

H A R B

CERTIFICATE OF APPROPRIATENESS INFORMATION

WHAT IS THE HARB?

The Historical Architectural Review Board (HARB) is a public advisory body created by state and local laws. The HARB helps to protect the architectural and cultural heritage within the locally designated historic districts of Lower Merion Township by considering the effects of proposed exterior changes to buildings and structures within the districts and commenting on their appropriateness. The membership of the HARB includes a registered architect, a real estate broker, a member of the Building and Planning Department, residents of historic districts, and local citizens with knowledge and/or interest in historic preservation.

WHAT THE HARB REVIEWS

The HARB reviews all proposed exterior changes to buildings and structures that are visible from a public street, sidewalk, or way within historic districts. The HARB reviews the proposal to determine whether it is appropriate to the individual property and the district as a whole in regard to architectural style, general design, arrangement, location, and materials. The types of work reviewed by the HARB include:

- Repairs and replacements
- Alterations and renovations
- Adaptive reuse
- Additions and new construction
- Demolition and building relocation
- Fences, walls, garden structures
- Signs and awnings

Once the HARB reviews the proposed changes for appropriateness, they forward their recommendation to the Building and Planning Committee, who will in turn make a recommendation to the Board of Commissioners regarding the issuance of a Certificate of Appropriateness.

Please note that the HARB review is necessary but not sufficient for the granting of a building permit. Each project is also subject to Township review for compliance with zoning, building, and safety codes. The applicant must obtain a Certificate of Appropriateness (COA) as well as all necessary permits prior to proceeding with any work.

WHAT THE HARB DOES NOT REVIEW

The HARB does not review any interior changes unless they affect the exterior appearance of the building. The HARB also does not review paint colors when the proposed work is limited to re-painting. Contact the Building and Planning Department at the Township Administration Building for assistance at (610) 645-6200.

TIMING FOR REVIEW

Typically, a minimum of three to four weeks is required from the submission date of the COA application to the issuing of a building permit. If the application is incomplete, if the HARB requests a change, or if all required Township deadlines are not met, this process could take several months. Include all required materials with a complete application to expedite the review process. Contact the Building and Planning Department at the Township Administration Building for assistance at (610) 645-6200.

TERMINOLOGY

Terminology utilized in the COA application:

- *Adaptive reuse*: change an existing building to accommodate a new function
- *Addition*: increase existing building or structure by building outside of existing walls and/or roof
- *Alteration*: physical change to a building or structure
- *Demolition*: intentional destruction of all or part of a building or structure
- *Feature*: portion or element of a building or structure
- *Fenestration*: arrangement of windows on a façade
- *New construction*: complete new structure or building
- *Repair*: fix a deteriorated part of a building or structure
- *Replace in-kind*: match the original feature exactly including original material, scale, size, finish, detailing, texture
- *Replace with new*: does not match original exactly

For additional information, please refer to the **HARB Briefs and Guidelines** available from the Building and Planning Department or www.lowermerion.org.

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REVIEW SCHEDULE

To have your Certificate of Appropriateness (COA) application reviewed by HARB, it must be submitted with the appropriate materials to the Building and Planning Department at the Township Administration Building by 4:30 p.m. on the Tuesday fourteen (14) calendar days prior to the HARB meeting at which the application is to be reviewed. HARB meetings typically occur the first Tuesday of each month. Please call (610) 645-6200 to confirm the next meeting date.

The date of the HARB meeting at which this application will be considered is at 8:30 a.m. on _____. It is highly recommended that the applicant, or a project representative, attend the meeting in the Township Administration Building Caucus Room. At the meeting, the application will be either recommended for approval with or without conditions, tabled pending additional information, or recommended for disapproval.

The HARB's recommendation regarding the COA application becomes an agenda item for consideration at the next scheduled Building and Planning Committee meeting to be held on Wednesday, _____ at 7:30 p.m. at the Township Administration Building Board Room. Attendance at this meeting is optional. Applicants do not typically attend meeting if they find the HARB recommendation acceptable.

The HARB's recommendation about the COA application then becomes an agenda item for consideration at the next scheduled Board of Commissioners meeting scheduled for Wednesday, _____ at 8:00 p.m. at the Township Administration Building Board Room. Attendance at this meeting is also optional. Applicants do not typically attend the meeting if the HARB recommendation is acceptable.

If approved by the Commissioners at their meeting, the COA Administrator will issue the Certificate of Appropriateness if all conditions are met. The applicant can then obtain a building permit from the Building and Planning Department, provided the application complies with all other Township codes.

If the Board of Commissioner denies an application, their decision can be appealed to the Montgomery County Court of Common Pleas.

A HARB representative will review all work for compliance with the approved COA. If changes are proposed after approval for a COA, please contact the Building and Planning Department at (610) 645-6200 to determine whether additional reviews may be required. Completed work that is not in compliance with the approved COA is subject to fines and possible removal.

APPLICATION CHECKLISTS

The HARB must have all required information to review an application for a COA fourteen (14) calendar days prior to the meeting date. If all required information is not submitted the application may be recommended for denial or tabled until the information is received.

Repairs and Replacements

- 2 copies Certificate of Appropriateness Application
- Historic District Map with building location circled
- 4"x6" (or larger) labeled photographs showing all public views of building or structure
- Samples or catalogue cuts of materials to be used
- Any additional information required by the HARB after an initial consultation or review

Renovations, Alterations, Additions, New Construction, and Demolition

- 2 copies Certificate of Appropriateness Application
- Historic District Map with building location circled
- 4"x6" (or larger) labeled photographs showing:
 - a. all sides of existing buildings and structures
 - b. site surrounding existing building and structure
 - c. adjacent sites, buildings, structures including adjacent properties and across streets or ways
- Scaled drawings indicating all proposed changes and notations for new materials:
 - a. site plan including adjacent sites, buildings
 - b. floor plans illustrating changes (at ¼"=1'-0")
 - c. all elevations illustrating changes (at ¼"=1'-0")
 - d. details of new exterior elements (i.e. cornices)
- Samples or catalogue cuts of materials to be used
- Any additional information required by the HARB after an initial consultation or review

Signs and Awnings

- 2 copies Certificate of Appropriateness Application
- Historic District Map with building location circled
- 4"x6" (or larger) labeled photographs showing:
 - a. all public views of the existing building
 - b. the existing building and adjacent buildings
- Copies of scaled drawings indicating:
 - a. façade elevation with proposed sign or awning with overall storefront wall width notated
 - b. elevation of sign or awning with letter style, logo and layout with detailed dimensions
 - c. detail of attachment to building
 - d. detail of illumination (if applicable)
 - e. detail of edge treatment (if exposed)
- Samples of materials and colors to be used
- Samples of letter size and name of style to be used
- Samples of colors to be used
- Any additional information required by the HARB after an initial consultation or review



CERTIFICATE OF APPROPRIATENESS APPLICATION

(Please type or print legibly with ink. Shaded area completed by Township Staff.)

PROPERTY ADDRESS: *(street, city)* _____

Application number:
Survey number: 091-LM-
HARB meeting date:

APPLICANT INFORMATION:

Name: _____ () _____ () _____
 Address: _____ Zip code: _____
 Daytime Telephone: _____ Other Telephone: _____
 Applicant's Capacity: *(circle one)* Owner, Lessee, Agent, Architect, Contractor, Attorney, Other: *(identify)*

OWNER INFORMATION: *(if different from above)*

Name: _____ () _____ () _____
 Address: _____ Zip code: _____
 Daytime Telephone: _____ Other Telephone: _____

PROPERTY INFORMATION:

Name of Business: *(if applicable)* _____
 Current use: _____ Proposed use: _____
 Zoning classification of property: *(if change in use)* _____

PROJECT DESCRIPTION: *(check all that apply)*

- Was a copy of the Design Guidelines brochure appropriate to the project made available? Yes No
- Adaptive Reuse
 Addition
 Alteration
 Demolition
 New Construction
 Repair
 Replace
 Painting
 Other:*(identify)*

Architectural Features	Masonry/brickwork	Siding	Trim	Roof	Dormer/cupola	Chimney	Gutter/downspout	Eave cornice/soffit	Window/screen storm/shutter	Door/screen/storm	Porch/deck/stoop/stair	Porch roof	Porch or deck column/post	Porch or deck railing/baluster	Storefront	Sign	Awning	Fence/wall/gate	Other structure
Repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replace in-kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replace w/new	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATE OF APPROPRIATENESS APPLICATION

DETAILED DESCRIPTION OF ALL EXTERIOR WORK AT THE BUILDING AND PROJECT SITE:

(See attached submissions checklist for required submissions. Indicate all exterior materials and colors. Use additional sheets if necessary.)

Note: Please include all information requested in the application checklist. Work cannot commence until a Certificate of Appropriateness and necessary building permits and any zoning relief have been issued.

Proposed start date: _____

PRESERVATION OF HISTORIC CHARACTER:

(What steps will be taken as part of the scope of this work to preserve your building's historic character and that of the surrounding district?)

OTHER INFORMATION THE HARB SHOULD CONSIDER WHEN REVIEWING THIS APPLICATION:

Signature of Applicant Date

Signature of Owner *(if different)* Date

Notes:

This completed application, along with a completed Building Permit or Sign Application (as appropriate), must be submitted to the Department of Building and Planning a minimum of fourteen (14) calendar days prior to the next HARB meeting for consideration.

In lieu of a signature, the Owner can issue a letter stating agreement with the Application and further agrees to be bound by any conditions imposed by the granting of the Certificate of Appropriateness.