(The remainder of this page is left blank.)

By signing and filing this Application together with all required documentation, the Applicant, and if different, the Property Owner:

1. Certifies that they have read and understand the HARB Ordinance (Ch. 10 of Borough Code) [Borough of New Hope, PA Historic Architectural Review Board \(ecode360.com\)](http://ecode360.com) and the HARB Design Guidelines [New Hope Design Guidelines 010915 \(newhopeborough.org\)](http://newhopeborough.org) and that to the best of their knowledge this completed Application is in compliance with all applicable provisions of the HARB Ordinance, and that the proposed Scope of Work as detailed in this Application represents the entire scope of the work to be undertaken by the Applicant and Owner in accordance with the approved Certificate of Appropriateness ("COA") if issued, including any and all conditions imposed for the Approved Scope of Work as detailed in the COA;
2. Understands that a request for approval of any additions, changes, or revisions to, and/or for approval of any other deviations from, the Approved Scope of Work authorized by the COA as issued ("proposed Revised Scope of Work"), shall require the filing of a new Application For a COA limited to a request for approval of the proposed Revised Scope of Work as applicable, and shall require the payment of the applicable filing fee.; and that the failure of the Applicant or the Property Owner to submit a new Application as required may subject the Applicant and Property Owner to a "Notice of Violation" and "Penalties" as authorized by 10-13 of the HARB Ordinance, and/or to revocation of any permits issued for the Approved Scope of Work;
3. Understands that all necessary building and zoning permits (as applicable) approving the commencement of the Approved Scope of Work must be issued by and obtained from the Building Code Official and/or Zoning Officer (as applicable) after the COA has been approved and issued by Borough Council; that work shall not begin until all necessary permits have been issued; and that all work may be subject to inspections by the Borough Code Official;
4. Understands that any misrepresentations in this Application and/or about the proposed Scope of Work may subject the Applicant and Property Owner to a "Notice of Violation" and "Penalties" as authorized by 10-13 of the HARB Ordinance, and/or to revocation of any permits issued for the Approved Scope of Work; and
5. Certifies that if the Applicant is not the Property Owner, the Applicant has obtained the Property Owner's authorization, confirmed by all required signatures below, to submit this Application subject to the Applicant and the Property Owner being bound by the terms of the COA if approved and issued, including being bound by any and all conditions of the Approved Scope of Work as detailed in the COA.

Applicant's Name (print):

Applicant's Signature:

If Applicant is different from Property Owner:

Property Owner's Name (print):

Property Owner's Signature:

Property Owner's Name (print):

Property Owner's Signature:

Date of Submission of Application:
