



## *Borough of Pottstown*

*Borough Hall, 100 East High Street  
Pottstown, Pennsylvania 19464-9525  
610-970-6520 LNIAdmin@pottstown.org*

# Historic Architectural Review Board Certificate of Appropriateness Application

Property Address of Project: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Building Use: \_\_\_\_\_

Year Built: \_\_\_\_\_ Architectural Style: \_\_\_\_\_

Type of Work (check all that apply):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Addition             | <input type="checkbox"/> Door          | <input type="checkbox"/> Shutters          |
| <input type="checkbox"/> New Construction     | <input type="checkbox"/> Window        | <input type="checkbox"/> Masonry/Brick     |
| <input type="checkbox"/> Alteration           | <input type="checkbox"/> Roof          | <input type="checkbox"/> Porch             |
| <input type="checkbox"/> Renovations / Repair | <input type="checkbox"/> Chimney       | <input type="checkbox"/> Gutters/ Spouting |
| <input type="checkbox"/> Cornice              | <input type="checkbox"/> Lighting      | <input type="checkbox"/> Sign              |
| <input type="checkbox"/> Sidewalk/Steps       | <input type="checkbox"/> Siding/Stucco | <input type="checkbox"/> Fence/Gate/Shed   |
| <input type="checkbox"/> Other: _____         |  |  |

Describe Project: \_\_\_\_\_

Current material type : \_\_\_\_\_

Proposed material type (if not in-kind): \_\_\_\_\_

Estimated cost: In-kind material change: \_\_\_\_\_ vs Material change: \_\_\_\_\_

What steps will be taken to preserve the building's historic character?

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**Incomplete applications will be rejected by the Historical Review Board.**

**What you need to submit:**

**One (1) packet, each containing:**

- Completed application
- Color photographs: ALL public views (show address of property); including CLOSE UP of work area
- Color sign rendering with sample lettering (if applying for sign approval)
- Color samples or catalog cuts of materials used
- Drawings and/or architectural renderings

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**To be listed on the agenda all the above must be submitted in its entirety at least ten (10) business days prior to the current month's meeting date.**

**\*MEETING ATTENDANCE BY OWNER/APPLICANT IS REQUIRED**

**.CERTIFICATION:**

**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 regular 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.

**Meetings are held at the Borough Hall Council Chambers, Third Floor, unless otherwise advertised. Dates are listed on our website @ [www.pottstown.org](http://www.pottstown.org) or call 610-970-6520 to confirm.**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

When a building permit is required, it is the owner/applicant's responsibility to acquire it. The permit can only be issued after the Borough Council has issued the Certificate of Appropriateness. Compliance with all codes is mandatory. The Certificate of Appropriateness does not give any variances or exceptions.