



The Borough of Phoenixville

CHESTER COUNTY, PENNSYLVANIA

Borough Hall, 351 Bridge Street, Phoenixville, PA 19460
Phone: (610) 933-8801 www.phoenixville.org

HARB Certificate of Appropriateness Information

WHAT IS THE HARB?:

The Historical Architectural Review Board (HARB) is a public advisory body created by state and local laws. The HARB helps to protect the architectural and cultural heritage within the locally designated historic district of the Borough of Phoenixville by considering the effects of proposed exterior changes to buildings and structures within the districts and commenting on their appropriateness. The membership of the HARB includes a registered architect, a real estate broker, a registered builder, a member of the Codes Department and local citizens with knowledge and/or interest in historic preservation.

WHAT THE HARB REVIEWS:

The HARB reviews all proposed exterior changes to buildings and structures that are visible from a public street, sidewalk, or way within the historic district. The HARB reviews the proposal to determine whether it is appropriate to the individual property and the district as a whole in regard to architectural style, general design, arrangement, location, and materials. The types of work reviewed by the HARB include:

- Repairs and replacements
- Alterations and renovations
- Adaptive reuse
- Additions and new construction
- Demolition and building relocation
- Fences, walls, garden structures
- Signs and awnings

Once the HARB reviews the proposed changes for appropriateness, they forward their recommendation to Borough Council regarding the issuance of a Certificate of Appropriateness (COA). Please note that the HARB review is necessary but not sufficient for the granting of a building permit.

Each project is also subject to Borough review for compliance with zoning, building, and safety codes. The applicant must obtain a Certificate of

Appropriateness (COA) as well as all necessary permits prior to proceeding with any work.

WHAT THE HARB DOES NOT REVIEW:

The HARB does not review any interior changes unless they affect the exterior appearance of the building. The HARB also does not review paint colors when the proposed work is limited to re-painting. Contact the Code Enforcement Department at the Borough Administration Building for assistance at (610) 933-8801.

TIMING FOR REVIEW:

Typically, a minimum of three to four weeks is required from the submission date of the application to the issuing of a COA. If the application is incomplete, if the HARB requests a change, or if all required Borough deadlines are not met, this process could take several months. Be sure to include all required materials with a complete application to expedite the review process. Contact the Code Enforcement Department at the Borough Administration Building for assistance at (610) 933-8801.

TERMINOLOGY:

Terminology utilized in the COA application:

- Adaptive reuse: change an existing building to accommodate a new function.
- Addition: increase existing building or structure by building outside of existing walls and/or roof
- Alteration: physical change to a building or structure.
- Demolition: intentional destruction of all or part of a building or structure.
- Feature: portion or element of a building or structure.
- Fenestration: arrangement of windows on a façade.
- New construction: complete new structure or building.
- Repair: fix a deteriorated part of a building or Structure.

- Replace in-kind: match the original feature exactly including original material, scale, size, finish, detailing, texture.
- Replace with new: does not match original exactly. For additional information, please refer to the **HARB Design, Sign and Storefront Guidelines** on the Borough website or available at the Borough Administration Building.

REVIEW SCHEDULE:

To have your COA application reviewed by HARB, it must be submitted with the appropriate materials to the Code Enforcement Department fourteen (14) calendar days prior to the HARB meeting at which the application is to be reviewed. HARB meetings typically occur the first Monday of each month. Please call (610) 933-8801 to confirm the next meeting date.

It is highly recommended that the applicant, or a project representative, attend the meeting in the Borough Administration Building Council Chambers. At the meeting, the application will be either recommended for approval with or without conditions, tabled pending additional information, or recommended for disapproval.

The HARB's recommendation regarding the COA application becomes an agenda item for consideration at the next scheduled Borough Council Meeting at the Borough Administration Building. Attendance at this meeting is optional. Applicants do not typically attend meeting if they find the HARB recommendation acceptable.

If approved by Borough Council, the Borough Manager will issue the Certificate of Appropriateness if all conditions are met. The applicant may then obtain any other applicable zoning or building permits from the Code Enforcement Department. If Borough Council denies an application, their decision can be appealed to the Chester County Court of Common Pleas.

A HARB representative will review all work for compliance with the approved COA. If changes are proposed after approval for a COA, please contact the Code Enforcement Department at (610) 933-8801 to determine whether additional reviews may be required. Completed work that is not in compliance with the approved COA is subject to fines and possible removal.

APPLICATION CHECKLISTS:

The HARB must have all required information to review an application for a COA fourteen (14) calendar days prior to the meeting date. If all required information is not submitted the application may be recommended for denial or tabled until the information is received.

