

**GUIDELINES FOR APPLICANT FILING AN APPLICATION FOR A
CERTIFICATE OF APPROPRIATENESS WITH THE BOARD OF
HISTORICAL ARCHITECTURAL REVIEW (HARB) OF
BIRMINGHAM TOWNSHIP**

- These guidelines are intended to be helpful to the Applicant; however, the Applicant should carefully review historic protection provisions found within the Birmingham Code as follows and as amended from time to time: Chapter 61, the Birmingham Township Historic District Protection Ordinance of 1993; Articles VIII and VIIIA. Historic District & Historic Preservation Sections of the Zoning Ordinance; the Historic District Design Guidelines found at Chapter A127; and Section 122-120 of the Zoning Ordinance.
- Applicants wishing to alter, reconstruct, restore or demolish an existing building in the Historic District of Birmingham Township - regardless of whether or not a building permit is needed - are required to file an application for a certificate of appropriateness with the Township.
- Applicants should complete the form HARB Application for a Certificate of Appropriateness (the “HARB Application”) which can be downloaded from the Township’s website. The HARB Application sets forth the plans, documentation & materials that need to accompany the form when submitted to the Township.
- The Applicant should carefully review the design guidelines and application review process as set forth in Chapter A127 – Township Staff can provide Applicant with a copy of the Historic District Design Guidelines.
- Complete plans, materials and a completed HARB Application must be submitted to HARB at least 10 days before a HARB meeting to be placed upon the HARB meeting agenda. HARB meetings take place the 3rd Tuesday of each month at 7:00pm at the Township building.
- The Applicant should attend the HARB meeting at which his/her HARB Application is being considered in order to explain the reasons for the application.
- Following the HARB meeting, HARB shall, by official written communication to the Applicant, issue a recommendation. HARB will also submit a written report to the Board of Supervisors as to their recommendation regarding the issuance of a certificate of appropriateness.
- Following receipt of the written report from HARB, the Board of Supervisors shall consider, at a regular meeting or specially scheduled Supervisors’ meeting, the question

of issuing a certificate of appropriateness authorizing a permit for the work proposed by the Applicant. The Applicant will be given notice of the time and place of the meeting and have the right to be heard regarding the application.

- Following the Supervisors' meeting, the Board shall, by official written communication to the Applicant, convey their decision on the issuance of the Certificate of Appropriateness which shall also be in the form of a Resolution.
- Appeal rights of the Applicant are specifically set forth in the Birmingham Code provisions cited above.

(4) The effect of the proposed change upon the general historic and architectural nature of the district:

(5) The appropriateness or inappropriateness of exterior architectural features which can be seen from a public street or way, referencing, where applicable, specific provisions within the Board's design guidelines:

(6) The general design, arrangement, texture, material and color of the building or site, and the relation of such factors to similar features of other buildings or sites in the district which have been certified to have historical significance:

(7) The opinion of the Board, including any dissent, as to the appropriateness of the work proposed in regard to preserving or destroying the historic aspect and nature of the building, site or area:

(8) The specific counsel of the Board of Historical Architectural Review regarding the issuance of or refusal to issue a certificate of appropriateness:

(9) Any changes in plans and specifications recommended by the Board of Historical Architectural Review: