

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 6:30 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):

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:** _____