Steel Valley Historical Architectural Review Board

Applicant's Checklist

This checklist is provided to assist Applicant's for Certificates of Appropriateness in preparing complete applications. If the Applicant has questions about the requirements, contact the HARB Chairman through the Borough Zoning Officer.

	One complete set of documents are submitted to the Borough Office, Attention: Zoning Officer. The documents include:
	Applicant's One Page Narrative Statement Completed Page 1 of the Application Form Page 2 of the Application Form - to be Completed by HARB Color Photographs showing: View of the site from the opposite side of the street; View of properties on either side of the subject property from the opposite side of the street. View along street in both directions from the site. View of the opposite side of the street. For new construction, you must include architectural sketches and elevation drawings showing all visible sides of the proposed construction.
	For alterations to existing structures, you include architectural sketches and elevation drawings showing all visible sides of the building for which alterations are proposed of the proposed alteration.
	For signs, you must present an accurate color rendering of the sign.
	Submit twelve (12) copies of the foregoing to the Zoning Officer.
	Attach a check payable to the Borough in the amount specified by the Borough.
_	Submit all materials no later than two(2) weeks before the HARB meeting at which you want the application considered.
	The Borough will publish a Public Notice of your application in a local newspaper.
	Prior to HARB meeting, contact the Zoning Officer to obtain a Proof of Publication of the Public Notice for your activity.
	Attend HARB meeting at which your application will be considered and bring with you:
	One (1) additional complete copy of the Application
·	HARB meetings are open to the public and the media. HARB deliberations will be in public. HARB will act on your application at the meeting and forward its recommendations to Borough Council as soon as possible thereafter.

APPLICATION FOR REVIEW FOR CERTIFICATION OF APPROPRIATENESS FOR STRUCTURES LOCATED WITHIN THE STEEL VALLEY LOCAL HISTORIC DISTRICT

DATE OF APPLIC				4 <i>PPLICANT</i>	
	OPERTY: _				
LOT & BLOCK N	UMBERS: _				
COMMUNITY: (C	heck one):		estead Homestead	□ Munhall	
OWNER (APPLIC. (If not owner, letter	from the pr	operty owner)			
ADDRESS:					
TYPE OF WORK:	□ Rec	v Construction onstruction eration		Restoration Demolition	
DESCRIPTION OF	WORK:				
ATTACHMENTS:	☐ Architec	tural Sketches		☐ Photographs - Requ Front, rear, sides &	
I/We certify that we had a subject that we had a subject to a subject	and that the in	inderstand the ab formation provid	ove instructions ed herein is true	and procedures, that I/We and accurate to the	have authority to he best of my/our
SIGNATURE:		·		DATE:	

PART B: TO B	BE COMPL	ETED BY HARB						
DATE APPLICATION RECEIVED:								
DATE OF NEWSPAPER ADVERTISEMENT:								
DATE OF HARB MEETING:								
PROPERTY CLASSIFICATION:	Contrib □	outing Structure Non-Contributing Structure Vacant Site						
EFFECT OF PROPOSED WORK:	<u>п</u> П	Effect on Historic Property Effect on Historic District No Effect						
DESCRIPTION OF EFFECT ON THE NATURE OF THE DISTRICT:	E GENEI	RAL HISTORIC AND ARCHITECTURAL						
DECISION OF HARB BOARD:								
FOR APPLICATIONS RECOMMENTACTIONS:		R APPROVAL, RECOMMENDED CHANGES/						
		D FOR APPROVAL, REQUIRED CHANGES/						
SIGNED:		DATE:						
DATE SUBMITTED TO BOROUGH	COUNC	L:						