

FOR OFFICE USE ONLY
<u>Cert. of Appropriateness</u>
Required / Not Required
(circle one)
_____ Initials of HARB Chair

Borough of Ridley Park

County of Delaware, PA

105 E. Ward Street

Ridley Park, PA 19078

(610) 532-2100 Fax: (610) 532-2447

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 _____ A.D. 19_____

Signature of Applicant

Notary Public

As Homeowner _____ As Contractor _____

- (1) To hold regularly scheduled and advertised monthly public meetings. Minutes of these meetings must be recorded and submitted to Borough Council in a timely fashion.
 - (2) To hold additional public meetings/hearings that it considers necessary or that are requested by a majority of the Borough Council in order to carry out its responsibilities as indicated by this chapter.
 - (3) To request inspections by the Code Enforcement Officer during each project for which a certificate of appropriateness has been granted to determine if the work is being done in accordance with the terms of the permit. A monthly report of these inspections must be submitted to the HARB by the Code Enforcement Officer listing all inspections and reporting all findings from these inspections.
 - (4) To maintain a file containing records of all applications, drawings, photographs and other supporting material submitted for review. This information should be available for public inspection.
 - (5) To conduct a survey of buildings within the Borough for the purpose of determining those of historic and/or architectural significance and to compile pertinent facts about those buildings.
 - (6) To request a review by the Code Enforcement Officer of those properties which may require repairs or corrections of structural defects or damages in order to preserve and protect such buildings or structures in accordance with the spirit of this chapter.
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- (7) To promote public interest in historic preservation by preparing educational materials and conducting seminars.

§ 121-8. Application procedure for certificate of appropriateness.

- A. Application for a certificate of appropriateness is requested by the Code Enforcement officer for any construction, alteration, demolition, reconstruction, rehabilitation or restoration to a property within the Historic District.
- B. Property owners, developers or their agents are encouraged, but not required, to prepare preliminary scale drawings, plot plans and other supporting material for review and discussion by the HARB prior to applying for a certificate of appropriateness. ~~The purpose of this review is to acquaint the prospective applicant with the design guidelines and criteria for evaluation used by HARB to recommend the granting of a certificate of appropriateness. This procedure may prevent delays in the review process.~~
- C. The following information shall be submitted to the Code Enforcement Officer in order for HARB to consider the application:
 - (1) Name and address of the property owner.
 - (2) Address of the property.
 - (3) Copy of the Borough Zoning Map showing the location of the property.

- (4) Description of the proposed construction, alteration, demolition, reconstruction, rehabilitation or restoration.
- (5) Rationale for the proposed work.
- (6) Present use of the property and the effect of the proposed work on that use.
- (7) Photographs/drawings which clarify the applicant's proposal or show the following (when applicable):
 - (a) New construction. Proposed construction site and relationship to contiguous properties and structures.
 - (b) Demolition. All sides of the building and visible foundation, state of disrepair, interior views which substantiate the need for demolition.
 - (c) Alteration, reconstruction or rehabilitation. Scope of proposed work visible from the public right-of-way and the relationship to contiguous properties and structures.
- (8) In those cases involving the issuance of a building permit for new construction, or when specifically requested by HARB, the following items shall be submitted:
 - (a) Scale drawings showing all work as it relates to the exterior architectural character of the property and surrounding area.
 - (b) Plot or site plans showing adjoining property lines and adjacent roads from which the proposed activity may be viewed.
- (9) In the case of proposed demolition of all or part of any building/structure, a report of a certified structural engineer must be submitted documenting the current condition of the building/structure and substantiating the need for demolition as opposed to restoration, rehabilitation or repair.

§ 121-9. Design guidelines and evaluation criteria.

In determining the recommendations to be made to the Borough Council concerning the issuance of a certificate of appropriateness, the HARB shall consider only those matters that are pertinent to the preservation of the historic and/or architectural aspect and nature of the building, site, area or District, certified to have historical significance, including the following:

- A. The effect of the proposed change upon the general historic and architectural nature of the District.
- B. The appropriateness of the exterior architectural features which can be seen from the public street or way.
- C. The general design, arrangement, texture and material of the building or structure and the relation of such factors to similar features of buildings or structures in the District. Consideration shall be given to the following characteristics, based on the Secretary of the Interior's Standards for Rehabilitation: