

**HISTORIC ARCHITECTURAL REVIEW BOARD
NEWTOWN TOWNSHIP, BUCKS COUNTY**

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

APPLYING FOR CERTIFICATE OF APPROPRIATENESS

(Applicant’s copy page 1 & 2)

All plans must comply with zoning code requirements prior to applying for a 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:

Certificate of Appropriateness **Reviewed and Recommended** by Historical Architectural Review Board

Certificate of Appropriateness **Approved or Disapproved** by the Newtown Township Board of Supervisors.

1. ***Demolition*** of a building or structure will need approval by: **Joint Historical Review Board (separate application)**
2. ***Construction*** or re-construction that would involve additions, replacement, rehabilitation, restoration, relocation, or any other change, including painting, to the exterior facade of a building or structure.
3. ***Signs*** (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; color and style of lettering; background color and texture; distance from grade; and lighting details if sign is to be illuminated.
4. Changes or additions to existing ***fencing*** or other ***architectural landscaping features***.
5. 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.

SUBMIT WITH APPLICATION:

- 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.**

(Applicant’s Copy)

PROCEDURE FOR OBTAINING A CERTIFICATE OF APPROPRIATENESS

Completed application, must be submitted to the **Codes Office eight (8) days** prior to the monthly HARB meeting held the **second Thursday of each month at 9:30 am.**

- **Township Review fee:** **\$80.00** (*due at the time of submitting application*)
*Accept Master Card, Visa, cash or
Check (payable to Newtown Township)*
- **Submit seventeen (17) completed copies of application pages 3 & 4**
- **Submit seventeen (17) supporting color documents, pictures,
Manufacture's information, color, make & numbers.**

HARB Meeting Date: _____ **@9:30am. (Located Public in Meeting Room)**
Applicant's **attendance is highly recommended** so that questions can be answered to prevent delays.

Once application is reviewed & recommendations by HARB, the application will be ***forwarded*** to the next: Board of Supervisors Meeting for their approval or disapproval.

BOARD OF SUPERVISOR MEETING _____ **@7:30pm. (Located in Public Meeting Room)**
Your attendance at the Board of Supervisors meeting is suggested, but not mandatory.

Applicant will be notified in writing Board of Supervisor's decision.
Obtaining zoning and building permits may proceed, if approved.

(Applicant's Copy)

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HISTORICAL ARCHITECTURAL REVIEW BOARD
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Newtown, PA 18940

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

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

Name of Business: _____

Address: _____

DESCRIPTION OF WORK: _____

MANUFACTURE'S NUMBER & COLOR(S)

Person who prepared supporting documentation:

Name: _____ Telephone No. _____

Address: _____

SIGNATURE OF APPLICANT: _____ **DATE:** _____

SIGNATURE OF OWNER OF PROPERTY: _____

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)

Accepted by Zoning Officer _____

Date: _____

HARB Recommendation with comments:

HARB Signatures:

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

Approved by Board of Supervisors:

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