

APPLICATION FEE: \$10.00

SOLEBURY TOWNSHIP

HISTORIC ARCHITECTURAL REVIEW BOARD

FAST TRACK APPLICATION FOR REPAIR OR REPLACEMENT IN KIND (RRIK)

APPLICATION FEE: \$10.00

Use this application if your project meets the following requirements

Check which applies:

- IN-KIND REPAIR defined as:** A repair is required to fix a deteriorated building or structure component, and the repair incorporates parts and materials which are exactly the same as the original in terms including, but not limited to: *appearance, materials, size, arrangements, proportion, dimensions, color and texture.*
- IN-KIND REPLACEMENT defined as:** If replacement of a deteriorated building or structure component material is required due to irreversible deterioration, the repair must incorporate parts and materials which are exactly the same as the original in terms including, but not limited to: *appearance, material, size, arrangement, proportion, dimension, color and texture.*

Special Notations:

1. Additions, Alterations, Or Changes in Material Type or Dimensions, and Color **DO NOT** qualify for Repair/Replacement in Kind and will require submission of a HARB Certificate of Appropriateness (**COA**) Application
2. **IN-KIND ROOF REPAIR and REPLACEMENT: If a roof improvement involves in-kind repair and/or replacement with the same cover material(s) with no repair to the roof decking or sheathing, a RRIK Application is required and NO Township permits are required. However, if it is determined that repairs are needed to any portion of the decking or sheathing or roof structure, a full HARB COA Application and Township permits are required.**
3. **The Township reserves the right to require a full HARB COA Application if the scope and scale of the repairs and/or replacement are deemed extensive and beyond the intent of the Fast Track Application for Repair or Replacement (RRIK).**

OWNER/APPLICANT INFORMATION:

1. Applicant is: (Check One): Owner Contractor Other (EXPLAIN) _____
2. Property Owner's full name, mailing address if different from applicant or site of work:

Telephone Number: _____ Email: _____
3. PROPOSED WORK TO BE DONE AT THE FOLLOWING PROPERTY ADDRESS (#/street/city): _____
TAX PARCEL NUMBER: _____
4. Applicant's Name and full address (if different from owner): _____

Telephone Number: _____ Email Address: _____

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5. Description of Proposed Work: _____

The following items must accompany the application: (Check to verify completed):

- One signed copy of the application
- Photographs of existing work area or items to be repaired or replaced and a street view photo of structure on the property
- Copies of manufacturer’s literature/cut sheets of replacement materials or products
- Materials, paint color samples, manufacturer’s name

Applicant’s Signature: _____ **Date:** _____

Owner’s Signature (if other than applicant): _____ **Date:** _____

Application Procedure:

Submit one (1) signed copy of the application along with all required checklist items where applicable, such as manufacturer’s literature, color or material samples, etc., to the Solebury Township HARB Administrator.

Within five (5) business days the HARB Administrator and HARB designees will review the application and determine if all required detail has been provided and that the proposed work meets the repair/replacement in kind application requirements. It may be determined that additional information, samples, colors, etc. are required and if so the Applicant will be contacted and asked to supply the requested supplemental information.

Once the application is reviewed the HARB reviewers will prepare a recommendation that the proposed RRIK is appropriate or not appropriate and the applicant will be informed. If the application is not considered appropriate for RRIK, the applicant will be informed that the application must follow the full HARB submission process per the Ordinance. If the proposed work qualifies for the Fast Track RRIK and does not require a permit, the applicant may proceed with the repairs/replacement in kind. If the proposed work qualifies for the Fast Track RRIK process and a building permit is required, the application will skip the HARB meeting and go straight to the Supervisors for approval and issuance of a COA (Certificate of Appropriateness). The applicant may apply for the building permit simultaneously.

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THIS SECTION FOR TOWNSHIP ONLY

APPLICATION IS:

APPROVAL RECOMMENDED*

*RECOMMENDED BY: _____

APPROVAL NOT RECOMMENDED**

** Explanation: _____

