

# HISTORIC AND ARCHITECTURAL REVIEW BOARD OF STATE COLLEGE, PENNSYLVANIA

## Certificate of Appropriateness (COA) Application

This is a request for issuance of a Certificate of Appropriateness (COA) by Borough Council and the Historic and Architectural Review Board (HARB) for work proposed to be performed on the exterior of a **contributing structure or new construction** located in the College Heights or Holmes-Foster/Highlands Historic Districts. Please complete all sections of this form. COA is not complete until the project complies with the Zoning Ordinance.

### APPLICANT AND PROPERTY OWNER INFORMATION

|                 |  |
|-----------------|--|
| Applicant Name: | Owner Name & Phone Number:<br><i>(if different from Applicant)</i> |
| Address:        | Owner Address:<br><i>(if different from Applicant)</i>             |
| Phone Number:   |  |
| Email Address:  |  |

### PROPERTY INFORMATION

|                    |   |   |
|--------------------|---|---|
| Tax Parcel No.     | Property Address:   |   |
| Zoning District:   |   |   |
| Historic District: | <input type="checkbox"/> College Heights                                      | <input type="checkbox"/> Holmes-Foster/Highlands  |
| Type of Project:   | <input type="checkbox"/> New Addition<br><i>to the front 50% of the house</i> | <input type="checkbox"/> Full/Partial Demolition<br><i>removal of building features or building</i> <input type="checkbox"/> New Construction |

### BUILDING IMPROVEMENTS

Describe the proposed project including materials and dimensions. Attach a separate sheet if necessary.

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### ITEMS REQUIRED WITH SUBMITTAL

Staff reserves the right to request any additional information necessary to complete the review of the requested work. Documents may be submitted digitally or in 8.5" x 11" format. Please fold to appropriate size if larger.

- |   |  |
|---|--|
| <input type="checkbox"/> Dimensional Site Plan to include: <ul style="list-style-type: none"> <li>• Scale, north arrow, street names and address</li> <li>• Footprint of all existing and proposed structures</li> <li>• Location/type of driveways and sidewalks</li> <li>• All existing and proposed building setbacks (front, rear, and side)</li> <li>• All existing and proposed parking and fencing</li> <li>• All known easements</li> </ul> | <input type="checkbox"/> Photographs; including all property structures and streetscapes<br><br><input type="checkbox"/> Dimensioned sketches or architectural floor plans; all four elevations, and building sections of the proposed work drawn to legible scale. Drawings shall clearly distinguish between existing and proposed work.<br><br><input type="checkbox"/> Specifications, materials, and sample of materials to be used |
|---|--|

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### SUBMISSION INSTRUCTIONS

To submit applications to Planning Department:

- email documents to [planningdept@statecollegepa.us](mailto:planningdept@statecollegepa.us) (attachments must be less than 10MB)
- <https://wetransfer.com> may be utilized for larger documents, or
- contact staff to set up an appointment to drop off a thumb drive and nine (9) sets of all materials, including photographs.

### MEETING SCHEDULE

- Applications are due by **4PM, 14 calendar days** in advance of the HARB meeting.
- **Application deadlines are firm.** All materials must be submitted by the deadline to be considered at the following HARB meeting. Designs must be final at the time of application; revisions will not be accepted after the deadline.
- The HARB will not accept new material or redesigns presented at the HARB meeting. Deferral until the following month's meeting may be necessary in such cases to allow for adequate review by staff and board members.
- The owner or agent for the owner must be present at the meeting of the HARB at the time this application is reviewed. **Failure to be represented will result in the application being denied.**

HARB monthly meetings are held the first Tuesday of every month at 7PM at:

**Borough of State College  
Municipal Building**

243 S Allen St.  
State College, PA 16801

| 2018 MEETING DATES | COA APPLICATION DEADLINES |
|--------------------|---------------------------|
| November 6         | October 22                |
| December 4         | November 19               |
| 2019 MEETING DATES | COA APPLICATION DEADLINES |
| January 8          | December 24, 2018         |
| February 5         | January 18                |
| March 12           | February 25               |
| April 2            | March 18                  |
| May 7              | April 22                  |
| June 4             | May 20                    |
| July 2             | June 17                   |
| August 6           | July 22                   |
| September 3        | August 19                 |
| October 1          | September 16              |
| November 5         | October 21                |
| December 3         | November 18               |

