LOWER MERION TOWNSHIP
BUILDING & PLANNING DEPT.

Historical Commission
Roofing Application Supplement

This form lists the supplemental information required for a roof replacement submission to the Historical Commission. This checklist should not take the place of the applicant's own knowledge and familiarity with Chapter 88 of the Code of the Township of Lower Merion or of The Secretary of the Interior's Standards for the Treatment of Historic Properties. 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 for review. It can also serve as a useful guide for projects that include repairs to or minor modification of existing roofs as part of larger projects. For work that includes a roof replacement, the Historical Commission requires all applicants to submit a copy of this form and the supporting materials along with their completed Application For Review (AFR). Please contact Greg Prichard, Historic Preservation Planner, with any questions: gprichard@lowermerion.org

PROPERTY ADDRESS:

☐ **1. ROOF PLAN**

Provide an annotated roof plan (i.e. drawing, drone photo, satellite image, etc.) clearly showing all existing and proposed roof surfaces, indicating any areas to be replaced as well as roofing materials to be used.

APPLICATION TIP: If repair and/or restoration is proposed utilizing "in-kind" materials, a formal application to the LMT HC is still likely required, but staff may be able to review and approve the proposed work on an administrative basis depending upon the scope, complexity, and nature of the work. Also, basic roof plans including dimensions for most residential addresses can be ordered for modest fees from satellite survey and imaging companies used by many roofing contractors.

☐ **2. DEMOLITION**

Confirm whether all existing roofing material(s) will be removed as part of the proposed roof replacement. If not, indicate on the roof plan (Item #1, above), which material(s) will remain.

a. WILL ALL EXISTING ROOFING MATERIAL(S) BE REMOVED?

☐ **3. ROOFING MATERIAL(S)**

Identify the original roofing material(s) if known (i.e., through physical evidence, historical photographs, original drawings, etc.), as well as the existing and proposed material(s). Provide manufacturer's product data/cut sheet(s), annotated to indicate the specific material(s) proposed, including color photos and physical samples (if available), that clearly indicate the texture, finish, color, etc. Also provide the exposure of the existing and new materials.

a. HISTORICAL ROOFING (IF KNOWN):
b. EXISTING ROOFING MATERIAL AND EXPOSURE:
c. PROPOSED ROOFING MATERIAL AND EXPOSURE:
d. PROPOSED ROOFING MATERIAL COLOR(S):

APPLICATION TIP: While the LMT HC has supported the use of "modern" replacement roofing materials such as architectural (or dimensional) asphalt shingles. In-kind replacement is always preferred. The appearance of any proposed modern replacement material should match the original as closely as possible and sympathetic to the historic character of the resource.

☐ **4. SOLAR PANELS, TILES, OR SHINGLES**

If applicable, indicate on the roof plan (Item #1 above) any proposed solar panels, tiles, shingles, etc. including but not limited to controls, conduits, and equipment. Provide manufacturer's product data/cut sheet(s) indicating the specific model, options, size, color, etc. of proposed solar products.

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☐ **5. CHIMNEY(S)**

Indicate on the roof plan (Item #1, above) the location of any existing chimneys, and confirm whether any are proposed to be removed or altered. If so, provide photos of the chimney(s).

a. ARE ANY CHIMNEYS PROPOSED FOR REMOVAL?

b. ARE ANY CHIMNEYS PROPOSED FOR ALTERATION?

☐ **6. FLASHING & EDGING MATERIAL(S)**

Identify the existing flashing material(s) and those proposed, including but not limited to locations such as ridges, valleys, hips, walls, chimneys, dormers, etc. For wall and chimney flashings, indicate method of installation (ex. Stepped flashing in reglet joints). Provide the color of all material(s) proposed.

a. EXISTING FLASHING & EDGING:

b. PROPOSED FLASHING & EDGING:

c. FLASHING & EDGING COLOR(S):

APPLICATION TIP: The LMT HC does not typically support the use of non-historic materials and details like closed valleys, contrasting white painted metal flashing, or the sawcutting of historic masonry to create flashing reglet terminations.

☐ **7. PENETRATION(S)**

Indicate on the roof plan (Item #1, above) the approximate location of any existing and/or proposed roof pene-trations, including but not limited to fans, plumbing vents, ducts, etc. Provide the color of all material(s) proposed.

a. ARE ALL PLUMBING VENTS TO BE CLAD OR PAINTED?

b. VENT OR PENETRATION COLOR(S):

APPLICATION TIP: The LMT HC does not typically support the location of plumbing penetrations, skylights, solar panels, etc. on the roofs of primary or front facades. All plumbing penetrations should be clad in metal or painted a non-contrasting color similar to the roof.

☐ **8. SKYLIGHT(S)**

Indicate on the roof plan (Item #1) the approximate location of any existing and/or proposed skylights. Provide manufacturer's product data/cut sheet(s) indicating the specific model, options, size, color, etc. of proposed skylights(s).

a. PROPOSED SKYLIGHT(S):

☐ **9. GUTTERS & LEADERS**

If applicable, identify the existing gutters and leaders and those proposed, including hung, built-in, and/or pole gutters. Provide manufacturer's product data/cut sheet(s) indicating the specific style, size, profiles, material, color, etc. of all gutters and downspouts proposed.

a. EXISTING GUTTERS & LEADERS:

b. PROPOSED GUTTERS & LEADERS:

c. GUTTER & LEADER COLOR(S):

APPLICATION TIP: The LMT HC does not typically support the use of K-Style Gutters and corrugated downspouts. K-Gutters came into common use just prior to the mid-20th century, so are not appropriate for buildings designed in earlier styles built prior to the 1930s.

☐ **10. HVAC EQUIPMENT – EXISTING & PROPOSED**

If applicable, indicate on the roof plan (Item #1, above) any existing or proposed roof-mounted mechanical (HVAC) equipment, including any associated electrical conduits, penetrations, etc. Provide product data as needed.

NOTE: IN THE EVENT THAT THE LMT STAFF, HISTORICAL COMMISSION, AND/OR THE BOARD OF COMMISSIONERS FIND AN APPLICATION TO BE INCOMPLETE AS SUBMITTED, THE ENTIRE APPLICATION SHALL BE RETURNED TO THE APPLICANT FOR COMPLETION. THE FORTY-FIVE [45] DAY REVIEW REQUIREMENT PRESCRIBED BY §3407.3.4 OF THE ORDINANCE SHALL NOT APPLY TO AN INCOMPLETE APPLICATION.