LOWER MERION TOWNSHIP
BUILDING & PLANNING DEPT.

Historical Commission
Application For Review

FOR INDIVIDUALLY DESIGNATED CLASS I AND CLASS II HISTORIC RESOURCES

This completed application, along with all required materials, must be submitted via original printed copy, email, or other electronic means to the Department of Building & Planning a minimum of ten (10) calendar days prior to the next Historical Commission meeting for consideration.

Please send completed materials or questions to Greg Prichard, Historic Preservation Planner:
gprichard@lowermerion.org (610) 645-6176

PROPERTY ADDRESS

ADDRESS [STREET, CITY]:

APPLICANT INFORMATION

NAME: PHONE:

ADDRESS: EMAIL:

ZIP/POSTAL CODE:

APPLICANT'S CAPACITY: ☐ OWNER ☐ ARCHITECT ☐ ATTORNEY ☐ CONTRACTOR ☐ OTHER:

OWNER INFORMATION [IF DIFFERENT FROM ABOVE]

NAME[S]: PHONE:

ADDRESS: EMAIL:

ZIP/POSTAL CODE:

PROPERTY INFORMATION

NAME OF BUSINESS [IF APPLICABLE]:

CURRENT USE: PROPOSED USE:

PROJECT DESCRIPTION [CHECK ALL THAT APPLY]

☐ ADAPTIVE REUSE ☐ ADDITION ☐ ALTERATION ☐ NEW CONSTRUCTION ☐ OTHER (DESCRIBE BELOW)

PROJECT NARRATIVE [USE ADDITIONAL PAGES AS NECESSARY TO DESCRIBE ALL OF THE WORK PROPOSED]

CONTINUED

Application for Review Submission Checklist

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), as listed in Section 62-2.D.2(b) of the Township Code. This document should not take the place of the applicant's knowledge of and familiarity with Chapter 88 of the Code of the Township of Lower Merion, "Historic Districts and Historic Resources" or of *The Secretary of the Interior's Standards for the Rehabilitation of Historic Properties.* It is provided as a tool to owners and/or their agents and representatives to ensure the completeness of application materials prior to submission, thereby minimizing the potential for unnecessary delays in the review process.

1. ☐ **COMPLETED APPLICATION FOR REVIEW (AFR)**
   Complete both sides of this application form for submission with the required attachments

2. ☐ **WRITTEN NARRATIVE INCLUDING:**
   - REASON(S) FOR DEMOLITION/CONSTRUCTION
     Detail the reasons for the proposed demolition/construction
   - PROPOSED METHOD(S) OF DEMOLITION/CONSTRUCTION
     Detail 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
   - PROPOSED FUTURE USE OF THE SITE & MATERIALS FROM THE HISTORIC RESOURCE
     Include all information relevant to the removal, disposal, salvage, and/or recycling of materials (historic fabric) affected by the proposed change(s) to the resource

3. ☐ **SITE PLAN LOCATING ALL BUILDINGS AND STRUCTURES ON THE PROPERTY**
   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)

4. ☐ **CURRENT PHOTOGRAPHS OF THE HISTORIC RESOURCE(S)**
   Provide high resolution digital photographs 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)

5. ☐ **SCALED DRAWINGS OF THE HISTORIC RESOURCE(S)**
   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.)

6. ☐ **SPECIFICATIONS OF PROPOSED CONSTRUCTION MATERIALS**
   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

7. ☐ **HISTORIC RESOURCE IMPACT STUDY (HRIS)**
   Provide an HRIS, as described in §155-7.1.J, unless the Building & Planning Department Staff determines that all or a portion thereof is not relevant to the current application

8. ☐ **$75 APPLICATION FEE**
   Must be paid in person at the Building & Planning Department on the first floor of the Township Administration Building, 75 E. Lancaster Ave., Ardmore. Additional fees will be required for any application tabled for additional review more than once.

SIGNATURES

APPLICANT: _____ DATE: _____

OWNER [IF DIFFERENT]: _____ 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 incomplete as submitted, the application shall be returned to the applicant for completion as detailed in §62-2.D.2(c). The forty-five (45) day review requirement prescribed by §62-2.D.4 of the Code shall not apply to an incomplete application.

Revised 4/2026