

**Lansdowne Borough
Application for Certificate of Appropriateness**

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| Application # _____ |
| Application Date _____ |
| HARB Meeting Date _____ |
| COA number _____ |

Location of Proposed Improvements (Address): _____

Applicant Information

Name: _____

Email: _____

Phone: _____

Applicant's Capacity: *(circle one)* Owner Lessee Agent Architect Contractor Attorney

Owner Information *(if different from above)*

Name: _____

Email: _____

Phone: _____

Location Information

Name of Business: *(if applicable)* _____

PROJECT DESCRIPTION:

Detailed description of exterior work at the location, supporting attachments, illustrations, pictures:

Signature of Applicant

Signature of Owner *(if different)*

What is a HARB?

A Historical Architectural Review Board (“HARB”) is a public advisory body enabled by state and local laws to assist Borough Council with a mechanism for issuing Certificates of Appropriateness (“COA”). A HARB provides guidance, technical assistance, and recommendations pertaining to proposed changes to architecture within a designated area. HARB members are appointed by Borough Council and typically include a registered architect, a real estate broker, a member of the Building / Planning Department, and local citizens with knowledge and/or interest in historic preservation.

What a HARB reviews

A HARB reviews proposed exterior changes to buildings and structures that are visible from a public street or sidewalk within a historic district. HARB’s review proposed changes to determine whether a change is appropriate to an individual property and the district as a whole. Considerations include architectural style, general design, arrangement, location, and materials.

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

Application Process

COA Applications should be submitted by 4:00 PM eight (8) calendar days prior to scheduled HARB meetings (the HARB meets at 7:00 PM on the fourth Thursday of each month).

Applicants will receive notification of the date of the HARB meeting at which an application will be considered. All HARB meetings are held at Lansdowne Borough Hall, 12 East Baltimore Avenue.

Applications are available online at www.lansdowneborough.com/

Applicants are not required to be present however attendance is recommended. Outcomes of HARB meetings are promptly communicated to applicants including any revisions or modifications recommended by the HARB as well as options for next steps in advancing towards the issuance of a COA.

Typically, the HARB issues a recommendation per-project/location to the Economic Development Committee of Borough Council. This committee reviews the HARB recommendation and, if all is in order, advances the proposal to Borough Council for consideration of the issuance of a Certificate of Appropriateness (“COA”). A Borough Council-issued COA enables the work to happen provided all other permits and approvals are in place.

In the event Borough Council denies a HARB application, an appeal can be made to the Delaware County Court of Common Pleas within thirty (30) days following the date of decision to deny.