



DATE RECEIVED:	REVIEWED BY:	STATUS: <input type="checkbox"/> C <input type="checkbox"/> IN/C
HRI SURVEY NO.:	HRI CLASS: <input type="checkbox"/> I <input type="checkbox"/> II	
DATE OF HC MEETING / AGENDA:	APP. NO.:	
TYPE OF APPLICATION: <input type="checkbox"/> DEMO <input type="checkbox"/> ALTERATION <input type="checkbox"/> ADDITION <input type="checkbox"/> NEW CONSTRUCTION		
<input type="checkbox"/> INFORMATIONAL REVIEW <input type="checkbox"/> OTHER: [SPECIFY] _____		

HISTORICAL COMMISSION

APPLICATION FOR REVIEW [AFR]: OBTAINING A BUILDING PERMIT FOR A PROPERTY ON THE HRI

To initiate the process of obtaining a building permit for a property on the HRI, Applicants must submit a completed copy of this application along with a Lower Merion Township [LMT] Building Permit Application in the manner detailed in the LMT Municipal Code, Section 3407.3.2, "Procedure for Obtaining Building Permit". The submission *must* also be accompanied at that time by ten [10] collated sets of all relevant submission materials to the Department of Building & Planning [B&P] a minimum of ten [10] calendar days before the next scheduled Historical Commission [HC] meeting. Please contact the LMT B&P Staff for assistance in completing this application or with any general questions or concerns regarding your submission at [610] 645-6200.

PROPERTY ADDRESS: [PLEASE TYPE OR PRINT LEGIBLY IN INK. SHADED AREA ABOVE TO BE COMPLETED BY LMT B&P STAFF.]

ADDRESS: [STREET, CITY] _____

APPLICANT INFORMATION:

NAME: _____	TELEPHONE #: [] _____	ALTERNATE #: [] _____
ADDRESS: _____	EMAIL: _____	
	ZIP/POSTAL CODE: _____	
APPLICANT'S CAPACITY: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ATTORNEY <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER: _____		

OWNER INFORMATION: [IF DIFFERENT FROM ABOVE]

NAME[S]: _____	TELEPHONE #: [] _____	ALTERNATE #: [] _____
ADDRESS: _____	EMAIL: _____	
	ZIP/POSTAL CODE: _____	

PROPERTY INFORMATION:

NAME OF BUSINESS: [IF APPLICABLE] _____

CURRENT USE: _____ PROPOSED USE: _____

ZONING CLASSIFICATION: [IF CHANGE IN USE] _____

PROJECT DESCRIPTION: [USE ADDITIONAL PAGES AS NECESSARY TO DESCRIBE ALL OF THE WORK PROPOSED. PLEASE REFER TO THE CHECKLIST ON THE BACK OF THIS APPLICATION FOR ADDITIONAL SUBMISSION REQUIREMENTS.]

The following checklist is intended to provide clarification of the requirements and procedures involved in the application process related to obtaining a building permit for the alteration/demolition of a property on the Township's Historic Resource Inventory [HRI] List, as listed in Section 3407.3.2(b) of the Zoning Ordinance. This document should in no way take the place of the Applicant's own knowledge and familiarity with Chapter 88 of the Code of the Township of Lower Merion regarding "Historic Districts and Resources" or of *The Secretary of the Interior's Standards for the Rehabilitation of Historic Properties*. Instead, it is provided as a tool to Owners and/or their Agents and Representatives to ensure the completeness of their application materials prior to submission, thereby minimizing the potential for unnecessary delays in the review process. As previously noted, the submission *must* also be accompanied at that time by ten [10] collated sets of all relevant submission materials, including the information that follows.

APPLICATION CHECKLIST: [CHECK EACH ITEM# BELOW TO INDICATE INCLUSION IN THE SUBMISSION MATERIALS]

1. **___ COMPLETED APPLICATION FOR REVIEW [AFR], [§3407.3.2(b)(i)]**
Complete both sides of this application form for submission with the required attachments;
2. **___ SITE PLAN LOCATING ALL BUILDINGS AND STRUCTURES ON THE PROPERTY, [§3407.3.2(b)(ii)]**
Provide a scaled site plan of the property, noting all existing and proposed structures and the names of adjacent property owners, [unless otherwise exempted by the Building & Planning Department Staff];
3. **___ CURRENT PHOTOGRAPHS OF THE HISTORIC RESOURCE[S], [§3407.3.2(b)(iii)]**
Provide original color photographs or high resolution color copies [4"x6"min.] of each full exterior elevation of the subject structure[s]. [Note: Include additional photographs of any relevant significant architectural feature or detail affected by the proposed alteration/demolition];
4. **___ REASON[S] FOR DEMOLITION/CONSTRUCTION, [§3407.3.2(b)(iv)]**
Provide a narrative detailing the reasons for the proposed demolition/construction;
5. **___ PROPOSED METHOD[S] OF DEMOLITION/CONSTRUCTION, [§3407.3.2(b)(v)]**
Provide a narrative description of the project in the space provided on this application, or attach additional pages as needed, detailing all of the changes proposed to the exterior of the subject structure[s]/property indicating the method[s] to be used in removing and constructing;
6. **___ PROPOSED FUTURE USE OF THE SITE AND MATERIALS FROM THE HISTORIC RESOURCE[S], [§3407.3.2(b)(vi)]**
Include in the narrative description requested above, all information relevant to the removal, disposal, salvage and/or recycling of materials [historic fabric] affected by the proposed change[s] to the resource;
7. **___ HISTORIC RESOURCE IMPACT STUDY [HRIS], [§3407.3.2(b)(vii)]**
Provide an HRIS, as provided in §155-153.1, unless the Director of Building & Planning determines that all or a portion thereof is not relevant to the current application;
8. **___ SCALED DRAWINGS OF THE HISTORIC RESOURCE[S], [§3407.3.2(b)(viii)]**
Provide scaled architectural drawings [i.e., plans, elevations, etc.] 11"x17" format preferred, documenting the existing conditions of the resource [especially those affected by the proposed work], as well as all proposed changes, [i.e., demolition and/or new construction, etc.];
9. **___ PROPOSED CONSTRUCTION MATERIALS, [§3407.3.2(b)(viii)]**
Provide a detailed list and/or product brochure[s] of all exterior finish materials [i.e., product name, manufacturer, dimension, texture, color, etc.] proposed for use in the new construction.

SIGNATURE BLOCK:

APPLICANT: _____ DATE: _____

OWNER: [IF DIFFERENT] _____ DATE: _____

OWNER: _____ DATE: _____

Note: By filing this application, you are hereby granting permission to Township officials to visit the site for review purposes. In the event that an application is found to be "defective" as submitted, by the LMT Director of Building & Planning, the entire application shall be returned to the applicant for completion as detailed in §3407.3.2(c). The forty-five [45] day review requirement prescribed by §3407.3.4 of the Ordinance shall not apply to an incomplete application.