

CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS (COA)

A LAND USE and CERTIFICATE OF APPROPRIATENESS (COA) permits (at a minimum) will be required with all COA submittals within the Historic District. There is a \$40.00 fee for the Land Use permit application. Please make your check out to the *Borough of Gettysburg*. HARB is a DESIGN review board only; properties are also subject to the regulations of the Gettysburg Zoning, Building Codes, under separate review and other ordinances as applicable. You will be assigned a Land Use number and COA number to track your project.

Please provide with your COA submittal:

- A). **SCOPE OF WORK** – this will be a very *detailed* narrative to explain what you are removing, replacing, building, or repairing. Show exact materials that exist currently, and what you will be changing them to, or how you plan to make repairs or upgrades. This should include product information, specific colors, materials, and dimensions or square footage. More is better in this case.
- B). **MATERIAL SAMPLES** – Bring any physical samples to the meeting for the board to review or detailed material information of the type, style, and kind of materials you will be using. Provide colors, material grade etc. If a product spec sheet is available, please provide that with your submittal.
- C). **COLOR PHOTOS** - Please provide color photos of your project. If you are doing residential alterations/renovations please provide a photo of all sides of your residence to include the full front / roof peaks, sides and rear of the dwelling, close-up photos of the area of the work to be conducted, and any other photos that may provide insight to your project.
- D). **FULL HARB REVIEW ONE SET of COLOR COPIES** – this will include all the items above to include your applications and all subsequent material. These packets will be presented to the HARB Board to review your permit request.
- E). **PAYMENT:** Land Use Permit fee \$40.00. Checks, cashier checks and money orders are accepted. If you wish to pay in cash EXACT change is required. Make all checks payable to the **Borough of Gettysburg** and include payment with your complete permit submittal.
- F). **BUILDING PERMIT:** All Alterations/ renovations/ construction projects require building permits. Non-UCC building permits are required for work that does not involve structural elements and are issued from the Borough. If a UCC building permit is required by zoning review a building permit will be required through PMCA. All UCC permits are reviewed and inspected by PMCA (717-496-4996). Any fees associated with UCC building permits will be paid directly to **PMCA**.

Submit your complete application to permits@gettysburgpa.gov or mail to: Borough of Gettysburg, 59 E. High Street, Gettysburg PA 17325 or the secured drop box at the top of the porch at the Borough office.

Thank you for your cooperation in making Gettysburg a grand historic town!