

Columbia Borough Historic District

Historical Architectural Review Board

APPLICATION STEPS AND PROCEDURES FOR A HARB REVIEW

If you plan to make exterior changes of any kind to your property, such as alterations, additions, or new construction, you will need to follow these steps when applying for a building permit and HARB review:

1. When you apply for a building permit, the Building Official will check to see if the property is located within the Historic District. If so, the Building Official will also determine whether the proposed work needs to be reviewed by the HARB under the terms of the Historic District Ordinance. (Some projects may involve "pre-approved" activities that will be reviewed, but not voted upon, by the HARB. The Building Official or staff can advise you accordingly.)
2. If a HARB review is required, you will be given the necessary application form. The Building Official can also provide a copy of *The Secretary of the Interior's Standards for Rehabilitation*, and copies of leaflets and written materials addressing topics relevant to your project.
3. You will be told about application deadlines and HARB meeting dates. Staff will also help answer any questions about the application, required documentation, and photographs. There is no application fee.
4. Return the completed application form with all the necessary supporting documents. Once determined that the application is complete, the Building Official will sign the form and provide you with a dated public notice placard to be placed in a visible location on your property (generally a front window). The Building Official will also inform you of the time and place of the HARB meeting at which your application will be reviewed. You or your representative (such as a contractor or architect) must attend the HARB meeting in order for the application to be reviewed.
5. After submission of the application form, the Borough's Historic Preservation Consultant will also review the completed application and inspect the property's exterior. If there are any questions about the proposed work, the Consultant may contact you by phone to ask for additional information or clarification, or may make an appointment to meet with you in-person to go over details about your project. The Consultant may provide you with suggestions about the scope of the work, techniques or materials in order to facilitate the process. Following this review, the Consultant will provide the HARB with a written summary of the proposed project and a determination about the appropriateness of the work.

Borough of Columbia

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HARB Meeting Dates for 2008

Following are the meeting dates, and corresponding application deadline dates, for 2008. All meetings are held at 7:00 p.m. at Borough Hall.

<u>Application Deadline</u>	<u>HARB Meeting Date</u>
January 4	January 16
February 8.....	February 20
March 7	March 19
April 4.....	April 16
May 9.....	May 21
June 6	June 18
July 3	July 16
August 8	August 20
September 5.....	September 17
October 3.....	October 15
November 7.....	November 19
December 5.....	December 17

308 Locust Street, P.O. Box 509, Columbia, PA 17512
Tel: 717-684-2467 Fax: 717-684-7764

Borough of Columbia

Application for HARB Review

Check List: Your completed application should include:

<input type="checkbox"/> Plot Plan Drawings	<input type="checkbox"/> Brochure or Catalog Cut
<input type="checkbox"/> Elevation Drawings	<input type="checkbox"/> Material Sample
<input type="checkbox"/> Photographs	<input type="checkbox"/> Other (specify): _____

_____ **Date of Application**

PLEASE PRINT OR WRITE LEGIBLY

1. **Owner's Name:** _____
 If applicant is not the equitable owner of the property, indicate:
 Owner's Agent/Representative Other _____
 Letter Submitted by Property Owner, authorizing Agent/Representative to act: _____

Street Address: _____
Mailing Address (if different): _____
City: _____ **State:** _____ **Zip:** _____
Phone (daytime): _____

Street Address of Property to be Reviewed (if different): _____

Contractor's Name: _____
Street Address: _____
Mailing Address (if different): _____
City: _____ **State:** _____ **Zip:** _____
Phone (daytime): _____

Architect/Engineer (if applicable): _____
Street Address: _____
Mailing Address (if different): _____
City: _____ **State:** _____ **Zip:** _____
Phone (daytime): _____

- Property Use (Check all that apply):**
- Single Family Residence
 - Multi-Family Residence
 - Office
 - Commercial/Retail
 - Industrial
 - Institutional
 - Vacant

- Particular Building Type:**
- single, detached
 - duplex
 - row
 - apartment building
 - warehouse
 - other: _____

- Property Data (if unknown, leave blank)**
1. Date building constructed: _____
 2. Date of additions/alterations: _____

Applicant, complete back ↻

Official Use Only

Date of HARB Review: _____ **Date of Council Action:** _____

- Approved Approved with Conditions/Comments: _____
- _____
- _____

6. Proposed Alteration(s). (list each item separately):
Example: 1. replace existing front door with wood four-paneled door
2. install storm door

7. Costs
Estimate the total cost of the alteration(s): _____

8. Date of Review
Date of meeting at which application will be reviewed: _____

I, the undersigned, understand that any work affecting existing ordinances must be in compliance with those ordinances, that major work is subject to inspection, that new structures require a Certificate of Occupancy upon completion, that any misrepresentation of the proposed work is cause for withdrawal of the work permit, and any work beyond the scope of the work permit is cause for a Civil Action Complaint. The minimum penalty as prescribed by the Pennsylvania Municipalities Planning Code is \$500.00.

9. Signature of applicant: _____ Date: _____

10. Signature of Building Official: _____ Date: _____

- Applicant was given:
- Pink Placard (to be prominently displayed by applicant on the property where the alterations are proposed)
 - Meeting Notice (provides applicant with date, time, and location of meeting at which application will be reviewed)

Official Use Only

Date of site visit: _____

Property Description (building inventory data sheet)
Historic Function: _____ Particular Type: _____ Current Function: _____
Architectural Style: _____
Exterior Materials: _____
Structural System: _____ Foundation: _____
Bays: _____ Stories: _____ Roof/Wall Function: _____
Roof Pitch: _____ Roof Materials: _____
Dormers: _____ Chimney: _____
Porch: _____ Porch Support: _____
General Condition: _____ Integrity: _____
Field Notes: _____