



**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**

**SIGN AND AWNING PROJECTS—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*

Sign  Awning  Other \_\_\_\_\_

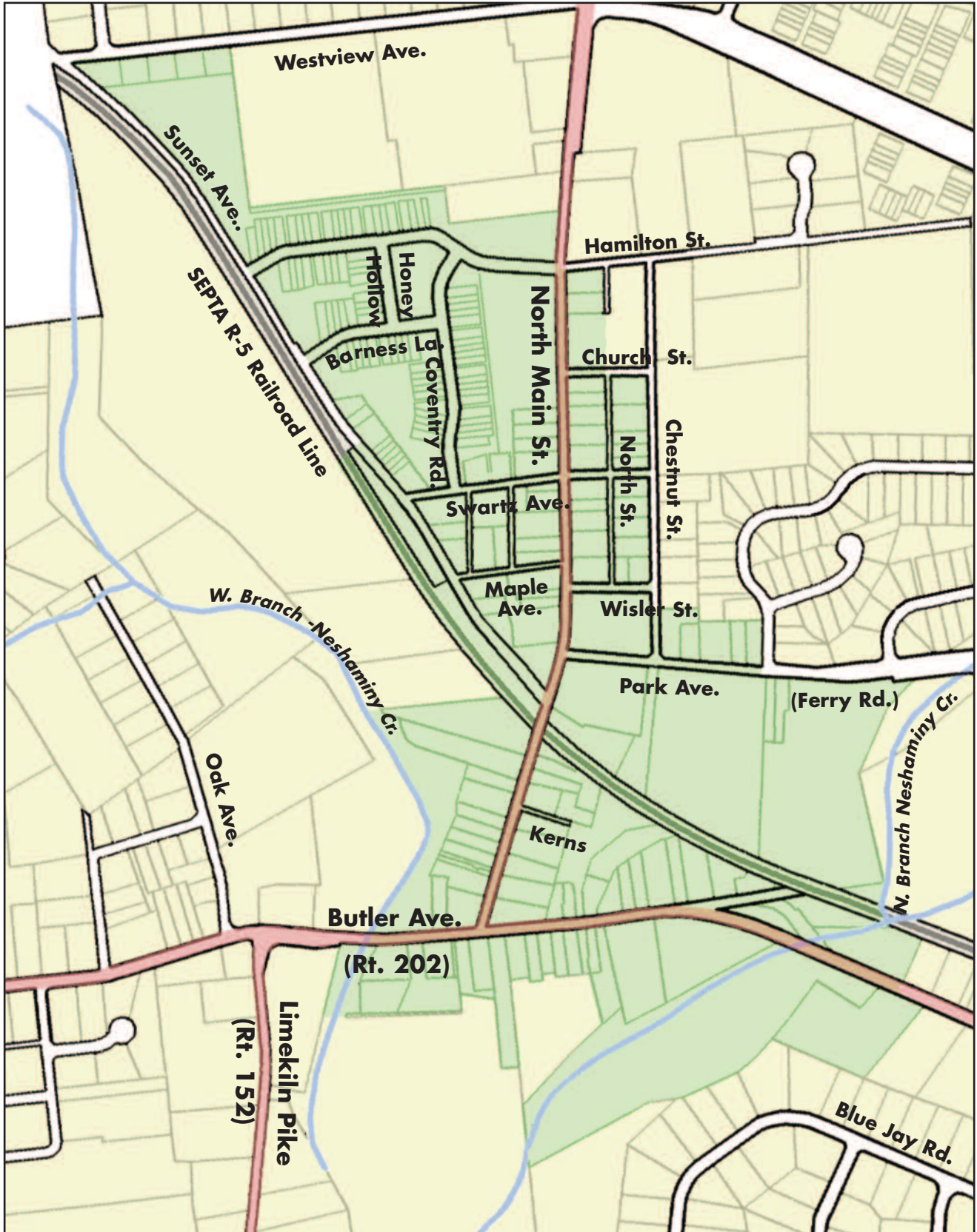
*For Chalfont Borough use only:* Date **complete** application received \_\_\_\_\_  
Application number \_\_\_\_\_

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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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### COMPLETE THE FOLLOWING ONLY IF APPLYING FOR SIGN OR AWNING APPROVAL

Please see HARB's "Signage and Awning Guidelines" for signage and awning size, color, materials, placement, lettering, and lighting within the historic district. Please answer all questions below.

- Location of sign on building or location of freestanding sign.**  
Attach 4" x 6" photographs (or larger, if desired) or digital photo printout of the building indicating where the sign will be located or attached to the building. Include photos of (a) all public views of the building involved, and (b) the buildings on either side of the applicant and on the opposite side of the street.
  
- The applicant should submit a scaled elevation (front view) drawing, to scale, at least  $\frac{1}{4}"=1'$ , of the proposed sign or awning and the building involved in the submission, in addition to answering the following questions.
  
- Plot plan.** Indicate where the signs will be located on the property. A free-hand sketch is acceptable.
  
- Size.** Include horizontal and vertical dimensions
  
- Sign or awning shape.** Attach examples or include on the scaled drawing.
  
- Sign or awning material.** Attach chips or fabric sample of all materials. (1 COPY)
  
- Sign or awning color.** Attach chips or fabric sample of all colors. (1 COPY)
  
- Lettering size, typeface, and color.** Attach sample of specific type style, exact size and color of lettering. Include on the scale drawing when possible. (1 COPY)
  
- Method of mounting the sign to the building.** Include on the scaled drawing and attach detail diagrams if necessary.
  
- Edge treatment of sign.** Include on the scaled drawing and attach detail diagrams if necessary.
  
- Lighting of Sign:** Location of lighting, light source. Include on the scaled drawing and attach diagrams.

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CHALFONT HISTORICAL AND ARCHITECTURAL REVIEW BOARD HARB) APPLICATION

SUBMISSION CHECKLIST: SIGNS AND AWNINGS

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 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 provided in this package
□ Photographs: 4" x 6" (or larger) labeled photograph(s) or digital photos printouts showing (9 COPIES)
a. All public views of the building involved
b. The buildings on either side of the applicant site and the opposite side of the street
□ Scaled Drawings (to scale at least 1/4" = 1') of the building and sign showing: (9 COPIES: 1 full-size original and 8 copies that can be reduced to 11"x17" if desired)
a. Proposed location on the building or site of the exterior sign showing lettering/logo or other graphics
b. Elevation (front view) drawing of the sign showing lettering/logo or other graphics
c. Detail of how the sign will be attached to the building
d. Detail of the type of illumination, either internal or external, to be used, if any
e. Any treatment of the edge of the sign
□ Samples of the specific type face to be used and the exact size of the letters (1 COPY)
□ Samples of the sign or awning materials (1 COPY)
□ Color chips of ALL the sign or awning colors (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 an 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. 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 \_\_\_\_\_