### AFFIDAVIT

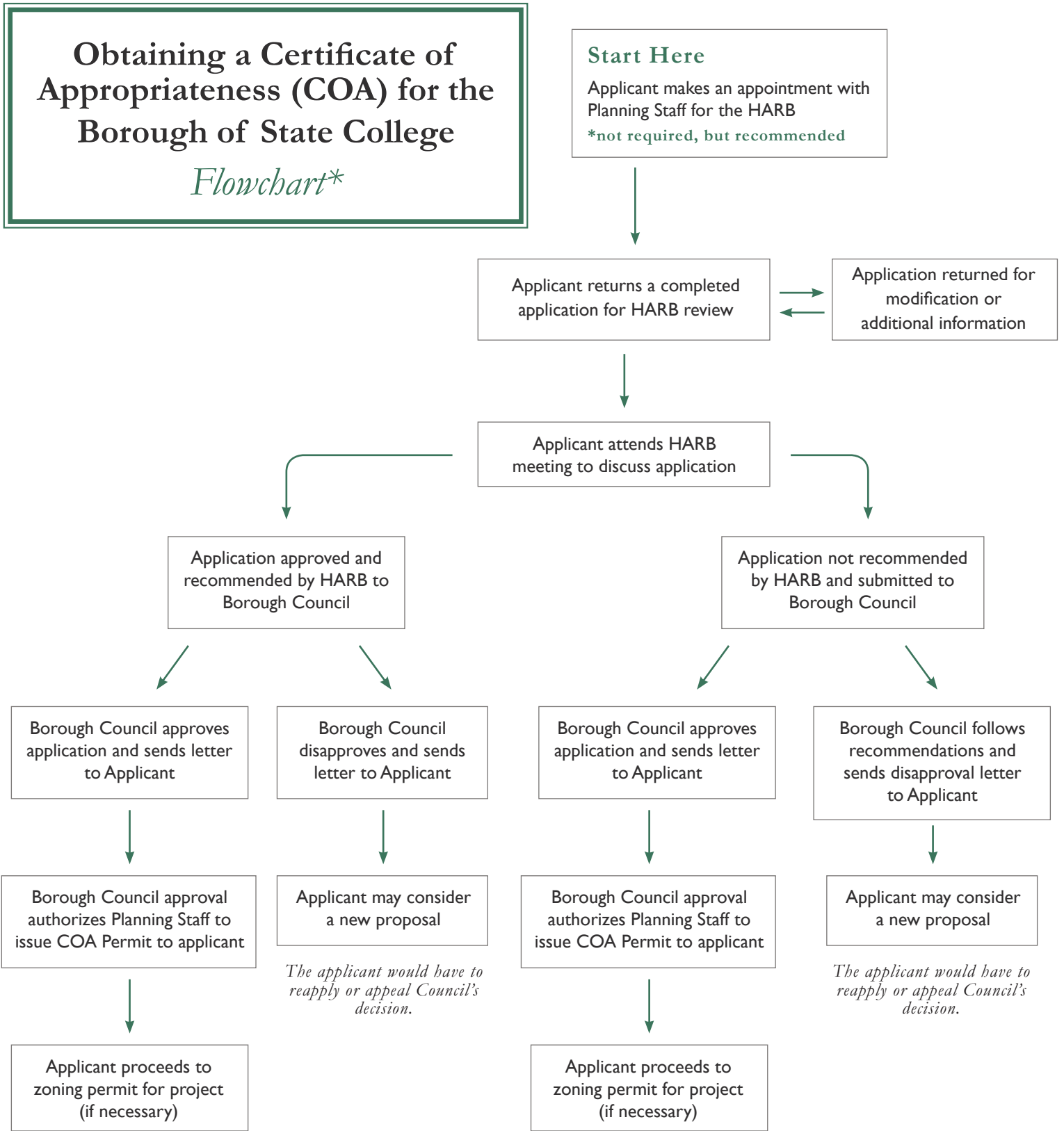
I hereby certify that I am the owner in fee or the authorized agent of the owner in fee of the property upon which the work authorized by the permit sought will be performed. All work will be performed in accordance with all applicable laws of the Commonwealth of Pennsylvania and this jurisdiction.

Signature of Owner or Authorized Agent

Print Name

# Obtaining a Certificate of Appropriateness (COA) for the Borough of State College

*Flowchart\**



## Questions?

planningdept@statecollegepa.us  
814.234.7109

\* Note: This chart provides a simplified look at the process of working with the HARB.

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# HISTORIC AND ARCHITECTURAL REVIEW BOARD

## OF STATE COLLEGE, PENNSYLVANIA

### Certificate of Appropriateness (COA) Application

**STAFF USE ONLY** \_\_\_\_\_

Missing or incomplete items:

**APPLICATION PAID**   \$50  

Application accepted \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_  
Cash \_\_\_\_\_ Check \_\_\_\_\_ CC \_\_\_\_\_

**RECOMMENDED BY STAFF**

Approval      Date: \_\_\_\_\_

Disapproval

**RECOMMENDED BY THE HARB**

Approval      Date: \_\_\_\_\_

Disapproval      Vote: \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_

**REVIEW AND ACTION OF BOROUGH COUNCIL**

I hereby certify that a Certificate of Appropriateness was  granted  denied by the Borough of State College Council on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Borough of State College Planning Department

\_\_\_\_\_  
Date

**RECORD OF EVENTS**

| REVIEW   | DATE |
|--|------|
| Received by Planning Department                                |      |
| Reviewed by Planning Department                                |      |
| <b>HARB Review</b>   |      |
| Approval<br><i>Recommend Approval to Borough Council</i>       |      |
| Disapproval<br><i>Recommend Disapproval to Borough Council</i> |      |
| <b>Borough Council Review and Action</b>                       |      |
| Approval: Certificate of Appropriateness                       |      |
| Disapproval: Letter to Applicant                               |      |
| <b>Planning Department</b>                                     |      |
| Permit Issued  |      |
| Final Inspection by Staff _____                                |      |

\_\_\_\_\_  
Permit issued by:

\_\_\_\_\_  
Permit No.