

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.

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BOROUGH OF COLUMBIA

Historical Architectural Review Board

HARB Meeting Dates for 2013

Following are the meeting dates, and corresponding application deadline dates, for 2013. All HARB meetings are held at 7:00 p.m. at the Borough Hall, and are scheduled to take place on the third Wednesday of each month.

<u>Application Deadline</u>	<u>HARB Meeting Date</u>
January 3.....	January 16
February 7.....	February 20
March 7.....	March 20
April 4.....	April 17
May 2.....	May 15
June 6.....	June 19
July 3.....	July 17
August 8.....	August 21
September 5.....	September 18
October 3.....	October 16
November 7.....	November 20
December 5.....	December 18

Borough of Columbia

APPLICATION FOR HARB REVIEW

Date of Application

Check List: Your completed application should include:
Floor Plan Drawings
Elevation Drawings
Photographs
Brochure or Catalog Cut
Material Sample
Other (Specify):

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:

2. Street Address:
Mailing Address (if different):
City: State: Zip:
Phone (daytime):

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

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

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

5. 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 Dates (If unknown, leave blank)
1. Date building constructed
2. Date of additions/alterations

OFFICIAL USE ONLY
Date of HARB Review: Date of Council Action:
Approved Approved with Conditions/Comments:

6. Proposed Alteration(s) (list each item separately):

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 Pitch: _____ Roof Materials: _____ Roof /Wall Junction: _____

Dormers: _____ Chimney: _____

Porch: _____ Porch Support: _____

General Condition: _____ Integrity: _____

Field Notes: _____