

Borough of Mechanicsburg  
36 West Allen Street, Mechanicsburg, PA 17055  
www.mechanicsburgpa.org



**Application for Certificate of Appropriateness & HARB Review**

**Date Received:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Applicant Received:**

Meeting Notice (provides applicant with date, time, and location of meeting at which application will be reviewed)

Meeting will be held in the Council Chambers of the Municipal Building on \_\_\_\_\_ at 6:00 p.m. **Applicant Initials:** \_\_\_\_\_

**PLEASE PRINT OR WRITE LEGIBLY**

**COMPLETE ALL APPLICABLE SECTIONS**

**Application Type** (Check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Fence            | <input type="checkbox"/> Demolition          |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Addition            |
| <input type="checkbox"/> Sign (Brackets)  | <input type="checkbox"/> Window Replacement  |
| <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> In Kind Replacement |
| <input type="checkbox"/> Repairs          | <input type="checkbox"/> Other _____         |

**Date of Application:** \_\_\_\_\_

**1. Owner's Name:** \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_

**2. Street Address of Property to be Reviewed** (if different): \_\_\_\_\_

**3. Contractor's Name:** \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_

**4. Architect/Engineer :** \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_

**5. Property Use** (check all that apply):

- Single Family Residence
- Multi-Family Residence
- Office
- Commercial/Retail
- Industrial
- Institutional
- Vacant

**Building Type:**

- Single, Detached
- Semi-Detached, Duplex
- Row
- Apartment Building
- Warehouse
- Other: \_\_\_\_\_

**Property Data** (if unknown, leave blank):

1. Date building constructed: \_\_\_\_\_

2. Date of additions/alterations: \_\_\_\_\_

3. Zoning classification: \_\_\_\_\_

**6. Primary street(s) from which alterations will be visible:** \_\_\_\_\_

**7. Exterior Alterations (list each item separately):**

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**8. HARB Application Checklist:**

- Drawings or sketches of the building's elevations showing the planned alterations.
- Overall photographs of all sides of the building viewable from the street.
- Detailed photographs of affected building features such as windows, doors, trims, railings etc.
- Inspiration photographs of similar buildings and design solutions, if applicable.
- Catalog cuts or brochures of proposed materials.
- If possible, physical samples of proposal materials.

**9. Signs:**

Type of Material: \_\_\_\_\_ Lighting (internal, external, etc.): \_\_\_\_\_  
Number of Signs: \_\_\_\_\_ Dimension of Sign(s): \_\_\_\_\_  
Describe how it will be anchored: \_\_\_\_\_  
\* Note: anchoring through the mortar joints – not bricks – is the preferred method.

**10. Addition / New Construction:**

Proposed Use (Residential, Office, Restaurant, Etc.): \_\_\_\_\_  
Exterior Finished Materials: Front \_\_\_\_\_  
Sides \_\_\_\_\_ Rear \_\_\_\_\_  
\* Note: complete other necessary sections of this application. Will it include demolition, signs, fences, or screening?

**11. Demolition:**

Reason for demolition: \_\_\_\_\_  
Future use of building site: \_\_\_\_\_  
\* Note: Complete other necessary sections of this application. Will it include new construction, signs, fences, or screening?

**12. Costs:**

Estimate the total cost of the alteration(s): \_\_\_\_\_

I, the undersigned, understand that any work affecting existing ordinances must be in compliance with those ordinances, that major work is subject to inspection, that new structures or additions require a Certificate of Occupancy upon completion, that any misrepresentation of the proposed work is cause for withdrawal of the work permit, and any work beyond the scope of the work permit is cause for a Civil Action Complaint. The penalty as prescribed by section 10A-705 of the Mechanicsburg Historic District Ordinance is \$300.00 per day.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Zoning Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_