

KEMBLESVILLE HISTORIC DISTRICT

Certified by the PHMC September 2003

Franklin Township
PO Box 118, Kemblesville, PA 19347
(610) 255-5212

Historical Architectural Review Board (HARB)

Certificate of Appropriateness – Project Application Guidelines (revised 2021)

The Kemblesville Historic District was created by Franklin Township in accordance with state and federal law to promote and protect the historical and architectural value of the properties in Kemblesville, to enhance the value and environment of those properties, and to foster economic development and civic pride. Under the ordinance, work that is performed on the exterior of the Historic District's properties and their structures must receive a Certificate of Appropriateness (COA) before a Building Permit can be issued. The Historical Architectural Review Board (HARB), which was established by the Franklin Township to administer the ordinance, must make a recommendation to the Board of Supervisors concerning your application for a COA. In order for the HARB to do that, it needs to have complete and accurate information concerning the repair, remodeling, construction, or other project that an applicant plans to undertake.

In order to guarantee that the HARB will review your application at its monthly meeting, your completed COA application must be submitted to the Township office by 4 P.M. one week before the HARB meeting; the HARB. (The next HARB is shown on the calendar section of the Township homepage: <https://www.franklintownship.us/>) Once the HARB has made its recommendation, a decision to approve or deny your application should be made by the Supervisors at their regular monthly meeting, which occurs on the third Wednesday of the month. In most cases, the HARB makes its recommendation quickly, but it is allowed up to 45 business days to do so.

Before filling out the form, please take a few minutes to read through the complete COA application, including sections you are not required to fill out. We encourage you to familiarize yourself with the Secretary of the Interior's Standards for Rehabilitation, which are described in the form. These are the guidelines that the ordinance requires the HARB to use in making its recommendation; depending on the project being undertaken, the guidelines that apply will vary.

As the applicant, you are responsible for providing information in five sections of the application form.

I. The property address. Please give the property's street address. If the mailing address is different from the property's street address, you should indicate the mailing address in Section II.

II. The applicant is the person actually submitting the application; **the owner** may be the same person, the same person and someone else, such as the applicant's spouse, or another person or corporation. **The owner's representative** is usually the same as the owner or the applicant, but if

the owner is a corporation, for example, please list the appropriate contact person here. Supply the appropriate mailing addresses in this section.

III. Description of Proposed Work. With respect to the structure affected by the work that is planned, the HARB needs to know:

The location or locations on the structure(s) or on the property where the work will be done. Be as specific as necessary. For example, the information provided might be:

- The house and garage roofs
- The entire roof of the house, excluding the side porch roof.
- The front half of the upper roof
- The west end gable of house at 334 Appleton (if two houses are on the property)
- The windows on the east side of the house
- The siding on the carriage house

Please be specific about the building affected if you have more than one structure on your property. Don't write "house," for example, if there are two houses on the property, or "two buildings" if there are more than two structures on the property. Specify garage and house, or corn crib, or barn and workshop, instead. If you have multiple structures on the property and are uncertain as to how to indicate those structure(s) that will be affected by the proposed work, refer to the Historic Resource Survey for your property, which will describe the property's structures. The Township office or the HARB can provide you with a copy of the survey. The Historic Resource Survey also includes a rough sketch of each property and photos taken from the roadside; you can make use of these to identify the location of the work if you wish.

The nature of the work will depend upon your project, but the following is a sample of a clear, concise description:

We will be replacing the shingles on the house and garage roofs (not including the front porch roof) because they have deteriorated and have begun to leak (in the house attic). The current shingles will be replaced with Cambridge 40 AR East architectural shingles, National Gray (see attached manufacturer's brochure). These shingles are medium gray in color.

Any information or summary that you can provide concerning how the work you are planning will or will not affect the exterior architectural features of the building that can be seen from a public road or way is helpful. Such a description might include how the work may affect or alter the general design, arrangement of features, and materials of the structure.

Photographs: In all cases, photographs of the entire structure, of a closeup of the area of the structure affected by the work, and of the structure's siting with respect to neighboring structures are highly desirable and allow the members of the HARB who have not been able to make a site visit (see below) to see for themselves how the work relates to the structure and neighboring structures. The orientation of closeups is often not clear, so if you can indicate on the photograph which way "UP" is, it will be helpful. **If a photograph will not be readily understood by someone unfamiliar with your house, please add a short caption: "Closeup of bedroom floor near window" or "Closeup of foundation by chimney." Interior closeups can be confusing – floors can look like ceilings, especially if you can't tell which way is "UP."**

Samples: Actual samples of the exterior materials to be used in the work, or brochures or printouts that clearly show and contain descriptive details and pictures of those materials, must be included with the application. Actual samples, if available, are preferred. Please avoid printed materials that do not accurately reflect or describe the materials you plan to use; if you are using printouts, please use color printouts that are legible and show the true colors of the materials.

IV. Waiver of Required Notification. If the next HARB meeting will occur sooner than 10 days after your application is filled out and you wish to have your application considered at that meeting, please be sure to complete this section. The HARB would like to act on your application as soon as possible and minimize any delay to your project.

