

Borough of Mechanicsburg

36 West Allen Street
Mechanicsburg, PA 17055



Application for Certificate of Appropriateness and HARB Review

Application Type (Check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Fence | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Window Replacement |
| <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> In Kind Replacement |
| <input type="checkbox"/> Repairs | <input type="checkbox"/> Other _____ |

Date of Application

PLEASE PRINT OR WRITE LEGIBLY

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

2. **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
- semi-detached, duplex
- row
- apartment building
- warehouse
- other: _____

Property Data (if unknown, leave blank)

1. Date building constructed: _____
2. Date of additions/alterations: _____
3. Zoning classification: _____

Official Use Only

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

Approved

Approved with Conditions/Comments:

Denied

Withdrawn

6. Primary street(s) from which alterations will be visible: _____

7. Exterior Alterations (list each item separately):

8. Signs

Type of material: _____ Lighting (internal, external, etc.): _____

Number of signs: _____ Dimension of sign(s): _____

Describe how it will be anchored: _____

* Note: anchoring through the mortar joints – not bricks – is the preferred method.

9. Addition

Proposed use: _____

Proposed material(s): _____

Location relative to the main structure: _____

10. New Construction

Type of building is proposed: (e.g. residential, office, etc..) _____

Exterior finished materials: Front _____

Sides _____ Rear _____

* Note: complete other necessary sections of this application. Will it include demolition, signs, fences, or screening?

11. Demolition

Reason for demolition: _____

Future use of building site: _____

* Note: complete other necessary sections of this application. Will it include new construction, signs, fences, or screening?

12. Costs

Estimate the total cost of the alteration(s): _____

Applicant was given:

Meeting Notice (provides applicant with date, time, and location of meeting at which application will be reviewed)

Meeting will be held in the Council Chambers of the Municipal Building on _____ at 6:30 p.m. **Applicant Initials:** _____

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 penalty as prescribed by section 10A-705 of the Mechanicsburg Historic District Ordinance is \$300.00 per day.

Signature of Applicant: _____ **Date:** _____

Signature of Building Official: _____ **Date:** _____

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Historic Architectural Review Board

Certificate of Appropriateness 6 Step Application Process

Please use the following six steps to guide you through the HARB application process successfully.

- 1 Obtain a copy of the HARB application.** Applications are available for pick-up at the Borough Office and are also available online at www.mechanicsburgborough.org. Once online select the committees link and then the HARB tab to access HARB's webpage. There is also access online to information such as guidelines and ordinances.
- 2 Review HARB guidelines and consult with your contractor.** This will ensure that you and your contractor understand HARB requirements and limitations. If you have further questions you may set up and appointment to meet with a member of the board to resolve the issues. This meeting is scheduled for specific questions only and is not intended to help you design your renovations.
- 3 Review checklist.** To make sure that your application is processed in the minimal amount of time, read over the checklist that was provided and ensure you include all the necessary items with your application submittal.
- 4 Submit your completed application.** Once you have reviewed your application for completeness and met all requirements on the checklist you may submit your application to the Borough Office. Incomplete applications will not be reviewed. Office staff will contact you in this case to attempt to bring your application to completion. If you cannot be reached your application will not be reviewed at the HARB meeting that month.
- 5 Attend the HARB meeting.** It is required that you, or a representative of you, attend the HARB meeting. If a representative is present, you are consenting to allow that representative to make decisions on your behalf. If your representative makes a decision that you are not in agreement with, you must start the process from the beginning, delaying your application review until the next HARB meeting the following month.
- 6 HARB's recommendation of the Certificate of Appropriateness (COA).** Your COA will then become an agenda item on Borough Council's meeting agenda. Borough Council's meeting where your HARB Application will be considered takes place on the third Tuesday of every month. Once Borough Council has approved your request you will be notified by mail to come in and pick up your COA. Once your COA has been picked up and all other necessary permits have been attained you may begin your work.

If you have any other questions regarding the application process please contact the Borough Office at (717) 691-3310 extension 105. Office hours are Monday through Friday 8:30-4:30.

Due Date For Application Submissions

Application submissions must be submitted to the Borough Office no later than fourteen (14) days before the regularly scheduled HARB meeting. HARB meets on the first Monday of every month at 6:30 PM in the Council Chambers of the Municipal Building. There is no fee for submitting a HARB application.

