

CITY OF YORK, PENNSYLVANIA



H A R B

HISTORICAL ARCHITECTURAL REVIEW BOARD

APPLICANT INFORMATION PACKAGE

This application information package contains:

- A summary of HARB and the Certificate of Appropriateness,
- The eight step application process,
- A few commonly asked questions,
- An application form. and
- A map of the historic district,

Introduction

In 1970, the Historical Architectural Review Board (HARB) district was created in accordance with the provisions of the Historic District Act, as enacted by the General Assembly of the Commonwealth of Pennsylvania in 1961. The district was enlarged in 1975 and again in 2002. The Review Board helps to maintain the community character by reviewing plans for changes to buildings within the historic district to determine if these changes are appropriate for the historical and architectural nature of the district.

Board Member Composition

The Review Board is composed of seven members appointed by City Council of York, including:

- a registered architect,
- a licensed real estate broker,
- a building inspector,
- one recommended by the Historical Society of York County, and
- three additional persons with a knowledge of and interest in the preservation of the historic district.

At least four members of the board shall be residents of the City. Members serve without compensation. Council shall also appoint three alternate members to the board. Members serve five-year terms.

Board Duties and Powers

The HARB shall give counsel to the City Council regarding the advisability of issuing any certificates required pursuant to the act of the Commonwealth. The board's recommendations are submitted to City Council in the form of a Certificate of Appropriateness and reviewed by Council at a subsequent meeting. City Council makes the final decision to grant permits for work in the HARB District.

What is Subject to HARB's Review?

Only exterior changes visible from a public right of way fall under HARB's jurisdiction. City Council approval, via the HARB review process, is required for:

- new construction,
- additions to, or alterations, restoration, renovation and rehabilitation of ,
- repairs to, and replacement of building components, including exterior light fixtures,
- new or revised signs or awnings,
- relocation, demolition or razing,

of buildings or historic sites within the HARB district. This approval comes in the form of a Certificate of Appropriateness. A Certificate of Appropriateness and all applicable Zoning & Planning approvals must be obtained before building permits may be issued for the work. **A HARB review may be required even if a Building Permit is not required under current building codes and City ordinances.** If in doubt, contact the HARB Consultant, **Historic York, Inc., at 717-843-0320.**

What HARB Does Not Review

Interior changes are not reviewed. Some types of exterior work may be exempt from HARB review or approved by the HARB Consultant by means of a staff review. **A building permit may be required for work not subject to HARB review.** Contact the Bureau of Permits, Planning & Zoning at 717-849-2256 for additional information.

Submission Schedule

Due Date: Applications are due at least eight (8) calendar days prior to the next scheduled HARB meeting. The meetings are scheduled on the first and third Wednesdays of every month at 6:30 PM and held in the City Council Chambers at One West Market Street, Third Floor, York, PA 17401.

There is no fee for the application. If the application for a Certificate of Appropriateness is NOT complete, you will receive a telephone call requesting additional materials. If the required materials are not submitted in a timely manner, the application will be tabled until HARB's next scheduled meeting.

Timing: On average, the process will take approximately one month from the submission of the application to issuance of a Certificate of Appropriateness. HARB recommendations are forwarded to the next scheduled City Council meeting for a final decision.

A Certificate of Appropriateness is required prior to the issuance of a building permit. For information on building permits, visit the City of York Bureau of Permits, Planning & Zoning website at <http://www.yorkcity.org/cityservices/permits.htm>.

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EIGHT-STEP APPLICATION PROCESS

- 1 Obtain a copy of the Application Package** at the **City of York Bureau of Permits, Planning & Zoning** at One West Market Street, Third Floor, York, PA 17401. Office Hours are Monday – Friday 8:30 AM. – 4:00 PM (except for designated holidays) and the telephone number is 717-849-2256.
- 2 Talk with your architect or contractor** about how the project should meet HARB requirements. If needed, make an appointment to consult Historic York, Inc. (717) 843-0320 or schedule a preliminary review with HARB. An informal discussion of your project may be scheduled after other reviews.
- 3 Review the checklist in the application.** Determine what materials you will need to submit with the Certificate of Appropriateness application. Drawings and photographs are always recommended.
- 4 Submit one copy** of the completed application form, and **two (2) sets of documentation materials** to the City of York Bureau of Permits, Planning & Zoning at One West Market Street, Third Floor, York, PA 17401. There is no fee for a Certificate of Appropriateness application.
- 5 Attend the HARB meeting.** The building owner or a designated representative must attend the meeting to present the application. The representative may be a business tenant, realtor, sign or awning company representative, contractor, architect, engineer or other responsible party approved by the owner. The Historical Architectural Review Board will discuss the application and details of the work. They may recommend approval as presented, approval with conditions or denial, or they may table the application. Subsequent changes or additions to the application must be submitted for review at a future HARB meeting.
- 6 HARB's recommendation** is forwarded to City Council for their next scheduled meeting. Council meetings are held on the first and third Tuesdays of every month in the City Council Chambers.
- 7 Upon approval by City Council,** a Certificate of Appropriateness may be issued immediately, provided all required conditions have been met. A building permit may be obtained from the City of York Bureau of Permits, Planning & Zoning if the applicant has complied with all other pertinent City codes.
- 8+ Inspections** of the work as per the Building Codes and as required by the approved permit as well as a **Final Inspection** to verify compliance with the building codes and the Certificate of Appropriateness.

COMMONLY ASKED QUESTIONS

Q: What is the difference between an addition, alteration, repair or replacement-in-kind?

A: For purposes of this application, **Addition** is defined as new construction to the exterior of a building. **Alteration** involves making a change in the building's appearance which may affect its historical, architectural, or cultural significance. **Repair** is maintaining a building as it exists today by making it weather resistant and structurally sound. **Replacement-in-kind** reproduces, by new construction, the exact form and detail of a lost or deteriorated building part.

Q: How do I make sure that my project will get HARB approval?

A: HARB encourages any applicant to discuss his/her project, large or small, with the Review Board and/or with the HARB Consultant in the early stages of the design process – ideally before an architect or contractor is hired. HARB is available on an informal basis to provide feedback on projects. HARB encourages this kind of dialogue before substantial sums are paid drawing up plans and specifications. While this does not replace consultation with qualified architects or contractors, it can help to guide the work and make the historical architectural review process easier.

Q: When should I hire an outside professional?

A: The HARB Certificate of Appropriateness process does not require that you hire an outside professional to gain approval for your project. However, outside professionals can be helpful if your project is more than simple repairs or replacement of specific building elements with exact replacements.

Q: Is the architectural review process expensive and time consuming?

A: No. The key to a successful experience is preparation. Before spending money on architects or getting bids from contractors, review the application package and informally discuss the project with the HARB Consultant or the Review Board. If a contractor, architect, or sign professional is involved, be sure they have experience working in the historic district, and ask them to consult with HARB informally **before** beginning the design process or choosing new replacement materials such as doors, windows, roofing, or siding.

Q: Who can help me?

A: HARB is willing to discuss the project informally, and has reserved 15 to 20 minutes at the end of every meeting to consult with any member of the public. Before the meeting, advice can be obtained from the HARB Consultant, Historic York, Inc. (717-843-0320).

Q: What documentation materials should be available for the HARB meeting?

A: Photographs of your building, as it exists, as well as any old photos that may be available to you will be immensely helpful. A site plan showing any expansions or additions and any drawings or sketches to help explain the proposed work, as well as samples of materials, if available, will assist HARB in reviewing your case properly.

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HARB

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HISTORIC YORK MAP



Notes: