

The City of York Pennsylvania
The Honorable Sandie Walker,
Mayor

HARB

HISTORICAL ARCHITECTURAL REVIEW BOARD

APPLICANT INFORMATION PACKET

This application information package contains:

- a summary of HARB and the Certificate of Appropriateness
- the eight-step application process
- an application form, and
- a map of the historic district

Introduction

In 1970, the Historical Architecture 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 the 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

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 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 City Council at a subsequent meeting. City Council makes the final decision to grant permits for work in the HARB District.

HARB Contact

For information and assistance, contact the HARB consultant.

Becky Zeller
Zeller Preservation
becky@zellerpreservation.com

EIGHT-STEP APPLICATION PROCESS

1. **Download the Application Package** from <https://www.yorkcity.org/government/authorities-boards-and-commissions/historical-architecture-review-board-harb/>. Or obtain a copy from City of York Bureau of Permits, Planning, and Zoning 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. **Email one copy** of the completed application form to the City Planner, Nancy Griffin – ngriffin@yorkcity.org or deliver a copy to the Bureau of Permits, Planning, and Zoning at 101 South George Street, First Floor, York, PA 17401. There is no fee for a Certificate of Appropriateness application.

The deadline for receiving applications is 8 days before the scheduled HARB meeting. HARB meets on the second and fourth Thursday of each month.

5. **Attend the HARB meeting.** 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. The building owner or designated representative **must** attend the meeting to present the application. If a representative is not present, the application will be tabled until the next meeting. The representative may be a business tenant, realtor, sign or awing company representative, contractor, architect, engineer, or other responsible party approved by the owner.
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. City Council will vote to approve or deny HARB's recommendation.
7. **Upon approval by City Council,** a Certificate of Appropriateness will 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, and Zoning 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)**
 - ☐ **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. For assistance, contact the HARB consultant (Becky Zeller – becky@zellerpreservation.com). **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 will not be processed without thorough explanations and adequate supporting materials. Applications without supporting documentation will be returned and not processed.

Email the completed application and supporting materials to the City Planner (Nancy Griffin – ngriffin@yorkcity.org) or bring a copy to the City of York Bureau of Permits, Planning, and Zoning office, 101 South George Street, First Floor, York, PA 17401 at least eight (8) calendar days prior to the next scheduled HARB meeting. Call PP&Z 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: _____

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. PP&Z 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, Planning, and Zoning for a record of inspections performed and inspection results

FINAL COMMENTS (attach additional sheets as necessary):

HARB

HISTORICAL ARCHITECTURAL REVIEW BOARD

HISTORIC YORK MAP

