



Borough of Chalfont

40 N. Main Street, Chalfont, PA 18914 • Telephone: 215-822-7295 • <http://www.chalfont.govoffice.com/>

CHALFONT HISTORICAL AND ARCHITECTURAL REVIEW BOARD (HARB) APPLICATION

PROPERTY INFORMATION

Property Address _____
Tax Parcel Number _____ Zoning Classification _____
Type of Use *Present* _____ *Proposed* _____
Owner _____
Address _____
Telephone Number _____ E-mail _____

APPLICANT INFORMATION (if different from owner)

Name of Applicant/Owner's Representative _____
Address _____
Telephone Number _____ E-mail _____

MEETING INFORMATION

Date of HARB meeting _____

DESCRIPTION OF PROJECT

Check all that apply

1. Additions/New Construction/Land Development/Subdivision

- Addition
- Subdivision/Land Development (for information only)
- Variance (for information only)
- New construction
- Building relocation

2. Alterations/Renovations

- Doors, storm doors
- Repointing
- Fences/Gates/Walls
- Roof/Chimney/Cornice
- Windows/Shutters
- Abrasive cleaning
- Other _____
- Walls, siding, masonry
- Porch/Stoop/Stairs
- Trim

3. Repair/Replacement

- Doors, storm doors
- Repointing
- Fences/Gates/Walls
- Roof/Chimney/Cornice
- Windows / Shutters
- Abrasive cleaning
- Other _____
- Walls, siding, masonry
- Porch/Stoop/Stairs
- Trim

4. Signs/Awning

- Sign
- Awning
- Other _____

5. Demolition

- Demolition

6. Other

Please describe _____

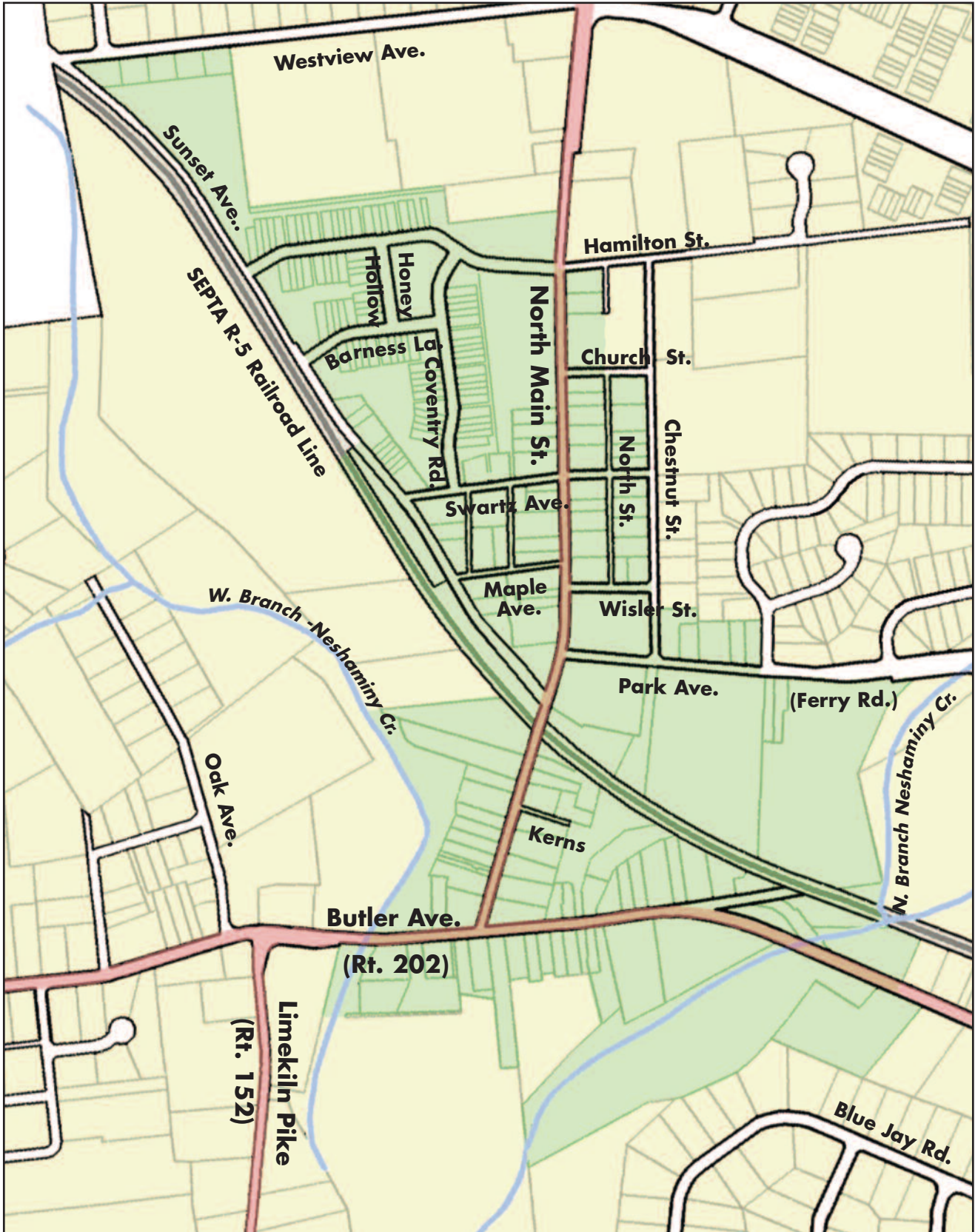
For Chalfont Borough use only: Date **complete** application received _____
Application number _____

