

DATE \_\_\_\_\_

APPLICATION NO. \_\_\_\_\_

**APPLICATION TO THE HISTORICAL & ARCHITECTURAL REVIEW BOARD  
HEREBY MADE TO ZONING OFFICER**

Charlestown Township, Chester County, Pennsylvania

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Owner \_\_\_\_\_ Phone \_\_\_\_\_  
(if different from above)

Address \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Attorney \_\_\_\_\_ Phone \_\_\_\_\_  
(if applicable)

Address \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Location of Property

\_\_\_\_\_

Zoning District \_\_\_\_\_ Lot Size (acreage) \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Description of property and proposed improvements:

\_\_\_\_\_

\_\_\_\_\_

Description of Proposed Use:

\_\_\_\_\_

\_\_\_\_\_

I acknowledge that this application is not deemed complete until reviewed and accepted by the Township.

Applicant's Signature \_\_\_\_\_

Owner's Signature \_\_\_\_\_  
(if different)

## **When is a HARB review required?**

### Structures that Require a HARB Review:

- All structures or proposed structures in the Charlestown Village Historic District
- Demolition or partial demolition of a historic structure that is listed on the Charlestown Township Historical Resources Map

### Types of Applications:

- Demolition or partial demolition of a historic structure in the Charlestown Village Historic District or of a structure listed on the Historic Resources Map
- New Construction in the Charlestown Village Historic District
- Addition to an existing structure in the Charlestown Village Historic District
- Alterations to an existing structure in the Charlestown Village Historic District
- Restoration of an existing structure in the Charlestown Village Historic District
- Repairs to an existing structure in the Charlestown Village Historic District (except routine maintenance)

## **Instructions for Filing an Application to the HARB**

### **The HARB Process:**

#### **Step 1: Preliminary Preview**

- Submit one copy of the Historical and Architectural Review Board Application (Form HARB-1) to the Township Office
- Submit three copies of the Preliminary Review Materials to the Township Office: Prior to the preparation of working drawings and specifications or calling for proposals or bids from contractors, prospective property developers, owners or agents shall prepare preliminary scale drawings and outline specifications, including color samples for outside work, for a pre-application review and informal discussion with the Board.
- Materials will be reviewed for completeness and a hearing will be scheduled after 30 days
- The purpose of this review shall be to acquaint the developer, owner or agent with standards of appropriateness of design that are required. Projects may be approved after one hearing when preliminary drawings and other data are sufficiently clear and explicit. In some cases, an additional hearing or hearings may be required (See Step 2).

#### **Step 2: Final Review and Certificate of Appropriateness**

- Additional hearings, if needed
- Within 45 days of the filing of the application, the HARB will make a recommendation of a Certificate of Appropriateness to the Supervisors

**Step 3: Filing the Building Permit** - the Zoning Officer will complete the review of your building permit application and issue a building permit within fifteen working days of the complete application

**Submit the following to the Township Office:**

- Zoning Application (1) copy
- Erosion and Sedimentation Control (E & S) Permit Application (1) copy with fee
- 3-part Building Permit Application (1) set with fees
- Plus the information listed on the reverse side of this page

For New Construction:

- (3) Copies of signed, stamped drawings, including plans and exterior elevations drawn to scale, with sufficient detail to show, as they relate to exterior appearances, the architectural design of the building(s), including proposed materials, textures and colors, including samples of materials and colors;
- (3) Copies of a plot or site plan drawn to a scale not smaller than one inch equals fifty feet (1" = 50'), showing property lines and adjacent roads from which the proposed activity may be viewed and all improvements affecting appearances such as walls, walks, terraces, landscaping, accessory buildings, parking, signs, lights and other elements.
- (1) Set of legible Photographs (8" x 10", black and white or color) showing the construction site and its relationship to the properties contiguous to it.

For Repairs, Reconstruction, Restoration, Alterations or Additions to Existing Structures:

- (3) Copies of signed, stamped drawings, including plans and exterior elevations drawn to scale, with sufficient detail to show, as they relate to exterior appearances, the architectural design of the buildings, including proposed materials, textures and colors, including samples of materials and colors;
- (3) Copies of a plot or site plan drawn to a scale not smaller than one inch equals fifty feet (1" = 50'), showing property lines and adjacent roads from which the proposed activity may be viewed and all improvements affecting appearances such as walls, walks, terraces, landscaping, accessory buildings, parking, signs, lights and other elements.
- (1) Set of legible Photographs (8" x 10", black and white or color) showing all sides of the structure, and photographs showing the adjacent properties and the relationship of the building to them.

For Demolition:

- (1) Set of legible Photographs (8" x 10", black and white or color) showing all sides of the building under consideration and any interiors which relate its state of disrepair or substantiate the need for demolition and photographs showing the contiguous properties and the relationship of the building to them.