

CHADDS FORD TOWNSHIP
HISTORICAL AND ARCHITECTURAL REVIEW BOARD

CERTIFICATE OF APPROPRIATENESS

INSTRUCTIONS

APPLICATION FILING REQUIREMENTS

Do you need to file? If you own property in one of Chadds Ford's Historic Districts, and you are contemplating new construction or putting up a new sign, or if you are planning changes that would affect the **exterior** appearance of the buildings or other structures or signs on that property, you are required to file an Application for a Certificate of Appropriateness (COA) prior to beginning any work. Please note that Chadds Ford Township's code defines "structure" as "Anything constructed or erected on the ground or attached to the ground, including but not limited to buildings, sheds, manufactured homes, and other similar items." This includes outbuildings, gazebos, fences and walls, et al. For more information, please review Article XVI. Historic District of the Chadds Ford Township Zoning Code, which can be found online at http://www.chaddsfordpa.gov/public/media/cft_code.pdf

When should you file? We recommend that you complete and submit an application for a COA as soon as you have the necessary information (please see Application Requirements below) and that you request a Pre-Review meeting with the HARB to review your application. That will enable us to review your proposed changes and to tailor the subsequent review and approval process to the specifics of your application. **APPLICATIONS MUST BE RECEIVED 10 BUSINESS DAYS PRIOR TO THE DATE OF THE NEXT HARB MEETING.**

Where do you file? Completed applications and required accompanying documents should be filed at the Township Building at 10 Ring Road, Chadds Ford, PA 19317.

COMPLETING THE COA APPLICATION

COA applications must be submitted using the Chadds Ford Township COA Application Form. You can get a hard copy of the form at the Township Building or you can access and it online at

http://www.chaddsfordpa.gov/public/media/HARB%20APPLICATION%20rev_DEC%202013.pdf

Please note that you can complete the form and print it, but you cannot save any data that you enter and it will be lost when you exit the form.

CHECKLIST

- Complete Section A
- Complete Section B and/or Section C, as necessary
- Attach **all** required documents and materials (see requirements on Section B and Section C)
- Sign the application. The application **must be signed by the applicant and by the owner or other person with legal standing.**

Incomplete applications may be returned to the applicant at the discretion of the HARB.

DETAILED INSTRUCTIONS FOR COA APPLICATION

SECTION A – PROPERTY AND PROJECT INFORMATION

<u>Field</u>	<u>Description</u>
Date	The date on which you submit the application
Property Address	
Tax Folio #	Your property's Tax Folio # can be found on your tax bill, or you can look it up on the Delaware County website (Go to http://w01.co.delaware.pa.us/pa/publicaccess.asp?real.x=38&real.y=50 , click "I Agree", select "Chadds Ford Township", enter your House Number, and select your Street.
Development	The name of the development in which the property is located, if any
Lot #	If the property is in a development, provide the Lot #
Zoning District	Specify the Zoning District(s) in which the property is located. This information can be found
Date Built	The date that the principal structure on the property was built
Dates of Additions	The dates of any additions or major changes to the principal structure
Historic Name	The historic name of the property or the principal structure
Location	Specify within which Chadds Ford Historic District the property is located.
Residential	Indicate if the property is used for residential purposes
Non-Residential	Indicate if the property is used for non-residential purposes
<u>Applicant Information</u>	
Owner Name & Mailing Address, Phone, Email	Print or type the name(s) of the owner(s) and contact info, including mailing address, phone number, and email
Applicant Name & Mailing Address, Phone, Email	If the applicant is someone other than the owner, print or type the applicant's name(s) and contact info, including mailing address, phone number, and email

Agent Name, Firm, Mailing Address, Phone, Email	If the applicant is represented by an agent (e.g. builder, architect, engineer, attorney, etc.) print or type the agent's name and title, the name of the agent's firm, and the firm's contact information, including mailing address, phone number, and email
Basis of Standing	COAs are only provided to the current owner of the property or to someone who can demonstrate legal standing, such as an Equitable Owner or a lessee whose lease entitles him or her to make changes to the property. Indicate your Basis of Standing and be prepared to submit a copy of your deed, lease, etc., if required to confirm your standing.
Application Based on Need For	Indicate whether you require a building permit and/or a sign permit or whether you are applying based on change not requiring either of those permits
New Subdivision/Land Development	Specify the current project status and indicate the date on the plans and the Preliminary Plan and Final Plan approval dates, if applicable
Owner Certification	The signature of the owner is required on all COA applications
Applicant Certification	If the applicant is different from the owner, the applicant must also sign the application

Section B Instruction on the next page...

SECTION B – BUILDINGS AND OTHER STRUCTURES (Other than SIGNS)

Complete Section B for all new construction, renovations, demolitions, alterations, additions, rehabilitation, etc., related to a principal building and all other structures other than signs.

Indicate the reason for your application: construction, repair/rehabilitation, or demolition of a principal structure or work related to some other constructed structure.

Provide a short narrative description of your proposed project.

For each of the elements that is applicable to your project, briefly describe your proposed change, including the types of materials to be used, the brand and model, and the colors to be used. In addition, be sure to include the information noted below in your descriptions.

Element	Additional Required Information
Foundation	Type (Brick, Block Parged, Poured, Other) and Height of Exposed Foundation
Sidewall	Type (Masonry, Brickwork, Wood, Siding) and Materials
Windows	Style (Casement, Double Hung, Jalousied, Other), Screen/Storm. Materials, and related details (e.g., Inserts or Muntins)
Shutters	Size and Materials, including Mounting
Doors	Size, Style, Screen/Strom, and Materials
Dormers	Pitch
Roof	Pitch, Materials
Fascia / Eave Cornice	Size
Soffit	Type, Overhang
Trim	Size
Gutters and Leaders	Materials
Garage Doors	Style and materials
Skylights	Type and materials
Chimney	Materials
Patio/Deck/Porch	Columns/Posts, Railing/Banister, Glass/Screen, Other Features (e.g., Arbor), Materials
Stoop/Stair	Materials
Fence/Wall	Gate and Hardware, Materials
Other	Specify other external features; show location and indicate if they are existing; describe proposed type, size, and materials

APPLICATION REQUIREMENTS FOR BUILDINGS AND STRUCTURES (Other than SIGNS)

SUBMIT (1) ELETRONIC COPY AND (7) HARDCOPIES OF THIS APPLICATION WITH THE FOLLOWING:

- ___ Completed and Signed Application Form
- ___ Architectural Plans (Scale ¼" = 1' preferred)
- ___ Elevations
- ___ Plot/Site Plan (minimum scale 1" = 50')
- ___ Location Map (minimum scale 1" =2000')
- ___ Elevations of any Buildings or Historic Resources within 100' of any proposed work
- ___ Color Drawings or Renderings of Proposed work (8" x 10" minimum)
- ___ Color Photographs of current location of Proposed Work (8" x 10" minimum)
- ___ Color Photographs of Adjacent Buildings and Properties (8" x 10" minimum)

In addition, samples of proposed materials, textures, color chips, manufacturer cut-sheets, catalogs, etc. must be provided at or prior to the time of the HARB meeting.

** Electronic copies to be submitted in accordance with Township's Electronic Media Policy

SECTION C -- SIGNS

Complete this section if you are applying for a sign permit or making changes to an existing sign.

Check the appropriate box to indicate the reason for your application: new sign, replacing an existing sign, or repairing/rehabilitating an existing sign.

Provide a brief narrative describing your proposed project.

For each sign element that is applicable to your sign, provide a short description, inclusive of the following information.

Element	Description
Type	Specify all that apply <ul style="list-style-type: none"> • Free-standing • Wall Mounted • Projecting • Window • Awning • Architectural • Directory and indicate whether the sign is single-faced or double-faced
Location	Describe the location on the lot and the place on the building façade, if applicable
Mount	Specify how the sign is to be mounted and the materials to be used
Design	Briefly describe the shape of the sign and the information content
Size	Provide dimensions of the sign face and width
Dormers	Pitch
Materials	Specify the materials to be used
Logo	Indicate whether a logo will be included and specify the colors
Background Color(s)	Specify the color or colors to be used
Lettering Style and Color	Specify typeface and colors to be used
Lighting	Specify type, location, wattage

APPLICATION REQUIREMENTS FOR SIGNS

SUBMIT (1) ELETRONIC COPY AND (7) HARDCOPIES OF THIS APPLICATION WITH THE FOLLOWING:

- ___ Completed Application Form signed by the owner *and* by the Applicant (if other than the Owner)
- ___ Scaled Drawing of Sign (scale of 1/4" = 1' preferred)
- ___ Color Rendering
- ___ Plot or Site Plan (minimum scale 1" = 50') to include sign location(s)
- ___ Location Map (minimum scale 1" = 2000')
- ___ Color Photographs of Proposed Sign Location(s) (8" x 10" minimum)
- ___ Color Photographs of Adjacent Buildings and Properties (8" x 10" minimum)

In addition, samples of proposed materials, textures, color chips, manufacturer cut-sheets, catalogs, etc. must be provided at or prior to the time of the Pre-Application Meeting or the HARB meeting.