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MAP OF HISTORIC DISTRICT

Applicant: Please circle the location of your project on the Historic District map below.



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DESCRIPTION OF PROJECT

Detailed description of project:

- Describe work on the exterior only. (See attached submissions checklists for details and attachments required.)

Preservation of Historic Character

- Building description, date of construction, period style, defining features.

- What steps will be taken to preserve the building's historic character and that of the surrounding district?

Is there other information that HARB should take into account regarding this application?

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SUBMISSION CHECKLIST NO. 1: REPAIRS AND REPLACEMENT

Nine (9) copies of the application and the drawings and one (1) copy of all other items are required for the submission to the Chalfont Borough Building and Zoning Department at least fifteen (15) calendar days prior to the next scheduled HARB meeting:

- Certificate of Appropriateness application (9 COPIES)
- Map: Circle the building location on the Historic District Map included in the Application (9 COPIES)
- Photographs: 4" x 6" (or larger) labeled photograph(s) or digital photo printouts showing all public views of the building (9 COPIES)
- Samples or catalogue cuts of materials to be used (1 COPY)
- Additional information required by HARB after initial consultation or preliminary review

Note: The HARB must have all of the above information in order to perform a proper plan review for a Certificate of Appropriateness. If plans or photos are not submitted in accordance with the requirements listed above, the application may be recommended for denial unless a postponement is requested. Incomplete applications cannot be accepted.

Note: Building Permits must be filed and stamped by the Building and Zoning Department after the Certificate of Appropriateness has been approved by Borough Council. Work may not begin until the Building and Zoning Department has issued a stamped building permit.

I, the undersigned, certify that I have read the Applicant Information Package and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I understand that any work must be in compliance with existing ordinances, that major work is subject to inspection, that any misrepresentation of the proposed work is cause for withdrawal of the building permit, and that any work beyond the scope of the building permit is cause for a fine.

I further certify that I, the applicant, have been authorized by the owner to commit to changes proposed by the Historical and Architectural Review Board.

