



Borough of Ridley Park

Department of Building
& Code Enforcement

H.A.R.B

105 East Ward Street
Ridley Park, PA 19078
Phone: (610) 532-2100 Fax (610) 532-2447

For Office Use Only
Certificate of Appropriateness

Date Received _____ By _____
Approval Date _____
Initials of HARB Chair _____

Case# _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Date: _____ Contact Person: _____ Phone #: _____

Property Owner: _____ Phone#: _____

Property Address: _____

Contractor's Name: _____ Phone#: _____

Address: _____

Lot Size (Dimensions): _____ X _____ Square Footage: _____

DESCRIBE THE NATURE OF THE PROPOSED WORK (See Sections 8 & 9 of Ordinance# 1070):

EXPLAIN THE REASON(S) FOR THE WORK:

Estimated Cost of Materials and Labor: \$ _____

Attach seven (7) copies of plans, sketches, surveys, estimates, photographs, etc. to this application that explain the exact nature of the work to the Historical Architectural Review Board members.

NOTE- If any part of the proposed work includes a) NEW CONSTRUCTION - A surveyor's plot plan is required; b) ALTERATIONS TO EXISTING STRUCTURE - A drawing of the proposed changes is required. (See Section 8 of Ordinance # 1070)

Signing this application in the presence of a Notary Public means that you will proceed with the work in conformity with the issued permit and in accordance with all Building, Zoning and Historic District codes and regulations. Failure to comply may result in a stop work order being issued and possible removal of the improvement.

Sworn to and subscribed before me:

This _____ day of _____ 20____

Signature of Applicant _____

As Homeowner

As Contractor

Notary Public

Borough of Ridley Park

Historical Architectural Review Board Submission Checklist

1. All applicants are encouraged to review the Historic District Ordinance, Section 8, Application Procedure for a Certificate of Appropriateness, and Section 9, Design Guidelines and Evaluation Criteria. The Ordinance is available for review on the Ridley Park Borough website on the HARB page www.ridleyparkborough.org/h-a-r-b.
2. Other information available on the HARB page:
 - Ridley Park Design Guidelines
 - Historic District Map
 - Historic District Addresses
 - Application for a Certificate of Appropriateness
3. Applicants are encouraged to meet with the HARB for an informal review, or Advisory Discussion, before submitting their formal application.
4. Meetings are held on the 4th Thursday of each month at 7:00 pm at the Ridley Park Borough Hall, 105 E. Ward Street, Ridley Park, PA 19078.
5. In addition to providing the information on the Application for Certificate of Appropriateness, the following items should also be included with the application:

New Construction:

- Plot plan, to scale, including the lot boundaries, location of the new dwelling on the lot, adjacent roads from which the new structure may be viewed, and its relationship to the location of the structures on the neighboring lots.
- Floor plans and Elevations, drawn to scale.
- Photographs of the structures on neighboring properties.
- Note – 7 copies of the plans on letter size paper can be submitted in addition to two sets of full-scale drawings.

Demolition

- Photographs of all sides of the building and visible foundation, state of disrepair
- Interior views which substantiate the need for Demolition
- Report from a Registered Structural Engineer substantiating the need for demolition as opposed to restoration, rehabilitation, or repair.

Alteration, Reconstruction, or Rehabilitation

- Photographs of the existing structure, including detail photos of the work area.
- Manufacturer's cut sheets showing the materials to be used for the project.
- If a Building Permit is required for the work, also include:
 - Drawings to scale showing the proposed work.
 - Plot plans showing adjoining property lines and adjacent roads from which the proposed activity may be viewed.