Municipality of Norristown
Department of Building & Code Enforcement
235 E Airy Street, Norristown, PA 19401
Phone: (610) 270-0441    Fax (610) 279-7548

Historic Architectural Review Board
Certificate of Appropriateness Application

The Historical and Architectural Review Board meets the fourth Wednesday of each month at 7:00pm at the Municipality of Norristown Council Chambers, unless otherwise advertised.
All meetings are open to the public.

Please read this information carefully before completing the application:

- Any activity visible from a public way, excluding alleys, requiring the issuance of a demolition or building permit by the Municipality for the erection, alteration, reconstruction, repair, restoration, or demolition by neglect of all or part of any building within the HARB Zones A and B shall require the issuance of a certificate of appropriateness by the Municipal Council.

- You must attend the Historical and Architectural Review Board meeting to present this application. The Historical and Architectural Review Board can review your application without your presence at the meeting, however, unanswered questions concerning your application may cause the tabling of your application until the next meeting. Keep in mind, the HARB only meets once per month.

- Please submit eight (8) packets, each containing a completed application, a detailed description of the proposed work, a detailed description of the steps for preservation of the buildings historic character, and photographs. All pictures, drawings, material samples, catalog cuts and renderings must be submitted at the time of application. The Department of Building & Code Enforcement will not accept incomplete applications.

- Photographs submitted with the application must include a picture of the building from all public views, a picture of the address, and a close-up picture of the work area. Photographs must be 4”x6” (or larger) and labeled.

- The owner of the property is required to sign the application.

- Your application packet must be submitted to the Department of Building & Code Enforcement no later than ten (10) business days prior to the HARB meeting.

- You are only required to complete the relevant sections of this application.

- Please be sure to include any current photographs, elevations, relevant drawings, specific lettering (fonts) for signage, and old documents or photographs that you may have researched.

- It is the property owner/applicant’s responsibility to obtain any required building permits. Permits can only be issued after the Municipal Council has issued a Certificate of Appropriateness. Certificate of Appropriateness does not grant any variance or exceptions.

Please verify the Historical and Architectural Review Board meeting date. Meeting dates that conflict with holidays or other events may be changed to another date.
Municipality of Norristown
Department of Building & Code Enforcement
235 E Airy Street, Norristown, PA 19401
Phone: (610) 270-0441  Fax (610) 279-7548

For Office Use Only
Application Received: ____________
Received By: ____________
HARB District: □ Central A  □ West A
□ Central B  □ West B

Historic Architectural Review Board
Certificate of Appropriateness Application
** This Application will not be processed unless all appropriate sections have been completed in their entirety and/or until all required information is completely submitted. **

Property Address: __________________________

This application is for (Check all appropriate boxes):

☐ Signs – Section #1
☐ Canopy or Awning – Section #2
☐ Repair, Replacement or Alteration – Section #3
  - Supply photos or elevations of original
☐ Addition – Section #4
  - Supply architectural elevations and site drawings
  - Supply photos of the existing structure
☐ New Construction – Section #5
  - Supply architectural elevations and site drawings.
  - Supply photos of buildings next to and around the site.
☐ Demolition – Section #6

Indicate which items you are submitting with your application:

☐ Color or Black and White Sketches
☐ Old or Historic Photographs
☐ Plot or Site Plans
☐ Architectural Elevations
☐ Photographs of the current existing site showing where changes are to be made.
☐ Photographs of the location of building and streetscape.
☐ Samples or Catalog Cuts of materials

*Do not submit originals as they will be kept by HARB for its official archives.

All sketches, elevations, and plans must be signed by the preparer(s)

The owner of this property and the applicant agree to conform to all applicable findings of the Municipality of Norristown’s Historical and Architectural Review Board. I hereby certify that the information contained herein is complete and accurate and that the owner of record of the named property authorizes the work. Furthermore, I agree to attend the next regularly scheduled meeting of the Historical Architectural Review Board to present this application. I understand that failure to appear at the meeting will result in the application being tabled until the next regularly scheduled meeting. Failure to attend two consecutive meetings after acceptance of an application will result in the application being considered withdrawn from consideration.

Applicant’s Name (Print): __________________________
Applicant’s Mailing Address: __________________________

Applicant’s Phone: ___________________________ Applicant’s Email: __________________________
Applicant’s Signature: ___________________________ Date: ____________

Owner’s Name (Print): __________________________
Owner’s Mailing Address: __________________________

Owner’s Phone: ___________________________ Owner’s Email: __________________________
Owner’s Signature: ___________________________ Date: ____________
SECTION #1 – SIGNS

(Attached a separate Section #1 sheet for each of the signs you want to install)

Instructions: Provide color or black and white sketches of each sign and its message. Also show the proposed location and proportions to building façade. Attach photos of the streetscape and adjacent buildings.