Signature of Owner or Applicant _____ Date _____

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SUBMISSION CHECKLIST NO. 2: RENOVATIONS AND ALTERATIONS

Nine (9) copies of the application and the drawings and one (1) copy of all other items are required for the submission to the Chalfont Borough Building and Zoning Department at least fifteen (15) calendar days prior to the next scheduled HARB meeting:

- Certificate of Appropriateness application (9 COPIES)
- Map: Circle the building location on the Historic District Map included in the Application (9 COPIES)
- Photographs: 4" x 6" (or larger) labeled photograph(s) or digital photo printouts showing all public views of the historic building (9 COPIES)
- Scaled drawings (to scale, at least 1/4" = 1')
(9 COPIES: 1 full-size original and 8 copies that can be reduced to 11"x17" if desired)
 - a. Site Plan including the property and adjacent structures (at 1/4" = 1')
 - b. Proposed changes to the historic building (at 1/4" = 1')
 - c. Elevations of the historic building illustrating changes, including texture, relative grade, and elevations related to floor level
 - d. Floor plans of affected exterior walls on the historic structure (at 1/4" = 1')
 - e. Details of exterior elements (i.e. cornices, railings, etc.) illustrating all changes or new construction
- Samples or catalogue cuts of materials to be used (1 COPY)

Note: The HARB must have all of the above information in order to perform a proper plan review for a Certificate of Appropriateness. If plans or photos are not submitted in accordance with the requirements listed above, the application may be recommended for denial unless a postponement is requested.

Note: Building Permits must be filed and stamped by the Building and Zoning Department after the Certificate of Appropriateness has been approved by Borough Council. Work may not begin until the Building and Zoning Department has issued a stamped building permit.

I, the undersigned, certify that I have read the Applicant Information Package and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I understand that any work must be in compliance with existing ordinances, that major work is subject to inspection, that any misrepresentation of the proposed work is cause for withdrawal of the building permit, and that any work beyond the scope of the building permit is cause for a fine.

I further certify that I, the applicant, have been authorized by the owner to commit to changes proposed by the Historical and Architectural Review Board.

Signature of Owner or Applicant _____ Date _____

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SUBMISSION CHECKLIST NO. 3: ADDITIONS AND NEW CONSTRUCTION

Nine (9) copies of the application and the drawings and one (1) copy of all other items are required for the submission to the Chalfont Borough Building and Zoning Department at least fifteen (15) calendar days prior to the next scheduled HARB meeting:

- Certificate of Appropriateness application (9 COPIES)
- Map: Circle the building location on the Historic District Map included in the Application (9 COPIES)
- Photographs: 4" x 6" (or larger) labeled photograph(s) or digital photo printouts (9 COPIES) showing
 - a. All four sides of the building or of the site under consideration
 - b. The site surrounding the property under consideration
 - c. Sites and structures adjacent to the property under consideration
- Scaled drawings (to scale at least $\frac{1}{4}$ " = 1') (9 COPIES: 1 full-size original and 8 copies that can be reduced to 11"x17" if desired)
 - a. Site plan including the property and adjacent structures (at $\frac{1}{4}$ " = 1')
 - b. Proposed changes to the building of the new proposed structure (at $\frac{1}{4}$ " = 1')
 - c. Elevations of the building illustrating changes, including surface texture, relative grade, and elevations related to floor level
 - d. Floor plans of affected exterior walls on the structure (at $\frac{1}{4}$ " = 1')
 - e. Details of exterior elements (e.g. cornices, windows, etc.) illustrating all changes or new construction
- Samples or catalogue cuts of materials to be used (1 COPY)

Note: The HARB must have all of the above information in order to perform a proper plan review for a Certificate of Appropriateness. If plans or photos are not submitted in accordance with the requirements listed above, the application may be recommended for denial unless a postponement is requested.

Note: Building Permits must be filed and stamped by the Building and Zoning Department after the Certificate of Appropriateness has been approved by Borough Council. Work may not begin until the Building and Zoning Department has issued a stamped building permit.

I, the undersigned, certify that I have read the Applicant Information Package and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I understand that any work must be in compliance with existing ordinances, that major work is subject to inspection, that any misrepresentation of the proposed work is cause for withdrawal of the building permit, and that any work beyond the scope of the building permit is cause for a fine.

I further certify that I, the applicant, have been authorized by the owner to commit to changes proposed by the Historical and Architectural Review Board.

Signature of Owner or Applicant _____ Date _____