Repairs and Replacements

1. Labeled (digital file) photographs showing all public views of building or structure
2. Samples or images of materials to be used
3. Any additional information required by the HARB after an initial consultation or review

Renovations, Alterations, Additions, New Construction, and Demolition

1. Labeled (digital file) photographs showing:
 - a. all sides of existing buildings and structures
 - b. site surrounding existing structure
 - c. adjacent sites, buildings, structures including adjacent properties and across streets or ways
2. Scaled drawings indicating all proposed changes and notations for new materials:
 - a. site plan including adjacent sites, buildings
 - b. floor plans illustrating changes
 - c. all elevations illustrating changes
 - d. details of proposed exterior elements
3. Samples or images of materials to be used
4. Any additional information required by the HARB after an initial consultation or review

Signs and Awnings

1. Labeled (digital file) photographs showing:
 - a. all public views of the existing building
 - b. the existing building and adjacent buildings
2. Copies of scaled drawings indicating:
 - a. façade elevation with proposed sign or awning with overall storefront wall width notated
 - b. elevation of sign or awning with letter style, logo and layout with detailed dimensions
 - c. detail of attachment to building
 - d. detail of illumination (if applicable)
 - e. detail of edge treatment (if exposed)
3. Samples of materials and colors to be used
4. Rendering of sign or awning overlaid onto existing building photo
5. Any additional information required by HARB after an initial consultation or review by the Zoning Officer.



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Application #:	_____
Application Fee:	_____
HARB Date:	_____
Borough	_____
Council Date:	_____

Certificate of Appropriateness Application

Residential Commercial

Property Information: (Please Print)

Property Address: _____

Owner Name: _____

Phone: _____ Email: _____

Tax Parcel Number: _____ Zoning District: _____

Applicant Information:

Name: _____

Address: _____

Phone: _____ Email: _____

Contractor Information:

Company Name: _____

Primary Contact: _____

Address: _____

Phone: _____ Email: _____

Type of Work to be Performed:

<input type="checkbox"/> New Building	<input type="checkbox"/> Renovation	<input type="checkbox"/> Repair	<input type="checkbox"/> Awning
<input type="checkbox"/> Addition	<input type="checkbox"/> Demolition	<input type="checkbox"/> Sign	<input type="checkbox"/> Hardscaping

Yes No I have been made aware of the Design Guidelines appropriate to my project.

Project Description:

(See attached checklist for required submissions. Indicate all exterior materials, finishes, textures, colors, etc.)

Preservation of Historic Character:

(What steps will be taken as part of the scope of this work to preserve your building's historic character and that of the surrounding district?)

On August 9, 2011, Phoenixville Borough Council adopted the "Neighborhood Blight Protections and Enforcement" Ordinance 2180, that enables Borough Staff to deny any permit application if the owner of said property, on that or any other property owned in the Commonwealth, (1) has Tax and/or Municipal Services delinquencies on account of the actions of the Owner; or (2) has a Serious Violation with having no corrective, Substantial Steps in place. A printed copy of this ordinance is available upon request at the Borough Code Enforcement Department.

*I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the authorized agent and we agree to conform to all applicable laws of this jurisdiction.
Construction shall comply with all Borough Codes and the most current ICC Building Codes as adopted by the Commonwealth of Pennsylvania. Building/Structure shall also comply with the American Disabilities Act of 1990 where applicable. I have examined this application, its requirements and to my knowledge and belief, is a true, correct and complete application.*

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

Submissions Checklist:

Application Completion:	YES	NO	
Existing Conditions Photo:	YES	NO	
Renderings/Elevations:	YES	NO	
Scaled Drawings:	YES	NO	N/A
Samples:	YES	NO	N/A
Attachment Detail:	YES	NO	N/A
Lighting Detail:	YES	NO	N/A

Accepted/Returned by: _____ Date: _____

Ordinance 2180 Clearance: _____ Date: _____

Zoning Officer: _____ Date: _____

BOROUGH USE ONLY

HARB Action:

- Recommend Approval as Submitted
 - Recommend Approval with Conditions (see comments/motion below)
 - Recommend Denial
- Vote: For
 Against
 Recused

Tabled (see comments/motion below)

Comments/Motion:

Borough Council Action:

- Approved as Submitted
 - Approved with Conditions (see comments/motion below)
 - Recommend Denial
- Vote: For
 Against
 Recused

Tabled (see comments/motion below)

Comments/Motion:

Record of Events:

- Borough received complete application for Certificate of Appropriateness Date: _____
- HARB reviewed application Date: _____
- Borough Council approved/denied application Date: _____
- Certificate of Appropriateness/Letter of Denial issued by Borough Manager Date: _____
- Building/Zoning Permits approved for HARB compliance Date: _____
- Zoning Officer inspection for compliance in accordance with application Date: _____

Final Comments:

Director Signature: _____

Date: _____