

HARB

HISTORICAL ARCHITECTURAL REVIEW BOARD

EIGHT-STEP APPLICATION PROCESS

1. **Obtain a copy of the Application Package at the City of York Bureau of Permits & Inspections** at 101 South George Street, First Floor, York, PA 17401. Office hours are Monday – Friday 8:00 am – 5:00 pm (except for designated holidays). The telephone number is 717-849-2256.
2. **Talk with your architect or contractor** about how the project should meet HARB requirements. If needed, request a meeting with the HARB Consultant 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, photographs, material specification sheets, and other related items are **REQUIRED** as part of the submission. Please see the attached Submission Checklist for required items. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
4. **Submit one copy** of the completed application form to the City of York Bureau of Permits & Inspections at 101 South George Street, First Floor, York, PA 17401. There is no fee for a Certificate of Appropriateness application.
5. **Attend the HARB meeting.** The building owner or designated representative **must** attend the meeting to present the application. The representative may be a business tenant, Realtor, sign or awing 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, 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. City Council meetings are held the first and third Tuesdays of every month in 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 & Inspections if the applicant has complied with all other pertinent City codes.
8. **Inspections** of the work as per the Building Codes and are required by the approved permit, as well as a Final Inspection to verify compliance with the Building Codes and the Certificate of Appropriateness.

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SUBMISSION CHECKLIST

- Completed HARB Application**

- Supporting Documentation**
 - Photos of existing conditions (REQUIRED)**
 - Sheet with proposed/ new material specifications (REQUIRED)**
 - **Material/ brand/ model number/ etc.**
 - **Images of materials (optional)**
 - Digital and hard copy of drawings (if needed to help clarify proposal)**

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HARB Application for a Certificate of Appropriateness

INSTRUCTIONS: All applicants must complete Sections 1 through 7 and sign. Please print legibly and complete all sections that relate to your proposed work. All applications **MUST** include photographs of building elevations visible from the public ways and other relevant supporting materials, such as indicated throughout this application or as requested by City Staff and/ or the HARB Consultant. Applications **CANNOT BE PROCESSED** without thorough explanations and adequate supporting materials. Applications without supporting documentation will be returned and not processed.

Detailed documentation **MUST** accompany the application. Applications must be received by the City of York Bureau of Permits & Inspections at 101 South George Street, First Floor, York, PA 17401 at least eight (8) calendar days prior to the next scheduled HARB meeting. Call P&I at 717-849-2256 with any questions regarding this form or the HARB process.

1. **PROJECT STREET ADDRESS:** _____

2. **APPLICANT INFORMATION:**

Name: _____ Email: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

3. **OWNER INFORMATION:** (if different from Applicant)

Name: _____ Email: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

4. **CONTRACTOR/ DEVELOPER/ DESIGN PROFESSIONAL OF RECORD:**

Contact: _____ Email: _____

Company Name: _____ Title: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

The Honorable Michael Ray Helfrich, Mayor

5. PROJECT DESCRIPTION: (check all that apply):

a. New Construction/ Additions: _____ Additions _____ New Construction

b. Alterations/ Rehabilitation:

- _____ Doors _____ Porch/Stoop/Stairs/Railings _____ Windows
- _____ Exterior Cleaning _____ Roof/Chimney/Cornice _____ Walls/Siding
- _____ Masonry/Re-pointing _____ Storefront
- _____ Paint/Finishes _____ Walls/Gates/Fences

c. Repair/ Replacement:

- _____ Doors _____ Porch/Stoop/Stairs/Railings _____ Windows
- _____ Exterior Cleaning _____ Roof/Chimney/Cornice _____ Walls/Siding
- _____ Masonry/Re-pointing _____ Storefront
- _____ Paint/Finishes _____ Walls/Gates/Fences

d. Signs/ Awnings/ Lighting:

- _____ New Sign _____ New Awning/Canopy _____ Sign Illumination
- Existing Sign Existing Awning/Canopy _____ Building Lighting
- _____ Repair _____ Repair _____ Street/Area Lighting
- _____ Replace _____ Replace
- _____ Rehabilitate _____ Rehabilitate

e. Building Relocation/Demolition/Other:

- _____ Relocation – Indicate New Location _____
- _____ Demolition – Indicate New Proposed Use at Site _____
- _____ Other – Describe Below _____

6. PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED WORK. Include existing and proposed conditions, dimensions, materials, and locations: _____

7. OTHER INFORMATION HARB SHOULD CONSIDER: _____

By my/ our signatures hereon, I/ we hereby certify that the designated work on the subject property is authorized by the legal owner(s) and that I/ we agree to comply with all applicable laws, ordinances, and regulations pertaining to the work. I/ we understand that false or misleading information herein could result in denial of the application, civil or criminal penalties, and/ or revocation of permits issued pursuant to the proposed work.

I/ we hereby acknowledge that work will not commence prior to final approval by York City Council.

 Signature of Responsible Party Date Title

FOR OFFICIAL USE ONLY

HARB ACTION

MEETING DATE: _____

___ Recommend Approval as Presented

___ Recommend Approval with Conditions

___ Recommend Denial Vote: ___ For ___ Against ___ Recused

___ Tabled Reason _____

Comments: _____

ACTION OF CITY COUNCIL

COUNCIL MEETING DATE: _____

___ Approved ___ Denied ___ Tabled

Comments: _____

RECORD OF EVENTS

- 1. P&I received application for C of A Date: _____
- 2. HARB reviewed application for C of A Date: _____
or HARB consultant provided Staff Review
- 3. CITY COUNCIL
 - Received Recommendation from HARB Date: _____
 - Council Meeting Approval of C of A Date: _____
 - Council Meeting Denial of C of A Date: _____
 - Letter/ C of A to Applicant Date: _____
- 4. BUILDING CODE OFFICIAL
 - Building Permit Issued: _____ Permit #: _____
 - Building Permit Revoked _____ Issuing Inspector: _____
 - Final Inspection by: _____ Date: _____
 - Verification of proper application of C of A by: _____ Date: _____

Refer to Permits & Inspections for a record of inspections performed and inspection results

FINAL COMMENTS (attach additional sheets as necessary): _____

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HISTORIC YORK MAP

