

**H**

**HISTORICAL  
ARCHITECTURAL  
REVIEW BOARD**

**A**

**R**

**B**

**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

COMPLETE THE FOLLOWING ONLY IF APPLYING FOR SIGN OR AWNING APPROVAL.

Please see the HARB's "Signage and Awning Guidelines" for guidance on sign and awning size, color, materials, placement, lettering, and lighting in historic districts. Please answer all questions in the space provided.

Location on the Building: *Attach a 4" x 6" photograph of the building and indicate where the sign will be attached to the building*

Size (Note: zoning code limits total sign area to 1.5 square feet for each linear foot of building frontage. Total sign area on any one sign may not exceed sixty-five (65) feet):

Sign or Awning Shape: *Attach samples*

Sign or Awning Material: *Attach samples*

Sign or Awning Color: *Attach color chips and fabric samples of all colors*

Lettering Size, Type Style, and Color: *Attach samples of the type style, size and color of all lettering*

Method of Mounting the Sign on the Building: *Attach diagrams*

Edge Treatment of Sign, If Exposed: *Attach diagrams*

Lighting of the Sign (location of lighting, internal/external, and light source): *Attach diagrams*

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Owner(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

Note: This application, along with a Building Permit Application, must be submitted to the Department of Building and Planning at the minimum of eight (8) calendar days before the next HARB meeting.

**TO BE FILLED IN BY DEPARTMENT OF BUILDING & PLANNING:**

Survey Code No. 091-LM \_\_\_\_\_

*SUBMISSION CHECKLIST NO. 1:*

**SIGNS AND AWNINGS**

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
  - b. The historic building and its next door neighbor.
4. \_\_\_\_\_ **Scaled Drawings:** (at least 1/4" = 1') of the building and sign showing: (TWO COPIES)
  - a. Proposed location on the building of the exterior sign, exterior awning, window advertisement, and/or door advertisement
  - b. Elevation (front view) drawing of the sign showing lettering/logo or other graphics
  - c. Detail on how the sign will be attached to the building
  - d. Detail on the type of illumination, either internal or external, to be used, if any
  - e. Any treatment of the edge of the edge of the sign, if exposed
5. \_\_\_\_\_ **Samples** of the specific type face to be used and the exact size of letters
6. \_\_\_\_\_ **Samples** of the sign or awning materials
7. \_\_\_\_\_ **Color chips** of ALL the sign or awning's colors
8. \_\_\_\_\_ **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.