V. Signature of Applicant. Sign and date the application.

Site Visit

One or more members of the HARB will make a site inspection as part of the approval process. These inspections are typically made from the roadside right-of-way and do not usually require access to your property.

HARB Review of the COA Application

Please make every effort to attend the HARB meeting during which your application is reviewed. The members of the HARB often have questions concerning the applications – usually these involve some aspect that is not clear – and having someone there who can answer questions often quickly clarifies things. Attendance is not mandatory, but it is extremely helpful.

A Quick Checklist for the COA Application Form

(revised 2021)

☐ Pages 1 and 2 completed

Section III describes the external features and visible materials of the work accurately and completely

Section IV waiver completed if needed.

Section V is signed

☐ Photographs showing the current structure and neighboring structures included (see Section III). If appropriate, at least one photo is a closeup of the work area.

☐ Materials samples or descriptive brochures for the materials included. Not needed for standard dimension lumber and plywood.

☐ Include any or all of the following **if new construction is planned:**

Site plan showing a new building's location

Floor plans

Elevations or renderings

Building section and details

Drawing showing how a new porch, steps, or the like is integrated with an existing structure

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Certificate of Appropriateness (COA) – Project Application (revised 2021)

I. PROPERTY INFORMATION

COMPLETED BY APPLICANT

Street Address:

City / State / Zip Code:

II. APPLICANT INFORMATION

COMPLETED BY APPLICANT

Name of Applicant:

Telephone:

Address of Applicant:

Name of Owner:

Address of Owner:

Owner's Representative:

Telephone:

III. DESCRIPTION OF PROPOSED WORK

COMPLETED BY APPLICANT

What work is planned, and how will the result resemble or differ from what now exists, both in general and in terms of materials? What will be done to preserve or enhance the historic character of the structure and of the Historic District? Please provide photographs of the structure and the adjacent structures on the property and on both neighboring properties as well as a close-up of the portion of structure where the work will be done.

IV. WAIVER OF REQUIRED NOTIFICATION

COMPLETED BY APPLICANT

Under the Historic District ordinance, the township must advise the property owner (or his/her representative) at least 10 days in advance of the time and place of the HARB meeting when his/her application for a Certificate of Appropriateness will be reviewed. If you wish to waive the 10-day notification requirement (so that the HARB may review your application without waiting the required 10 days), please check the box below:

☐ Applicant waives the meeting notification requirement.

V. SIGNATURE OF APPLICANT

COMPLETED BY APPLICANT

Date:

VI. APPLICATION INFORMATION

CHIEF BUILDING OFFICER (and as needed HARB)

Date Submitted to Township: Applicant's Proposed Start Date:

Date Received by Chief Building Officer:

Date of Next HARB Meeting: HARB Deadline:
(45 working days after meeting, unless continued)

Application Type:

☐ New Construction

☐ Demolition

☐ Alteration/Remodeling

☐ Signage

☐ Addition

☐ Other:

Attachments to the Application (* = Always Required):

☐ Site plan

☐ Rendering

☐ Floor plan

☐ Photographs*

☐ Elevation

☐ Materials samples, description, specs*

☐ Streetscape*

☐ Historic resource survey form*

(HRS provided by HARB or Township Office)

☐ Other:

VII. BUILDING AND SURROUNDINGS DESCRIPTION

C.B.O. and/or HARB

VIII. HISTORICAL SIGNIFICANCE

HARB

IX. EVALUATION AND RECOMMENDATIONS

C.B.O. and/or HARB

Site visit(s) by:

Date(s):

☐ Contributing or ☐ Noncontributing resource

Is the applicant applying the standards, as outlined below, set forth by the U.S. Secretary of the Interior for historic resource rehabilitation?

YES NO N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | G) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | H) Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken. |

- ☐ ☐ ☐ I) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and made compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment,
- ☐ ☐ ☐ J) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

XI. SUGGESTIONS FOR A MOTION (INCLUDE DISSENT)

HARB

I, , make a motion to recommend that the Board of Supervisors ☐grant ☐deny a Certificate of Appropriateness based on the findings that this application ☐is ☐is not in compliance with sections of the Secretary of the Interior's standards; sections of the standards are not applicable.

The proposed work ☐is ☐is not in keeping with the current appearance of the structure and appropriate to the structure, and will ☐preserve and/or enhance ☐diminish and/or disrupt ☐have no affect on the historical character of the structure and/or its environment.

The HARB ☐has not recommended any changes.
☐has recommended the following changes:

☐to which the applicant has agreed ☐to which the applicant has not agreed ☐of which the applicant will be informed.

☐Additionally,

The motion passed by a vote of to , with abstentions and ☐ without dissent. ☐ with the following dissent:

XII. BOARD OF SUPERVISORS' REVIEW

TOWNSHIP SECRETARY

Date of review:

Decision:

XIII. BUILDING PERMIT

C.B.O

Building Permit No.: Date: