



**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 \_\_\_\_\_ E-mail \_\_\_\_\_

**APPLICANT INFORMATION (if different from owner)**

Name of Applicant/Owner's Representative \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**MEETING INFORMATION**

Date of HARB meeting \_\_\_\_\_

**DESCRIPTION OF PROJECT**

*Check all that apply*

**1. Additions/New Construction/Land Development/Subdivision**

- Addition     Building Relocation     New Construction     Subdivision/Land Development (for information only)
- Variance (for information only)

**2. Alterations/Renovations**

- Abrasive cleaning     Doors, storm doors     Fences/Gates/Walls     Porch/Stoop/Stairs     Repointing
- Roof/Chimney/Cornice     Trim     Walls/Siding/Masonry     Windows/Shutters
- other \_\_\_\_\_

**3. Repair/Replacement**

- Abrasive cleaning     Doors, storm doors     Fences/Gates/Walls     Porch/Stoop/Stairs     Repointing
- Roof/Chimney/Cornice     Trim     Walls/Siding/Masonry     Windows/Shutters
- other \_\_\_\_\_

**4. Signs/Awning**

- Awning     Sign     other \_\_\_\_\_

**5. Demolition**

- Demolition

**6. Other**

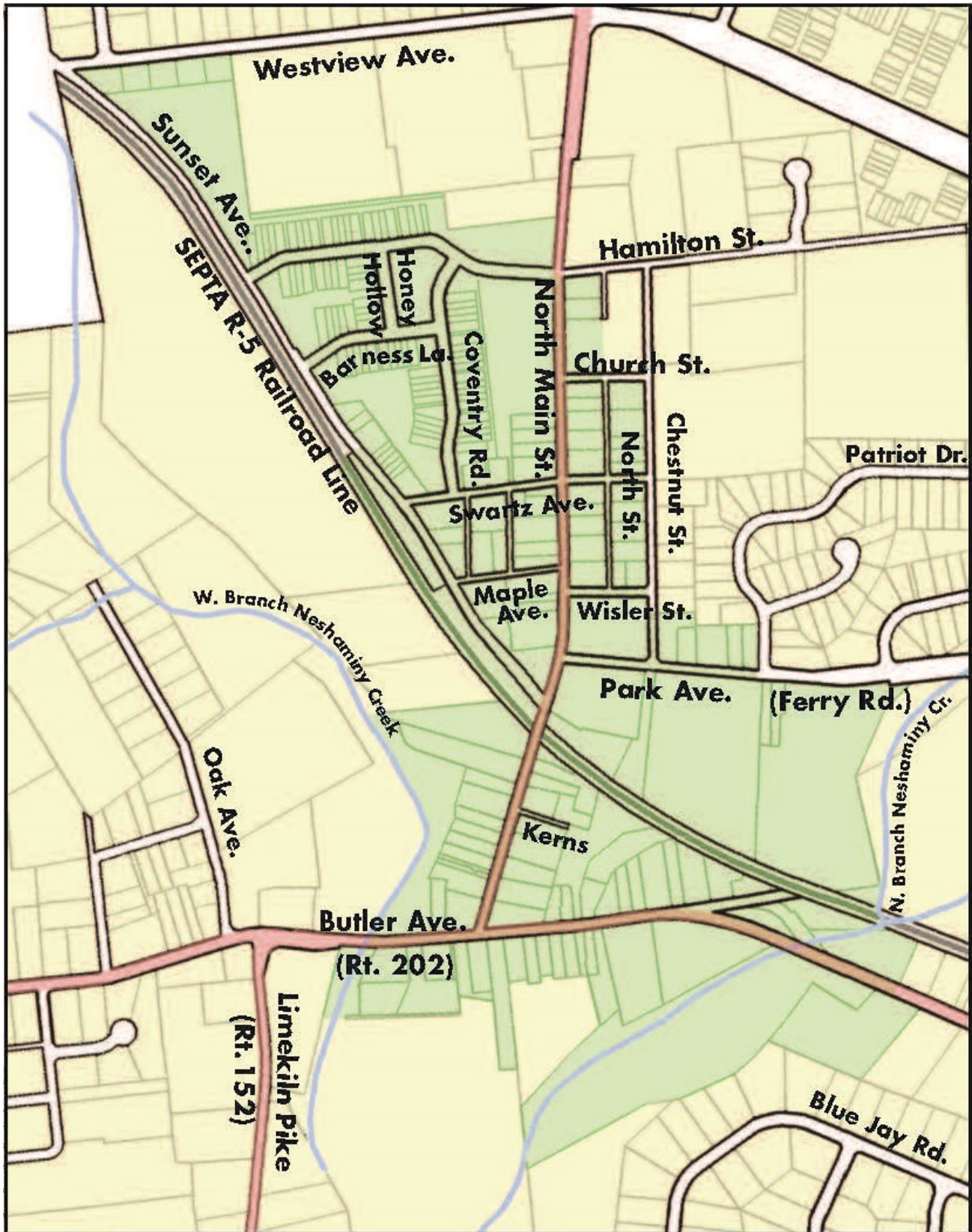
- Please describe \_\_\_\_\_

*For Chalfont Borough use only:* date complete application received \_\_\_\_\_

Application number: \_\_\_\_\_

MAP OF HISTORIC DISTRICT

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



**Borough of Chalfont**

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**DESCRIPTION OF PROJECT**

**Detailed description:** describe work on the exterior only (see attached submissions checklists for details & 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 #1: REPAIRS AND REPLACEMENTS**

Two (2) 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:

- HARB application (2 copies)
- Map: circle the building location on the Historic District Map included in the application (2 copies)
- Photographs: 4" x 6" (or larger) labeled photographs or digital photo printouts showing all public views of the building (2 copies)
- Samples or catalogue cuts of materials to be used (1 copy)
- Additional information required by HARB after initial consultation or preliminary review

**Note:** 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 & Zoning Department after the Certificate of Appropriateness has been approved by Borough Council. Work may not begin until the Building & 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 inspections, 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 \_\_\_\_\_

**SUBMISSION CHECKLIST #2: RENOVATIONSS AND ALTERATIONS**

Two (2) 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:

- HARB application (2 copies)
- Map: circle the building location on the Historic District Map included in the application (2 copies)
- Photographs: 4" x 6" (or larger) labeled photographs or digital photo printouts showing all public views of the building (2 copies)
- Scaled drawings (to scale, at least ¼" = 1') (2 copies: 1 full size original and 1 copy that can be reduced)
  - a. site plan including the property and adjacent structures (at ¼" = 1')
  - b. proposed changes to the historic building (at ¼" = 1')
  - c. elevations of the historic building, illustrating changes, including texture, relative grade, and elevations related to the floor level
  - d. floor plans of affected exterior walls on the historic structure (at ¼" = 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)
- Additional information required by HARB after initial consultation or preliminary review

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**SUBMISSION CHECKLIST #3: ADDITIONS AND NEW CONSTRUCTION**

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- HARB application (2 copies)
- Map: circle the building location on the Historic District Map included in the application (2 copies)
- Photographs: 4" x 6" (or larger) labeled photographs or digital photo printouts showing all public views of the building (2 copies)
  - 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 1/4" = 1') (2 copies: 1 full size original and 1 copy that can be reduced)
  - 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 the 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)
- Additional information required by HARB after initial consultation or preliminary review

**Note:** 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.

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