

HISTORIC ARCHITECTURAL REVIEW BOARD NEWTOWN TOWNSHIP, BUCKS COUNTY

100 Municipal Drive, Newtown, PA 18940
(215) 968 2800, Ext. 241

APPLYING FOR CERTIFICATE OF APPROPRIATENESS

Before a zoning or building permit can be issued for work within the Newtown Township Historic District, an approved "Certificate of Appropriateness" is required.

The Newtown Historic Architectural Review Board (HARB) is an advisory board that makes recommendations to the Board of Supervisors. The following activities within the historic district require a Certificate of Appropriateness reviewed by HARB, and approved by the Newtown Township Board of Supervisors.

1. Demolition of a building or structure.
2. Relocation of a building or structure.
3. Construction or re-construction that would involve additions, replacement, rehabilitation, restoration, or any other change, including painting, to the exterior facade of a building or structure.
4. Changes or additions to existing signage or exterior lighting.
 - For sign review, submit a colored scaled drawing, including details of supporting systems. Drawing shall show whether sign is free standing or attached to a structure. In addition, the drawing shall show the size and style of the sign; size, color and style of lettering; background color and texture; distance from grade; and lighting details if sign is to be illuminated.
5. Changes or additions to existing fencing or other architectural landscaping features.
6. Changes or additions to buildings or structures within the historic district, but not of historic significance, shall be reviewed by HARB. Work on these buildings, modifications, improvements, or additions, will be consistent with the buildings existing architectural style, and shall be compatible with other structures within the historic district.
7. **NOTE:**

As required by the zoning officer, a copy of the building code application shall be attached to this application. This application shall also include:

 - 1) **Sketch plans, exterior elevations and plot plan illustrating proposed changes to the property**
 - 2) **Photographs of the proposed work area**
 - 3) **Samples of types of materials, colors, textures and any other changes in physical appearance**
 - 4) **Photographs of adjacent properties within sight line of the proposed changes.**

PROCEDURE FOR OBTAINING A CERTIFICATE OF APPROPRIATENESS:

Township review fee: \$65.00 due at the time of application

Make check payable to: NEWTOWN TOWNSHIP

- **Submit seventeen (17) completed copies of application**
- **Submit seventeen (17) supporting color documents.**

Completed applications must be submitted to the **Codes Office eight (8) days** prior to the monthly HARB meeting. HARB meets on the **second Thursday of each month at 9:30 am**. Meetings are held at the Newtown Township Municipal Complex, lower level, 100 Municipal Drive, Newtown.

HARB Meeting Date: _____ **@9:30a.m.**

Application Due: _____

Applicant's attendance is **highly recommended** so that questions can be answered. This will help to prevent delays.

After review and acceptance of the application by HARB, the application, and HARB's recommendations will be forwarded to the **Newtown Township Board of Supervisors for their approval** of a Certificate of Appropriateness. **Your attendance at the Board of Supervisors meeting is suggested, but not mandatory.**

The applicant will be notified of the Supervisors decision. If approved, and upon issuance of the Certificate of Appropriateness, the process of **obtaining zoning and building permits** may continue.

REMINDER:

All plans must comply with zoning code requirements prior to applying for a Certificate of Appropriateness.

Applications for zoning permits, along with their applicable fees, may be required prior to HARB submission.

For questions regarding proper procedures, please contact the Codes Office: (215) 968-2800 Ext. 241

NEWTOWN TOWNSHIP
HISTORICAL ARCHITECTURAL REVIEW BOARD
Martindell House
100 Municipal Drive
Newtown, PA 18940

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

INFORMATION CONCERNING PROPERTY FOR WHICH A CERTIFICATE OF APPROPRIATENESS IS REQUESTED:

Name of Business: _____

Property Owner: _____

Property Address: _____

Owner's Signature: _____

Owner's Telephone No. _____ Tax Parcel No. (s) _____

Applicant's Name: _____ Telephone No. _____

Applicant's Address: _____

Applicant's Signature: _____

DESCRIPTION OF WORK: _____

FOR ALL APPLICATIONS:

Person who prepared supporting documentation:

Name: _____ Telephone No. _____

Address: _____

SIGNATURE OF OWNER OF PROPERTY: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

Newtown Township's historic preservation controls and accompanying procedures are based on State Act 157 and the local historic district ordinance adopted May 6, 1985, and amended, 1985-0-140.

FOR ADMINISTRATIVE USE ONLY (do not write in this space)

Applicant's Name: _____ Date Received: _____

HARB Recommendation:

HARB Signatures: _____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____

Accepted by Zoning Officer _____ Date: _____

Approved by Board of Supervisors:

_____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____

ATTACHMENTS: