

HARB DATE:  
Council Date:

**Borough of Doylestown**  
Department of Building and Zoning  
Application for  
**HARB CERTIFICATE OF APPROPRIATENESS**

**Background:**

The Borough has an official Historic District and a Historic and Architectural Review Board (HARB).

**When an Application for HARB Approval is Required:**

The HARB reviews all exterior building changes, additions, new construction, demolition, and signs, within the designated Historic District.

**Process:**

1. Prepare and submit HARB Application for Certificate of Appropriateness:
  1. Ten (10) complete paper copies of the application, drawings, color photographs, material specifications, etc. Documents shall be assembled into collated "packets".  
**AND**
  2. One (1) complete electronic submission via email or USB drive. Electronic submission shall be one continuous file assembled in the order of presentation.
2. If submitting a permit application at this time, include application, supporting plans/documents and applicable fees.
3. Bring the completed application package and electronic media to the Borough Zoning and Planning Office at: 10 Doyle Street, Doylestown Borough.
4. The staff will accept your completed certificate application. You must attach the correct number of copies of the Presentation Package. See the list below for what must be included.  
**Staff will not accept incomplete applications.**
5. Completed applications must be submitted a minimum of eight (8) calendar days prior to the monthly HARB meeting. HARB meets at Doylestown Borough Hall on the 4<sup>th</sup> Thursday of each month at 7:00 P.M. HARB will discuss your application with you at the meeting and may provide recommendations, stipulations or conditions for approval. If your application is denied the reason for the denial will be explained at the meeting.
6. Written decisions are mailed to all applicants. The process of obtaining construction permits begins after Council issues a Certificate of Appropriateness.
7. Your application will be reviewed by HARB. **Note – You must be present at the HARB meeting for your application to be reviewed.** HARB normally meets the 4<sup>th</sup> Thursday of each month, be sure to check the meeting date and time when you submit your application.
8. Do not begin work or order a sign until your application has been approved, you have applied for other necessary permits, and have an issued permit in your hand.

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**CERTIFICATE OF APPROPRIATENESS APPLICATION PACKAGE CONTENTS**

**If presenting a sign for approval you will need:**

1. Completed Certificate of Appropriateness application form.
2. Photos of the building where the sign will be placed that show any existing signs.
3. Photos of the building that indicate where the sign will be placed.
4. Scale drawings of the sign and its proposed location that show:
  - a. Shape and dimensions of the sign
  - b. Location of the sign and the way it will be affixed and/or held up
  - c. Measurements of building frontage, sign height and clearance from surrounding objects and property lines
  - d. Contents of sign – including letter style and logos
5. Samples of colors and/or materials.
6. Exact width of the building or portion of the building to be occupied by the applicant.
7. Written description of the project.
8. Description of any lighting for the sign.

*Note you should submit your Application for Sign Permit at the same time you submit the Application for a Certificate of Appropriateness, however your permit will not be processed until after a Certificate is Issued or Denied.*

**If Presenting Building Repairs, Reconstruction, Restoration, Alterations or Additions to Existing Structure or New Construction:**

1. Completed Certificate of Appropriateness application form.
2. Plans and exterior elevations drawn to scale, with sufficient detail to show, as they relate to exterior appearances, the architectural design of the building(s), including proposed materials, textures and colors, including samples of materials and colors.
3. Plot or site plan drawn to a scale not smaller than one inch equals fifty feet (1"= 50'), showing property lines and adjacent roads from which the proposed activity may be viewed and all improvements affecting appearances such as walls, walks, terraces, landscaping, accessory buildings, parking, signs, lights and other elements.
4. Legible Photographs (8" x 10", black and white or color) showing the construction site and its relationship to the properties contiguous to it.

*Note you must submit an Application for a Zoning Permit prior to or in conjunction with your Application for a Certificate of Appropriateness.*

**If Presenting Roof or Windows:**

1. Completed application form.
2. Set of legible photographs (8" x 10", black and white or color) showing all sides of the
3. Building under consideration and their relationship to properties contiguous to it.
4. Close up of the windows or roof, as they exist now.
5. Information on the proposed materials, textures and colors, including samples of materials and colors.

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Hours of Operation  
Monday - Friday  
8:30 a.m. – 4:30 p.m.

**LOCATION OF PROPERTY:**  
(WHERE WORK WILL BE DONE OR SIGN WILL BE PLACED)

**EMAIL FOR OWNER:**  
**EMAIL FOR APPLICANT:**

Property Address:	Tax ID Number:
Property Owner Name:	Owner Phone:
Property Owner Address: _____	

**APPLICANT:**

Applicant Name:	Applicant Phone:
Applicant Address: _____	

**TYPE OF WORK:** (Circle one)

New Construction	Renovation	Roof	Windows	Sign
Other (describe): _____				

**SITE CHARACTERISTICS:**

Zoning District: (Circle)	R1	R2	R3	CR	CR-H	O	RC	RC-1	CC	FC
	CI	PI	TND-1	TND-2						

**SIGN CHARACTERISTICS:**

Sign dimensions:		Type:	free-standing    parallel    projecting non-stationary    movable    directory vehicular
Height off ground:		Location:	On premises    Off- premises
Illumination:	Direct    Indirect    Non Illuminated	Made of:	wood    metal    composite    other:
Wall dimensions:	Building frontage:		
<small>(Length and height of wall sign to be affixed to)</small>	<small>(length of the front wall of building or part of the building you occupy)</small>		

**PROPOSED SCOPE & DESCRIPTION OF WORK:** List Each Item Separately (For example: 1. Replace existing front door with wood four-panel door 2. Install storm door)

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**AGREEMENT**

The applicant understands that applications for building permits may or may not be accepted at the time of application for a HARB Certificate of Appropriateness, however if they are, the undersigned hereby grants to the Borough of Doylestown, without prejudice, an extension of allowable review time under the provisions of the Pennsylvania Uniform Construction Act, a further period, starting today and ending fifteen (15) days following the date of approval by Borough Council of a Certificate of Appropriateness for one family and two-family dwelling units, including utility and miscellaneous use structures, and thirty (30) days following the date of approval by Borough Council of a Certificate of Appropriateness for all other construction permits. The purpose for this extension is to allow the Borough Historic Architectural Review Board and the Borough Council to schedule and consider the applicant's request for issuance of a Certificate of Appropriateness for a structure in the Historic District.

**APPLICANT SIGNATURE:**

	<b>Date:</b>
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**APPLICATION PROCESSING RECORD** (Borough Office Use Only)

Date Received:	Received by:
Date Zoning review: Zoning Officer:	Outcome:
Date HARB review:	Outcome:
Date Council Review:	Outcome:
Date Certificate Issued/ Denied:	Outcome: