



# BOROUGH OF NEW HOPE

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

## HISTORIC 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 PRINT OR TYPE CLEARLY. Submit application and supporting documentation TWENTY-ONE (21) business days prior to the monthly HARB meeting. All applications will be reviewed for completeness. If application is deemed incomplete, it will be returned to the applicant and will not be included on the upcoming HARB meeting agenda.**

### ❖ REQUIRED FIELDS

❖ 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- \_\_\_\_\_

### If Applicant will be represented by an attorney at the HARB meeting, provide Attorney Information

❖ 4. Attorney to represent applicant: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
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. 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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Estimated total cost of all work items: \_\_\_\_\_

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

<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

### **Application Requirements**

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

The intent of these requirements is to provide the HARB with documents clearly illustrating the proposed changes to existing buildings. Consistency of scale and placement on drawing sheets is helpful in establishing a clear record of proposed modifications.

**FOR CONCEPT REVIEW, provide:**

**Ten (10) copies** of this completed application form. *Construction plans are not required.*

**FOR ADMINISTRATIVE OR FORMAL HARB REVIEW, provide:**

**Ten (10) copies** of completed application package to include:

- \_\_\_ This application
- \_\_\_ Construction drawings, etc.
- \_\_\_ Photographs specific to the project site.
- \_\_\_ Detailed explanation of the proposed scope of work
- \_\_\_ Plans drawn to scale as noted below:
  - Scaled site plan
    - Scale should be rational (1:50, 1:100, etc.)
  - Scaled plans at all floors and roof for existing and proposed conditions.
    - Existing and proposed plans should be formatted for easy comparison (i.e. side by side or on sequential pages)
    - All plans should be at same scale and should maintain a consistent origin point across drawing sheets.
  - Scaled elevations at all sides for the existing and proposed conditions
    - Scale should match plans
    - Existing and proposed elevations should be formatted for easy comparison (i.e. side by side or on sequential pages)
    - All elevations should be at same scale with ground plane at same location on each drawing sheet
  - 3D diagram(s) (not necessarily photo realistic) shall be provided for all projects with proposed changes to **bulk or roof line(s)**
    - 3D diagrams should clearly identify the proposed changes in relation to the existing conditions.
- \_\_\_ Complete **ELECTRONIC** copy of the entire presentation, including the application
- \_\_\_ **Submit applicable fee**



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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 Twenty-one (21) business days prior to the monthly HARB meeting.** HARB meetings are held on *the first Tuesday of each month.*

Applicant's Name (print): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date of Application: \_\_\_\_\_