



Application for Certificate of Appropriateness

Historical Architectural Review Board (HARB)
Borough of Gettysburg

LAND USE APPLICATION REQUIRED

OFFICE USE ONLY

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. The Historical Architectural Review Board meets monthly on the **3rd Wednesday at 7:00 p.m.** in the Borough Council Chambers, 59 E. High Street.

The deadline is 3 weeks before the monthly HARB meeting.

Nine (9) sets of all materials including photographs must be submitted. One electronic set must be included on a thumb drive and/ or emailed to **Debra English, Director of Historic and Environmental Preservation** at **denglish@gettysburgpa.gov**.

The owner or an agent for the owner must be present at the meeting of the Historical Architectural Review Board (HARB) at the time this application is reviewed. Failure to be represented will result in the application being denied.

1. Project Site Information

Site Address	Zoning District
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2. Applicant Information

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

3. Type of Work (Check all that apply)

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Awning | <input type="checkbox"/> Lighting | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Chemical Cleaning | <input type="checkbox"/> Masonry Brick | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Chimney | <input type="checkbox"/> New Construction | <input type="checkbox"/> Sign/Banner |
| <input type="checkbox"/> Cornice | <input type="checkbox"/> Porch | <input type="checkbox"/> Store Façade |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Roof | <input type="checkbox"/> Stucco |
| <input type="checkbox"/> Gutters/Spouting | <input type="checkbox"/> Sandblasting | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Other _____ | | |

4. Project Documents Submitted - 9 color sets required of the below:

- Color photographs of property and neighboring properties
- Drawings and/or architectural renderings
- Materials samples
- Sign rendering in color, with sample lettering
- Detailed Scope of Work
- Certificate of Liability Insurance (COI)
- Cost Estimate
- Other** _____

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5. 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.

6. 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 attend the next regularly scheduled meeting of the Historic Architectural Review Board to present this application. I understand that failure to attend the meeting will result in the application being denied. The applicant may, however, resubmit the application at a later date.

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.



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DO NOT WRITE BELOW LINE. SUBMIT WITH APPLICATION.

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Action of HARB Review Board

- Approval Date: _____
- Disapproval Vote: _____ for _____ Against
- Planning Administrative Approval Date: _____

Action of Borough Council

I hereby certify that a Certificate of Appropriateness was Granted Denied by the Gettysburg Borough Council on the _____ day of _____, _____.

Date

Director of Historic and Environmental Preservation

Record of Events

Review Board

Date

- A. Received by Planning Department _____
- B. Disapproval:
 - Indication to applicant of action and recommendation _____
 - Recommend Disapproval to Borough Council _____
- C. Approval:
 - Recommend Approval to Borough Council _____
 - Recommend Administrative Approval _____

Borough Council

- A. Received Recommendation From HARB _____
- B. Disapproval: Letter to Applicant _____
- C. Approval: Certificate of Appropriateness _____

Planning Department

Permit Issued Date: _____ Issued by: _____