

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.

----- PART B: TO BE COMPLETED BY HARB -----

DATE APPLICATION RECEIVED: _____

DATE OF NEWSPAPER ADVERTISEMENT: _____

DATE OF HARB MEETING: _____

PROPERTY CLASSIFICATION: Contributing Structure
 Non-Contributing Structure
 Vacant Site

EFFECT OF PROPOSED WORK: Effect on Historic Property
 Effect on Historic District
 No Effect

DESCRIPTION OF EFFECT ON THE GENERAL HISTORIC AND ARCHITECTURAL NATURE OF THE DISTRICT:

DECISION OF HARB BOARD: Recommend Approval
 Don't Recommend Approval

FOR APPLICATIONS RECOMMENDED FOR APPROVAL, RECOMMENDED CHANGES/ACTIONS: _____

FOR APPLICATIONS NOT RECOMMENDED FOR APPROVAL, REQUIRED CHANGES/ACTIONS NEEDED: _____

SIGNED: _____ DATE: _____

DATE SUBMITTED TO BOROUGH COUNCIL: _____