

Birmingham Township, Chester County

HISTORICAL ARCHITECTURAL REVIEW BOARD (HARB) CERTIFICATE OF APPROPRIATENESS APPLICATION

Complete plans and this application must be submitted to the office and forwarded to the Historical Architectural Review Board (HARB) **at least ten days before the next HARB meeting.**

Meetings take place on the third Tuesday of each month at 7PM.

Section 122-117.C of the Chapter of the Birmingham Township Code states that the Zoning Officer shall not issue a permit for any erection, reconstruction, alteration, restoration, demolition or razing of a building in the Historic District until the Board of Supervisors has issued a Certificate of Appropriateness.

Owner Name _____ Date _____

Owner's Current Address _____

Email Address _____ Phone _____

Address for which COA is sought _____

Tax Parcel # _____ Lot No. _____ Subdivision _____

Architect _____ Contractor _____

Additional Information _____

Describe Proposed Projects _____

List **Exact** Materials Including Manufacturer's Name and Colors to be Used Below:

Bringing samples and color swatches to the meeting is highly encouraged

Roofing _____ Paint Colors _____

Siding _____ Other _____

Trim _____ Other _____

The Following Must be Submitted Along with this Form:

- SIX copies of schematic architectural drawings at 1' to 1/4" including all elevations
- SIX copies of plot plan at not less than 1" equal to 40'
- Relevant drawings of existing and proposed buildings drawn to scale including plans, elevations, sections, and other pertinent information to describe the project must be submitted
- Photographs of existing home, landscape and all relevant structures
- Include size and location of all existing and proposed buildings and structures; indicate setbacks and side yards; show relation of all to public ways or roads in the Historic District, identify roads, include landscaping and grading plans

By signing this form I understand that unless told otherwise, myself or a representative is required to attend the next HARB meeting on the following date where this application will be reviewed in detail.

Signature _____ Date _____ Meeting Date _____

Initial _____ **If a recommendation is received by HARB, I understand my application will be put on the agenda for the next Board of Supervisors meeting which takes place on the first Monday of each month.**

Frequently Asked Questions

Q: What does HARB stand for?

A: Historical Architectural Review Board

Q: Who governs HARB?

A: HARB is governed by the state of Pennsylvania as a Certified Local Government (CLG) and Birmingham Township must follow appropriate State requirements.

Q: When are HARB meetings?

A: HARB meetings fall on the third Tuesday of each month. Please double check the Birmingham Township's website [calendar](#) to confirm there is not a holiday conflict.

Q: What is the purpose of HARB?

A: HARB's duty is to preserve the historic aspect and nature of buildings and structures located within Birmingham Township's historic district by recommending approval of proposed **EXTERIOR** changes prior to completion of the work. *HARB does not make recommendations for interior work.*

Q: Why must my application go to the Board of Supervisors after receiving a recommendation from HARB?

A: Like the Historical Commission and Planning Commission, HARB is a recommending body, therefore, can only recommend that the Supervisors grant a Certificate of Appropriateness (COA).

Q: Where is the HARB district?

A: Unlike the Historical District which includes historic structures all over the Township, the HARB district runs only along Birmingham Road and includes all ages and types of structures including newer homes. Please see Birmingham Township's website to view the [HARB map](#).

Q: What are the guidelines I need to follow?

A: The [Design Guidelines](#) can be viewed on the Township website under Boards & Committees > [Historical Architectural Review Board](#) > [HARB Design Guidelines](#).

Q: What if my property is in the Historic District and HARB district?

A: Certain properties along Birmingham Road are in both HARB District and considered a Historical Resource therefore must comply with the regulations of both HARB and Historical Commission.

Q: What is the process like when applying for a COA?

A: When applying for a zoning or building permit, the Township will confirm that your property is in fact in the HARB district. **At that time, you may submit the appropriate zoning or building application along with the HARB application.** You will not receive a permit until you are granted a COA from the Board of Supervisors. *Please note, if your project requires a zoning permit, that must be granted before any land disturbance or building applications will be accepted by the office.*

1. HARB COA Application must be received at least ten days prior to be placed on the same month's agenda
2. HARB members vote whether or not to make a recommendation for a COA
3. Once a recommendation is made, the Board of Supervisors will review at their next meeting
4. Once a COA is granted, the process of obtaining zoning or building approvals may commence