



HISTORICAL ARCHITECTURAL REVIEW BOARD APPLICATION GENERAL INSTRUCTIONS

The filing fee per application submitted is \$75.00 and is not refundable.

In order for your application to be considered **complete**, 7 application packets that include the information outlined below must be submitted to HARB Administrator, Zachary Zubris. Use this checklist as a guide to ensure that your application is complete and has met all requirements. Return with completed application.

NOTE: Effective 7/24/23, No sooner than 30 days prior to the hearing date, nor later than 21 days prior to the hearing date, the applicant shall notify the abutting owners and owners of all properties within 1,500 feet of the lot line of the lot, building or structure at issue, at the addresses certified by the applicant. Such notice shall be made by regular mail. No later than 10 days prior to the hearing date, the applicant shall Provide the Township with proof of mailing. No sooner than 30 days prior to the hearing date, nor later than 21 days prior to the hearing date, the applicant shall also post a copy of the notice at a minimum of two conspicuous locations on the subject property. The size of the postings shall be greater than 200 square inches. The applicant shall submit photographs of the posting to the Township no later than 10 days prior to the hearing date. See attached ordinance for more information.

HARB Application Checklist: (✓when complete)

- ☐ 1 complete and signed application
- ☐ Photographs of the structure showing the part or parts to be altered as well as photographs of the entire facade and the buildings in the immediate surrounding area
- ☐ If applicable, architectural detailed drawings, including exterior elevations and plans as applicable, of the proposed alterations, of sufficient detail to show design elements, materials and dimensions
- ☐ Copies of manufacturers' literature showing products and items to be incorporated into the work
- ☐ Material and paint samples as applicable
- ☐ Historical photographs where supportive of the application
- ☐ Window schedule/survey if replacing existing window(s)

CERTIFICATE OF APPROPRIATENESS APPLICATION

Important Additional Information/Requirements

1. The completed application and copies of ALL required materials must be submitted no less than **30 (thirty) calendar** days from the date of the HARB meeting at which the application will be discussed.
2. When the initial application is submitted, two HARB lead members are determined and contacted by the Administrator. The Leads and Administrator review the application packet together to determine if all required detail has been provided. This should happen within two (2) days of submission. If the application is determined to be complete by the Administrator and Lead members, typical process/procedure is followed for distribution of the application, notification and scheduling of the hearing. However, if the application is determined to be incomplete by the Administrator and Lead members, the applicant is contacted and a discussion between the applicant, Administrator and Lead members is scheduled to address deficiencies. Until all deficiencies have been adequately addressed, the submission will not be further processed and may result in delay of scheduling before H.A.R.B. **REMEMBER TO ✓CHECK EACH BOX ON THE CHECKLIST!**
3. Once the application has been reviewed and placed on the agenda, you will be notified that a placard, provided by the Township, needs to be posted on the property at least 14 (fourteen) days prior to the meeting. Once the placard has been posted, a dated photograph must be taken each day, and a copy of each photo/day must be presented at the meeting as the proof of posting of the public meeting.
4. The applicant (or a delegate representing the application) is invited to be present at all meetings (HARB and Board of Supervisors) when the application is being reviewed.
5. If you live in the *Carversville Historic District* or the *Phillips Mill Historic District* your plans for improvements and work within the districts will be subject to a HARB review in addition to the usual reviews by the Township Building Inspector for compliance with Township zoning, building and safety codes. **A building permit will NOT be issued until a Board of Supervisors' Certificate of Appropriateness is issued.** The project must comply with all applicable Township codes, obtain a Certificate of Appropriateness and all applicable building permits before work may begin.
6. Once HARB application has been approved by the Board of Supervisors and the Certificate of Appropriateness has been issued, property owner will have 180 days before the Certificate of Appropriateness will expire.



CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant acknowledges and agrees that a recommendation on this application by the Historical Architectural Review Board and a decision by the Board of Supervisors may occur within ninety (90) days of filling the application with the Township

Date: _____

Signature of Applicant

(To be completed by Township)

Application

Number _____

Submission

Date _____

H.A.R.B. Meeting

Date _____

PROPERTY ADDRESS:

(Street)

(City)

TAX PARCEL NUMBER: _____

APPLICANT INFORMATION:

Name: _____

Telephone Number: _____

Facsimile Number: _____

E-mail: _____

Mailing Address: _____

Zip Code: _____

Applicant's Capacity: (circle one)

Owner

Lessee

Agent

Architect

Contractor

Attorney

Other (Identify): _____

OWNER INFORMATION: (if different from above)

Name: _____

Telephone Number: _____

Facsimile Number: _____

E-mail: _____

Mailing Address: _____

Zip Code: _____

CERTIFICATE OF APPROPRIATENESS APPLICATION

PROJECT DESCRIPTION (Fill in all that applies):

1. Additions/New Construction/Subdivision

- ☐ Additions
☐ New Construction
☐ Building Relocation
☐ Subdivision/Land Development (for information only)
☐ Variance (for information only)

2. Alterations/Renovations

- | | |
|---|---|
| <input type="checkbox"/> Storefront | <input type="checkbox"/> Porch/stoop/stairs |
| <input type="checkbox"/> Roof/Chimney/Cornice | <input type="checkbox"/> Windows/shutters |
| <input type="checkbox"/> Exterior Wall Cladding | <input type="checkbox"/> Repointing |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Exterior cleaning |
| <input type="checkbox"/> Paint | <input type="checkbox"/> Fences/walls/gates |
| <input type="checkbox"/> Trim | <input type="checkbox"/> Light Fixtures |

3. Repair/Replacement ☐ Check here if denied RRIK approval

- | | |
|---|---|
| <input type="checkbox"/> Storefront | <input type="checkbox"/> Porch/stoop/stairs |
| <input type="checkbox"/> Roof/Chimney/Cornice | <input type="checkbox"/> Windows/shutters |
| <input type="checkbox"/> Exterior Wall Cladding | <input type="checkbox"/> Repointing |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Exterior cleaning |
| <input type="checkbox"/> Paint | <input type="checkbox"/> Fences/walls/gates |
| <input type="checkbox"/> Trim | <input type="checkbox"/> Light Fixtures |

4. Signs/Awnings

- ☐ Sign
 ☐ Awning

5. ☐ Demolition
 6. ☐ Out Building(s)
 7. ☐ Other



Certificate of Appropriateness Application

Is there any other information HARB should take into consideration regarding the application?

Is your property subject to a conservation easement or deed restriction?

Have you researched your historic property?

NOTE: Work cannot commence until a Certificate of Appropriateness and all necessary permits have been issued. **At the public hearing before the Board of Supervisors on your application, the Board will not have a court reporter present. If you desire to have a court reporter present to transcribe the hearing, you must notify the Township in writing seven (7) days in advance of the Supervisors meeting and post an escrow with the Township as you will be responsible for the cost of the court reporter.**

Proposed start date: _____

Authorized Agent(s):

Name: _____

Name: _____

Address: _____

Address: _____

Witness of Signature***

Signature of Owner of Record

Print Name of Witness

***Witness shall not be affiliated in any capacity with any authorized agent listed above.

Questions? If you have questions about the application, please call: HARB Administrator, Zachary Zubris, Township Administration Building 215-297-5656 (Office Hours 8 a.m. to 4 p.m. Monday through Thursday, Friday remote).

THIS SECTION TO BE FILLED OUT BY APPLICANT

Tax Map Parcel No.

Name and Address of ALL abutting owners and owners of all properties within 1500 feet of the lot line of the lot, building or structure at issue, at the addresses certified by the applicant.

1.	
2.	
3.	
4.	
5.	
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12.	
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14.	
15.	

Chapter 11

Historic District

Part 1

HISTORIC DISTRICTS AND STANDARD HARB REVIEW PROCEDURES

§ 11-101 Adoption of Act.

[Ord. 68, 11/7/1985, § 1]

1. In accordance with the provisions of an act entitled:

"An act authorizing counties, cities, boroughs, incorporated towns and townships to create historic districts within their geographic boundaries; providing for the appointment of Boards of Historical Architectural Review; empowering governing bodies of political subdivisions to protect the distinctive historical character of these districts and to regulate the erection, reconstruction, alteration, restoration, demolition or razing of buildings within the historic districts."

2. Adopted by the General Assembly of the Commonwealth of Pennsylvania and approved by the Governor of the Commonwealth of Pennsylvania on the 13th day of June, 1961.
3. To protect the portions of the Township of Solebury which recall the rich architectural and cultural heritage of our Township and state, to awaken in our people an interest in our historic past and to promote the general welfare, education and culture of our Township, there are hereby created in the Township of Solebury an historic district or districts as defined and described in § 11-102 of this Part.

§ 11-102 Limits of Historic District(s).

[Ord. 68, 11/7/1985, § 2]

The limits of historic district(s) are defined in the appendixes which are incorporated herein by reference.

§ 11-103 Historical Significance.

[Ord. 68, 11/7/1985, § 3]

This Part will not apply to a newly created historic district until the Pennsylvania Historical and Museum Commission has certified by resolution, after notification in writing of the adoption of a new district, to the historical significance of the district within the limits defined in § 11-102. The certification shall be maintained in the Township records.

§ 11-104 Establishment of Board of Historical Architectural Review.

[Ord. 68, 11/7/1985, § 4]

1. A Board of Historical Architectural Review is hereby established, to be composed of Solebury Township residents, all of whom shall have demonstrated interest in and knowledge of historic preservation. The requirements for the members of the Board shall consist of at least five persons appointed by the Township Supervisors who shall have their principal residence in Solebury Township. The membership of the Board shall consist of a registered architect, a licensed real estate broker, the Building Inspector of Solebury Township, a qualified individual from each historic district, appointed as each district is placed under this Part, and such other qualified individuals as the Board wishes to appoint.
 - A. A majority of the Board shall constitute a quorum, and action taken at any meeting shall require the affirmative vote of a majority of the Board.
 - B. The terms of the Board members shall be for five years. The terms of the initial Board members will be staggered so that one member will serve for one year, one for two years, and so forth. All members terms will be deemed to begin on January 1 of the year of their appointment, including new members from new districts, whose terms shall be declared to have begun January 1 of the year of their appointment.
 - C. The Supervisors reserve the right to remove any member of the Board for cause, such as failure regularly to attend meetings.

- D. The position of any member of the Board residing within Solebury Township at the time of his appointment who thereafter moves his residence from the Township shall automatically become vacant. Likewise, any member of the Board appointed from an historic district who thereafter moves his residence from the historic district. The Building Inspector who serves as a member of the Board, because of his position as Building Inspector, shall cease to be a member of the Board upon said person ceasing to be Building Inspector of Solebury Township. An appointment to fill a vacancy shall be only for the unexpired portion of that term.

§ 11-105 Written Recommendations.

[Ord. 68, 11/7/1985, § 5; as amended by A.O.]

The Board shall make written recommendations to the Supervisors of the Township of Solebury regarding the issuance of certificates of appropriateness required pursuant to the Act of June 13, 1961 (53 P.S. 8001 et seq.), and this Part. For this purpose, the Board may adopt and amend rules and regulations of their own organization and procedures, consistent with the ordinances of the Township and the laws of the commonwealth. At a minimum, these should establish regular meeting times, attendance and training requirements which should include, at least once during a term, attendance at a seminar for members of Boards of Historical Architectural Review conducted by the Municipal Training Division of the Pennsylvania Department of Community and Economic Development, in conjunction with the Pennsylvania Historical and Museum Commission.

The members of the Board shall serve without compensation. They shall make an annual written report of their activities to the Supervisors. The Board may, if approved by the Supervisors, employ secretarial assistance, pay salaries and wages and incur other necessary expenses.

§ 11-106 Certificate of Appropriateness.

[Ord. 68, 11/7/1985, § 6]

Any person wishing to erect, reconstruct, alter or restore all or any part of a structure within an historic district which can be seen from a public street or way must secure a certificate of appropriateness from the Board of Supervisors before undertaking any work, whether or not a building permit is required for that work. Any person wishing to demolish or raze all or any part of a structure anywhere within an historic district must secure a certificate of appropriateness from the Board of Supervisors before all or any part of a structure may be demolished or razed. A certificate of appropriateness shall not be required for interior changes. Applications for certificates of appropriateness shall be made to the Building Inspector, who will forward them to the Board of Historical Architectural Review in accordance with the terms of this Part.

§ 11-107 Building Permit.

[Ord. 68, 11/7/1985, § 7]

In those situations where a building permit is required, the Building Inspector shall not issue a permit in an historic district for any erection, reconstruction, alteration, restoration, demolition or razing of a building or structure or for any other alteration of the property which requires a building permit until the Supervisors of the Township of Solebury have issued a certificate of appropriateness.

§ 11-108 Receipt of Application.

[Ord. 68, 11/7/1985, § 8]

Upon receipt of an application for a certificate of appropriateness, the Building Inspector shall, within five days of receipt, forward a copy of the application, together with a copy of all material filed by the applicant, to the Board of Historical Architectural Review. The Building Inspector shall maintain in his office a record of all applications together with their final disposition, which shall be in addition to and appropriately cross-referenced to his other records.

§ 11-109 Public Meeting.

[Ord. 68, 11/7/1985, § 9]

1. Upon receipt by the Review Board of an application for a certificate of appropriateness, the Review Board shall consider the application at its next regularly scheduled meeting. The person applying for the certificate shall be advised of the time and place of the meeting and shall be invited to attend the meeting to speak for the application. The Review Board meetings shall be duly advertised and shall be open to the public. The Review Board shall make a recommendation to the Supervisors within 35 days after its receipt of the application. In the event that the applicant authorizes, in writing, any extension of time, the thirty-five-day period shall be increased to the same extent. If the Board fails to make its recommendation within these time periods, it will be assumed that the Review Board has no objection to the issuance of a certificate of appropriateness by the Supervisors.

2. Exemption from Meeting Requirements. This section shall not apply to any application that the Township, in accordance with Part 2, determines is an in-kind repair or in-kind replacement project. **[Added by Ord. 2017-010, 11/21/2017]**

§ 11-110 Determination of Issuance or Denial.

[Ord. 68, 11/7/1985, § 10]

1. In determining whether to recommend issuance or denial of issuance of a certificate of appropriateness, the Review Board will consider the following:
 - A. The effect of the proposed change upon the general historic and architectural nature of the district.
 - B. The appropriateness of exterior architectural features which can be seen from a public street or way.
 - C. The general design, arrangement, texture, material and color of the building or structure and the relation of such factors to similar features of buildings or structures in the district.
 - D. The term "building" and/or "structure," as used in this Part, shall include, but not be limited to: fences, walls, signs, carports, porches, archways and other appurtenances.

§ 11-111 Recommendation Against Issuance of Certificate of Appropriateness.

[Ord. 68, 11/7/1985, § 11]

If the Review Board, on the basis of the information received at the hearing, as well as from its general background and knowledge, decides to recommend against the issuance of a certificate of appropriateness, it shall first indicate to the applicant what changes in plans and specifications, if any, could be made in order to receive a recommendation for approval from the Review Board. If the applicant accepts the suggested changes, in writing, the Board of Supervisors shall consider that the Review Board has recommended approval. If the suggested changes are not accepted in writing, the Board of Supervisors shall consider that the Review Board has recommended disapproval.

§ 11-112 Written Recommendation Concerning Issuance or Denial of Certificate of Appropriateness.

[Ord. 68, 11/7/1985, § 12]

1. The Review Board, after the hearing provided for in § 11-109 of this Part and after any changes are made in the plans and specifications as provided in § 11-111 of this Part, shall submit to the Board of Supervisors, in writing, its recommendation concerning the issuance or denial of a certificate of appropriateness. The written recommendation shall include the following information:
 - A. The exact Tax Map location and street address of the property in which the work is to be done.
 - B. A description of the work to be done.
 - C. The general design, arrangement, texture, material and color of the building or structure and the relationship of such factors to similar features of buildings or structures in the district.
 - D. The specific historical significance of the building or structures being erected, reconstructed, altered, restored, demolished or razed.
 - E. A list of the structures in the area, with their general exterior characteristics.
 - F. The effect of the proposed change upon the general historic and architectural nature of the district.
 - G. The opinion of the Review Board (including any dissent) as to the appropriateness and general compatibility of the work proposed as it will affect the character of the district.
 - H. The specific recommendation of the Board to the Township Supervisors as to the issuance or denial of a certificate of appropriateness.

§ 11-113 Question of Issuing Certificate of Appropriateness Authorizing Performance of Work Requested in Application.

[Ord. 68, 11/7/1985, § 13]

Upon receipt of the written recommendation of the Review Board as provided for in § 11-112 of this Part, the Board of Supervisors of Solebury Township shall consider at the next regular meeting, unless extended by the applicant in writing, the question of issuing a certificate of appropriateness authorizing the performance of work requested in the application. The applicant will be advised by the Township Secretary as to the time and place of that meeting, at which the applicant shall have the right to attend and be heard by the Supervisors. In determining whether or not to grant the requested certificate of appropriateness, the Board of Supervisors shall consider the same factors as governed by the Board of Historical Architectural Review (see § 11-110 of this Part) and the recommendation of that Board. If the Board of Supervisors of Solebury Township approves the application, it shall issue a certificate of appropriateness. If the Board of Supervisors of Solebury Township disapproves, it shall do so in writing within 10 days of its decision, stating its reasons for disapproval. In addition, copies of the disapproval shall be given to the applicant and to the Pennsylvania Historical and Museum Commission. In addition, the disapproval shall indicate what changes in the plans and specifications, if any, could be made in order to receive approval from the Board of Supervisors.

§ 11-114 Appeal.

[Ord. 68, 11/7/1985, § 14]

The applicant may appeal to the Zoning Hearing Board from the disapproval of a certificate of appropriateness.

§ 11-115 Power To Institute Any Proceedings at Law or in Equity.

[Ord. 68, 11/7/1985, § 15]

The Building Inspector, with the approval of the Board of Supervisors, shall have the power to institute any proceedings at law or in equity necessary for the enforcement of this Part or the Act of June 13, 1961, 53 P.S. § 8001 et seq., in the same manner as in his enforcement of other building, zoning, or planning ordinances.

§ 11-116 Penalty.

[Ord. 68, 11/7/1985, § 16; as amended by A.O.]

Any person, firm or corporation who shall violate any provision of this Part, upon conviction thereof in an action brought before a Magisterial District Judge in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 90 days. Each day that a violation of this Part continues or each section of this Part which shall be found to have been violated shall constitute a separate offense.