Appeals

If the HARB recommends the denial of your COA application, its recommendation can be appealed to the Borough Council at the Council meeting on the third Tuesday of the month at 7:00 PM. If Borough Council also denies your application for a COA, appeals may be made to the Court of Common Pleas in Cumberland County.

Typical HARB Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<u>HARB Deadline</u> 14 days before HARB meeting.				
<u>HARB Meeting</u> 1st Monday of the month.				
	<u>Council Meeting</u> Where Council will take action on the HARB applications.	<u>COA Letters are Distributed</u> Once you receive your letter you may come into the Borough Office to pick up your COA.	Once you obtain your COA and all necessary permits you may begin your approved work.	

Borough of Mechanicsburg

36 West Allen Street

Phone: (717) 691-3310

Mechanicsburg, PA 17055

Fax: (717) 691-3312



HARB Application Submission Checklist

All applications must include the following:

- Photo encompassing the entire front façade of building.
- Catalog cut/ brochure of material(s) being used in renovation.
- Sample of materials being used in renovation.
- Photos of locations on building where alterations will be occurring.

If erecting a fence, building an addition or new construction please also include the following:

- Sample site plan/ drawing clearly showing the dimensions and placement of fence, addition or new construction in regards to property.
- A zoning permit submission will be required.
- A building permit submission will be required. (**Not** needed for fence)

If erecting a sign please also include the following:

- A color picture of the sign design including dimensions of the sign.
- A catalog cut/ brochure of the bracket that the sign will hang from/ be mounted to the building with that describes what the bracket is made of and what it looks like.
- A zoning permit submission will be required.

HARB guidelines are on listed on the back of this page. For more information please visit the Borough website at www.mechanicsburgborough.org and select the Committees link and then select the HARB link . For any further questions please contact the Borough Office at (717) 691-3310 extension 105.

Borough of Mechanicsburg's Historic District Guidelines

Guideline 1: HARB will employ and apply the most current version of the Secretary of the Interior's Standards for Rehabilitation and its Guidelines for Rehabilitating Historic Buildings, as well as the provisions in Historic District Ordinance 1067 of the Borough of Mechanicsburg, for its recommendations.

Guideline 2: Facades will retain their distinctive materials, features, spaces, and spatial relationships. Any alteration to the historic character of the façade will be minimal, and the removal of these characteristics will be avoided. Exterior paint colors are not revised by HARB; however, property owners are encouraged to research and employ original or historically appropriate colors when considering repainting.

Guideline 3: Each façade will be recognized as a record of its own time. Alterations that have no historical basis will not be undertaken. Façade characteristics that have undergone previous changes that have acquired their own historic significance will be retained and preserved.

Guideline 4: Distinctive materials, features, finishes, and construction techniques that define the façade shall be preserved. When these items are deteriorated, they should be repaired in lieu of replacement. If the deterioration is excessive and requires replacement, the new item will replicate as close as possible that which has been removed, as approved by the HARB and Borough Council.

Guideline 5: Exterior building façade features will be cleansed using the gentlest means possible. A low-pressure water and mild soap is recommended. Methods that are destructive to the historic elements will not be used. Sandblasting of painted masonry surfaces is strongly discouraged. If a masonry wall is currently painted, a professional should be consulted prior to removing the paint. The installation of siding over masonry is not permitted. Property owners are encouraged not to paint previous, originally unpainted masonry.

Guideline 6: New façade alterations or new additions should be distinguishable from the existing, yet compatible to the historic integrity of the façade. New additions should be constructed so that if they are removed at a later date, the historic integrity of the façade will not be compromised.

Guideline 7: Exterior, permanent signs or advertising displays shall be in accordance with Section 10A-402 of the Historic District Ordinance 1067.

Guideline 8: New construction visible from the primary street shall be in accordance with the Historic District Ordinance 1067.

Guideline 9: Demolition of any existing structure, or portion of such structure visible from the primary street shall be in accordance with Part 6, Demolition of the Historic District Ordinance 1067.

For more information on guidelines please refer to the Borough of Mechanicsburg's Historic District Guidelines booklet or visit our website at www.mechanicsburgborough.org/harb.html.