



SUBMISSION CHECKLIST NO. 3:

RENOVATIONS AND ALTERATIONS

Two (2) copies of the application and drawings and one (1) copy of all other items are required for submission to the Lower Merion Department of Building and Planning at least eight (8) calendar days prior to the next scheduled HARB meeting:

1. _____ **Certificate of Appropriateness application (TWO COPIES)**
2. _____ **Map:** Circle your location on the map of the historic districts
3. _____ **Photographs:** 4" x 6" (or larger) labeled photographs showing
 - a. All public views of the historic building
4. _____ **Scaled Drawings:** (at least 3/4" = 1' with a North arrow) (TWO COPIES)
 - a. Site Plan including the property and adjacent structures
 - b. Proposed changes to the historic building
 - c. Details of exterior elements (i.e., cornices) illustrating all alterations or renovations
 - d. Samples or catalogue cuts of materials to be used
5. _____ **Additional Information** required by HARB after initial consultation or preliminary review

The HARB must have ALL this 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, the application may be recommended for denial unless a postponement is requested.

Note: Building Permits must be filed and stamped by the Department of Building and Planning after a Certificate of Appropriateness is approved by HARB. Work may not begin until the Department of Building and Planning issues a stamped building permit.