Location of Project: ____________________________________________________________

Name of Business: ____________________________________________________________

Applicant’s Name: ____________________________________________________________

Applicant’s Mailing Address: _________________________________________________

Applicant’s Phone Number: _______________ Applicant’s Email: __________________

Owner’s Name: ______________________________________________________________

Owner’s Mailing Address: _____________________________________________________

Owner’s Phone Number: _______________ Applicant’s Email: __________________

1. Are you replacing an existing sign? □ Yes □ No

2. How many signs do you wish to install? __________________

3. On how many façades? __________________ □ Front □ Side □ Back

4. □ Hanging Sign □ Building-Mounted Sign □ Other ___________________________

5. Give a thorough description of the sign: ______________________________________

6. Is there new illumination? □ Yes □ No Fixture Type? ________________________

7. Sign Dimensions: Height: _________ Width: _________ Depth: _________

8. For a Hanging Sign: What is the height from the sidewalk to the bottom of the sign? _________

   Describe the Hanging Bracket: _____________________________________________

   Is the Hanging Bracket existing or new? □ Existing □ New

9. How will this sign be mounted? _____________________________________________

10. Colors: __________________________________________________________________

11. Message: __________________________________________________________________

12. Lettering Style: __________________________________________________________________

Please attach a sample of the sign wording in the chosen lettering style
SECTION #2 – CANOPY OR AWNING

(Attached a separate Section #2 sheet for each of the canopies or awnings you want to install)

Instructions: Provide color or black and white sketches of each canopy or awning. Also show the placement and proportion to building façade where it is going to be placed. Attach photos of the streetscape and adjacent buildings.

Location of Project: __________________________________________________________

Name of Business: __________________________________________________________

Applicant’s Name: __________________________________________________________

Applicant’s Mailing Address: ________________________________________________

Applicant’s Phone Number: __________________________ Applicant’s Email: _______

Owner’s Name: ____________________________________________________________

Owner’s Mailing Address: _________________________________________________

Owner’s Phone Number: __________________________ Applicant’s Email: ________

1. Are you replacing an existing canopy or awning? □ Yes □ No

2. How many canopies or awnings do you wish to install? ______________________

3. On how many façades? _______________ □ Front □ Side □ Back

4. Material: Give a thorough description of the type and style to be used:

________________________________________________________________________

________________________________________________________________________

5. How will it be mounted? ______________________________

6. Are you reusing an existing canopy or awning skeleton(s)? □ Yes □ No

7. Is there a new canopy or awning illustration? □ Yes □ No

   Fixture Type? ___________________________________________________________

8. Canopy or Awning Dimensions: Height: _________ Width: _________ Depth: _______

9. What is the height from the sidewalk to the bottom of the canopy or awning? _______

10. Colors: __________________________________________________________________

11. Message: __________________________________________________________________

12. Lettering Style: __________________________________________________________________

Please attach a sample of the sign wording in the chosen lettering style
SECTION #3 – REPAIR, REPLACEMENT OR ALTERATION

(Attached a separate Section #3 for each of the repairs, replacements or alterations you wish to make)

Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer’s pamphlets on the replacement materials proposed.

Location of Project: ____________________________________________________________

Name of Business: ____________________________________________________________

Applicant’s Name: ____________________________________________________________

Applicant’s Mailing Address: __________________________________________________

Applicant’s Phone Number: ___________________________ Applicant’s Email: ____________

Owner’s Name: ______________________________________________________________

Owner’s Mailing Address: ______________________________________________________

Owner’s Phone Number: ___________________________ Applicant’s Email: ______________

1. Which element do you wish to make a repair, replacement or alteration?
   - [ ] Doors  [ ] Windows  [ ] Roofing  [ ] Gutters  [ ] Walls  [ ] Steps  [ ] Sidewalk  [ ] Fence
   - [ ] Trim  [ ] Railing  [ ] Porch or Balcony  [ ] Other ________________________________

2. On how many façades? ________________________ [ ] Front  [ ] Side  [ ] Back

3. What is the existing material? ________________________________________________

4. What is the proposed new material? ____________________________________________

5. How will it be installed? ______________________________________________________

6. Are you using any historical materials? _________________________________________
   If so, what and how? ___________________________________________________________

7. What are the existing dimensions? Height: _______ Width: _______ Depth: _______

8. What are the new dimensions? Height: _______ Width: _______ Depth: _______

9. What are the existing colors? _________________________________________________

10. What are the new colors? ____________________________________________________

11. Why do you wish to make these changes? _______________________________________

_____________________________________________________________________________
SECTION #4 – ADDITIONS

Instructions: Include one application per addition. Provide clear photographs showing the location of each proposed addition. Also attach photographs of the streetscape and adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer’s pamphlets on the replacement materials proposed.

Location of Project: ____________________________________________________________

Name of Business: ____________________________________________________________

Applicant’s Name: ____________________________________________________________

Applicant’s Mailing Address: __________________________________________________

Applicant’s Phone Number: _________________________ Applicant’s Email: __________

Owner’s Name: ______________________________________________________________

Owner’s Mailing Address: ____________________________________________________

Owner’s Phone Number: _________________________ Applicant’s Email: __________

1. Addition Location: □ Front Façade  □ Left of Front  □ Right of Front  □ Back Façade
   □ Other: ____________________________

2. Footprint dimensions: ______________________________________________________

3. Number of Stories? _________________________________________________________

4. When was the building built? ____________________________

5. Architectural Style? ________________________________ Architect/Builder (if known): __________

6. Window style and materials? ________________________________________________
   Do they match/contract with the rest of the building? _____________________________

7. Roof style and materials? ________________________________________________
   Do they match/contract with the rest of the building? _____________________________

8. Wall and siding style and materials? __________________________________________
   Do they match/contract with the rest of the building? _____________________________

9. Are you using any historical materials? _______________________________________
   If so, what and how? _______________________________________________________

SECTION #5 – NEW CONSTRUCTION

Instructions: Provide clear photographs showing the location of proposed construction. Also attach photographs of the streetscape and adjacent buildings. Provide architectural elevations, material specifications and manufacturer’s pamphlets on the replacement materials proposed.

Location of Project: ________________________________________________________________

Name of Business: ________________________________________________________________

Applicant’s Name: ________________________________________________________________

Applicant’s Mailing Address: _______________________________________________________

Applicant’s Phone Number: ___________________________ Applicant’s Email: ____________

Owner’s Name: _________________________________________________________________

Owner’s Mailing Address: _________________________________________________________

Owner’s Phone Number: ___________________________ Applicant’s Email: ______________

1. Footprint dimensions: ___________________________ Number of Stories: ______________

2. Architectural Style: ___________________________
   How does it match/contrast with the rest of the streetscape? _________________________

3. Window and door style and materials: ___________________________
   How does it match/contrast with the rest of the streetscape? _________________________

4. Roof style and material: ___________________________
   How does it match/contrast with the rest of the streetscape? _________________________

5. Wall and siding materials: ___________________________
   How does it match/contrast with the rest of the streetscape? _________________________

6. Are you using any historic materials? If so, what and how? _________________________
SECTION #6 – DEMOLITION

Instructions: Provide clear photographs of the building being proposed for demolition and of the adjacent buildings and streetscape. Attach any historical photographs, drawings or elevations that you could find about this building. Attach architectural elevations of the proposed demolition, clearly showing the full extent of the project, including plot and site plans of the property. Attach any plans, drawings, and/or elevations that you may have for the future use of this site.

Location of Project: ____________________________________________________________

Name of Business: ____________________________________________________________

Applicant’s Name: ____________________________________________________________

Applicant’s Mailing Address: ____________________________________________________

Applicant’s Phone Number: ___________________________ Applicant’s Email: __________

Owner’s Name: ______________________________________________________________

Owner’s Mailing Address: ______________________________________________________

Owner’s Phone Number: ___________________________ Applicant’s Email: __________

1. Please check which you would like to demolish:
   □ Entire building and all attached appurtenances
   □ Part(s) of the building (identify): ____________________________________________

2. When was this building built? ___________________ Architectural Style: ______________

3. Historic associations?
   Architect/Builder (if known): ________________________________________________

4. Why do you wish to tear down this building?
   ____________________________________________
   ____________________________________________
   ____________________________________________

5. What do you intend to place on this site after demolition? When?
   ____________________________________________
   ____________________________________________
# 2019 MEETING SCHEDULE

The Historical and Architectural Review Board meets the fourth Wednesday of each month at 7:00pm at the Municipality of Norristown Council Chambers, unless otherwise advertised. All meetings are open to the public.

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**Please Note:** Applicants are strongly encouraged to attend HARB Meetings. Work may not start until a COA has been issued by Municipal Council and a Building Permit has been issued by the Department of Building & Code Enforcement.