

BOROUGH OF TAMAQUA

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS SUBMISSION CHECKLIST AND INFORMATION

HARC meetings are held the 1st Monday of each month at 6:30 pm except in September when the meeting is the 2nd Monday at 6:00pm. The meetings are held in the Council Chambers at the Tamaqua Municipal Building located at 320 East Broad Street, Tamaqua, PA unless otherwise noted.

REQUIRED SUBMISSION MATERIAL WITH THE APPLICATION

- 5 copies of the Application for COA to the Historic Architectural Review Commission
- 1 photo of each view indicated in Section II. of the COA Application
- 1 copy of any supporting documentation indicated in Section IV. of the COA Application

Note: When requesting approval to demolish a historic building or structure the applicant must submit a minimum of three (3) estimates from bona fide contractors and or vendors substantiating his or her claim that the financial feasibility of repair in-kind is unreasonable.

- The applicant and/or legal counsel on behalf of the applicant must be present at the HARC meeting to answer questions during the application review. Applicants should be prepared with documentation to support their request such as but not limited to drawings of what is existing and what is proposed (interior and exterior) with dimensions, photos of property and adjacent properties, and site plans. If sufficient information is not provided to HARC, there may be a need to delay your project until a future meeting when the information is available.
- If the HARC approves your project, it will then make a recommendation to Borough Council at their next regular meeting that a Certificate of Appropriateness (COA) be issued for your project.
- Once Borough Council has approved your project, it will then direct the Zoning Officer to issue a Certificate of Appropriateness (COA) and a Borough Zoning Permit for your project.
- Once you have received the Borough Zoning Permit, PA UCC Construction Permit (if required) and a copy of the COA, only then can you begin work on your project. Failure to follow this procedure may result in fines, work stoppage, or other actions by the Borough.

Application Deadline: 10 calendar days prior to 1st Monday of each month.

Tamaqua Borough

**** OFFICE USE ONLY ****

Date Received: _____
Zoning District: _____
Tax Parcel No.: _____
Zoning Permit No.: _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

I. PROPERTY INFORMATION

Residential Non-Residential

Proposed Work Site Address:

Applicant:
Phone Number:
Email:
Address:

Property Owner:
Phone Number:
Email:
Address:

II. PHOTOGRAPHS – *Photos of your property, buildings and adjacent neighboring buildings MUST ACCOMPANY your application.*

Front of Property Rear of Property Both Sides of Property Existing Structures Neighboring Properties

The Existing Structure must be clearly identified in the photo if the Proposed Structure will be attached to the Existing Structure

III. PROPOSED CONSTRUCTION – *Check all that apply.*

- | | |
|---|--|
| <input type="checkbox"/> New Primary Structure or Addition | <input type="checkbox"/> Exterior Façade |
| <input type="checkbox"/> New Accessory Structure (garage, deck, shed, ramp, etc.) | <input type="checkbox"/> Alteration/Restoration/Renovation (Including Windows & Doors) |
| <input type="checkbox"/> New Roof (re-roof applicable) | <input type="checkbox"/> Signage * |
| <input type="checkbox"/> Porch Enclosure | <input type="checkbox"/> Demolition ** (Including the removal of Architectural Cornices) |
| <input type="checkbox"/> Other (<i>Please Specify</i>): | |

IV. PREDOMINANT MATERIALS – *Check all that apply. Please bring any samples or manufacture specifications for products you will use in this project.*

- | | | |
|--|---|---|
| <input type="checkbox"/> Trim and Decorative Woodwork | <input type="checkbox"/> Siding & Masonry | <input type="checkbox"/> Deck/Ramp Flooring |
| <input type="checkbox"/> Windows, Doors & Hardware | <input type="checkbox"/> Canopy/Awing | <input type="checkbox"/> Guardrails |
| <input type="checkbox"/> Shutters & Hardware | <input type="checkbox"/> Light Fixtures | <input type="checkbox"/> Columns/Posts |
| <input type="checkbox"/> Roofing, Gutters & Downspouts | <input type="checkbox"/> Signage * | <input type="checkbox"/> Other: |

* Any sign that is internally illuminated will not be recommended for approval by HARC.

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V. PROJECT DESCRIPTION – *Describe proposed construction and materials from above checklists. Attach additional sheets if needed.*

APPLICANT OR DESIGNATED AGENT MUST ATTEND MEETING FOR CASE TO BE HEARD

Applicant Signature:

Date: