



**Application for Certificate of Appropriateness
Administrative Review**
Borough of Gettysburg

LAND USE APPLICATION REQUIRED

<u>OFFICE USE ONLY</u>	
Parcel #	_____
Address:	_____
LU -	____ - ____
COA -	____ - ____
Date Received:	____ - ____ - ____

Any proposed alteration to the exterior of a building located within the limits of the Historic District, as defined by the Gettysburg Historic District Ordinance, requires that this application be submitted and approved prior to receiving a Building or Sign Permit. For **minor projects (see Number 4, below), or replacement of materials in-kind**, Certificates of Appropriateness (COA) may be awarded by the Planning Department via administrative approval.

Return to:	Borough of Gettysburg Administrative Offices, 59 E. High Street, Gettysburg, PA 17325
OR	
Submit electronically to Debra English, Director of Historic and Environmental Preservation at denglish@gettysburgpa.gov	
<input type="checkbox"/> Completed Land Use Permit Application	<input type="checkbox"/> Completed COA Application
<input type="checkbox"/> Photos and/or Samples	

1. Project Site Information

Site Address	Zoning District

2. Applicant Information

Owner	Mailing Address	Zip	Phone	Email
Contractor	Mailing Address	Zip	Phone	Email
Architect or Engineer	Mailing Address	Zip	Phone	Email

3. Property Type: Commercial Residential

4. Type of Work (Check all that apply) – Project must be a Sign, Banner, or Replacement in-kind.

- | | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> Awning | <input type="checkbox"/> Gutters/Spouting | <input type="checkbox"/> Shed |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Lighting | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Cornice | <input type="checkbox"/> Masonry/Brick | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Door | <input type="checkbox"/> Porch | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Driveway/Sidewalk | <input type="checkbox"/> Patio | <input type="checkbox"/> Stucco |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Railing | <input type="checkbox"/> Window |
| <input type="checkbox"/> Other _____ | | |

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5. Project Documents Required for Review

- Color photographs of property front & side, areas of work and neighboring properties
- Drawings and/or architectural renderings
- Materials samples (note current and provide proposed)
- Sign rendering in color, with sample lettering
- Cost Estimate
- Certificate of Insurance
- Detailed Scope of Work
- Other _____

6. Provide a detailed description of proposed work including materials.

Provide spec sheets and drawings of windows, siding, trim, etc. Provide samples of siding and other materials. (Use additional sheets, if needed). Provide Cost Estimate for projected work.

7. Certification

I hereby certify that the information contained herein is complete and accurate and that the work is authorized by the owner of record of the named property. Furthermore, I agree to only complete work as presented and understand any deviation from or addition to what is approved by the Certificate of Appropriateness constitutes a code violation.

Signature of Applicant	Date
Printed Name of Applicant	Phone #
	Email Address

This application will not be processed until all required information is submitted. HARB is a design review board only, each project must meet all other Borough Ordinances and Building Code requirements prior to final approval.

OFFICE USE ONLY

APPROVAL

Planning Administrative Approval Date: _____

Certificate of Appropriateness Date: _____

Historic District Land Use-Working Permit Date: _____

DISAPPROVAL

Reason:

Letter to Applicant Date: _____

REVIEW / APPROVAL

Zoning Review Approval Date: _____

UCC Building Permit Required (PMCA) Approval Date: _____

OR

Non UCC Building Permit Required Approval Date: _____

Issued by: _____ Title: _____