



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

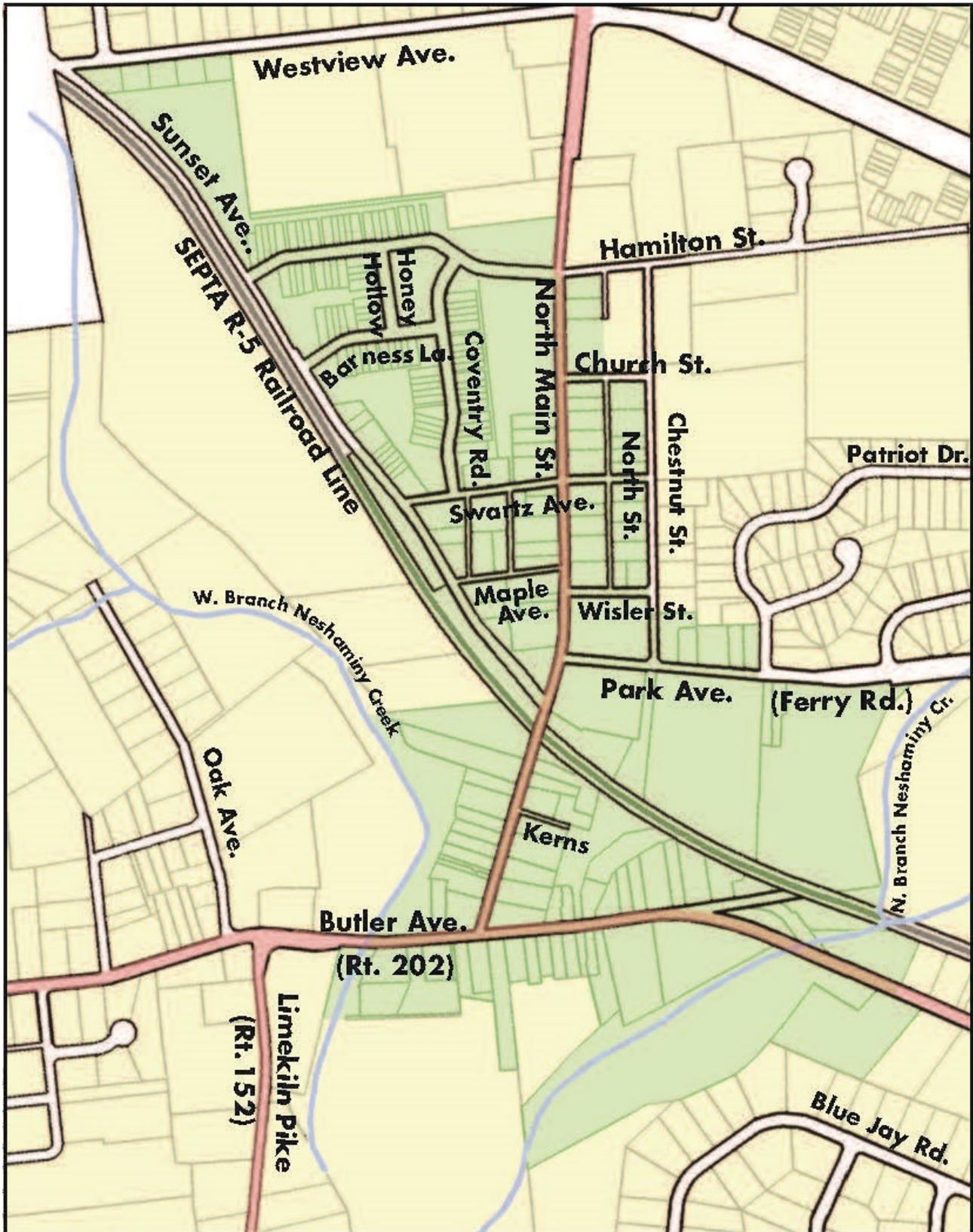
- Please describe _____

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

40 North Main Street, Chalfont, PA 18914 • phone: 215-822-7295 • www.chalfontborough.com

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?

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 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 #4: SIGNS AND AWNINGS

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 (2 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 ¼" = 1') of the building and sign showing (2 copies: 1 full size original and 1 copy that can be reduced)
 - 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)
- The applicant should submit a scaled elevation (front view) drawing, to scal, at least ¼"=1', of the proposed sign or awning and the building involved in the submission, in addition to answering the following:
 - 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: attached chips or fabric sample of all colors (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: include location of lighting, light source, on the scaled drawing and attach diagrams.

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