



Municipality of Norristown
Department of Building & Code Enforcement
235 E Airy Street, Norristown, PA 19401
Phone: (610) 270-0441 Fax (610) 279-7548



Historic Architectural Review Board
Certificate of Appropriateness Application

The Historical and Architectural Review Board meets the fourth Wednesday of each month at 7:00pm at the Municipality of Norristown Council Chambers, unless otherwise advertised.

All meetings are open to the public.

Please read this information carefully before completing the application:

- Any activity visible from a public way, excluding alleys, requiring the issuance of a demolition or building permit by the Municipality for the erection, alteration, reconstruction, repair, restoration, or demolition by neglect of all or part of any building within the HARB Zones A and B shall require the issuance of a certificate of appropriateness by the Municipal Council.
- You must attend the Historical and Architectural Review Board meeting to present this application. The Historical and Architectural Review Board can review your application without your presence at the meeting, however, unanswered questions concerning your application may cause the tabling of your application until the next meeting. Keep in mind, the HARB only meets once per month.
- Please submit eight (8) packets, each containing a completed application, a detailed description of the proposed work, a detailed description of the steps for preservation of the buildings historic character, and photographs. All pictures, drawings, material samples, catalog cuts and renderings must be submitted at the time of application. The Department of Building & Code Enforcement will not accept incomplete applications.
- Photographs submitted with the application must include a picture of the building from all public views, a picture of the address, and a close-up picture of the work area. Photographs must be 4"x6" (or larger) and labeled.
- The owner of the property is required to sign the application.
- Your application packet must be submitted to the Department of Building & Code Enforcement no later than ten (10) business days prior to the HARB meeting.
- You are only required to complete the relevant sections of this application.
- Please be sure to include any current photographs, elevations, relevant drawings, specific lettering (fonts) for signage, and old documents or photographs that you may have researched.
- It is the property owner/applicant's responsibility to obtain any required building permits. Permits can only be issued after the Municipal Council has issued a Certificate of Appropriateness. Certificate of Appropriateness does not grant any variance or exceptions.

Please verify the Historical and Architectural Review Board meeting date. Meeting dates that conflict with holidays or other events may be changed to another date.



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For Office Use Only	
Application Received:	_____
Received By:	_____
HARB District:	<input type="checkbox"/> Central A <input type="checkbox"/> West A
	<input type="checkbox"/> Central B <input type="checkbox"/> West B

Historic Architectural Review Board
Certificate of Appropriateness Application

**** This Application will not be processed unless all appropriate sections have been completed in their entirety and/or until all required information is completely submitted. ****

Property Address: _____

This application is for (Check all appropriate boxes):

- Signs** – Section #1
- Canopy or Awning** – Section #2
- Repair, Replacement or Alteration** – Section #3
- Supply photos or elevations of original
- Addition** – Section #4
- Supply architectural elevations and site drawings
- Supply photos of the existing structure
- New Construction** – Section #5
- Supply architectural elevations and site drawings.
- Supply photos of buildings next to and around the site.
- Demolition** – Section #6

Indicate which items you are submitting with your application:

- Color or Black and White Sketches
- Old or Historic Photographs
- Plot or Site Plans
- Architectural Elevations
- Photographs of the current existing site showing where changes are to be made.
- Photographs of the location of building and streetscape.
- Samples or Catalog Cuts of materials

***Do not submit originals as they will be kept by HARB for its official archives.**

All sketches, elevations, and plans must be signed by the preparer(s)

The owner of this property and the applicant agree to conform to all applicable findings of the Municipality of Norristown's Historical and Architectural Review Board. I hereby certify that the information contained herein is complete and accurate and that the owner of record of the named property authorizes the work. Furthermore, I agree to attend the next regularly scheduled meeting of the Historical Architectural Review Board to present this application. I understand that failure to appear at the meeting will result in the application being tabled until the next regularly scheduled meeting. Failure to attend two consecutive meetings after acceptance of an application will result in the application being considered withdrawn from consideration.

Applicant's Name (Print): _____

Applicant's Mailing Address: _____

Applicant's Phone: _____ **Applicant's Email:** _____

Applicant's Signature: _____ **Date:** _____

Owner's Name (Print): _____

Owner's Mailing Address: _____

Owner's Phone: _____ **Owner's Email:** _____

Owner's Signature: _____ **Date:** _____

SECTION #1 – SIGNS

(Attached a separate Section #1 sheet for each of the signs you want to install)

Instructions: Provide color or black and white sketches of each sign and its message. Also show the proposed location and proportions to building façade. Attach photos of the streetscape and adjacent buildings.

Location of Project: _____

Name of Business: _____

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Phone Number: _____ Applicant's Email: _____

Owner's Name: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____ Applicant's Email: _____

1. Are you replacing an existing sign? Yes No
2. How many signs do you wish to install? _____
3. On how many façades? _____ Front Side Back
4. Hanging Sign Building-Mounted Sign Other _____
5. Give a thorough description of the sign: _____

6. Is there new illumination? Yes No Fixture Type? _____
7. Sign Dimensions: Height: _____ Width: _____ Depth: _____
8. For a Hanging Sign: What is the height from the sidewalk to the bottom of the sign? _____
Describe the Hanging Bracket: _____
Is the Hanging Bracket existing or new? Existing New
9. How will this sign be mounted? _____
10. Colors: _____
11. Message: _____
12. Lettering Style: _____

Please attach a sample of the sign wording in the chosen lettering style

SECTION #2 – CANOPY OR AWNING

(Attached a separate Section #2 sheet for each of the canopies or awnings you want to install)

Instructions: Provide color or black and white sketches of each canopy or awning. Also show the placement and proportion to building façade where it is going to be placed. Attach photos of the streetscape and adjacent buildings.

Location of Project: _____

Name of Business: _____

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Phone Number: _____ Applicant's Email: _____

Owner's Name: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____ Applicant's Email: _____

1. Are you replacing an existing canopy or awning? Yes No
2. How many canopies or awnings do you wish to install? _____
3. On how many façades? _____ Front Side Back
4. Material: Give a thorough description of the type and style to be used:

5. How will it be mounted? _____
6. Are you reusing an existing canopy or awning skeleton(s)? Yes No
7. Is there a new canopy or awning illustration? Yes No
Fixture Type? _____
8. Canopy or Awning Dimensions: Height: _____ Width: _____ Depth: _____
9. What is the height from the sidewalk to the bottom of the canopy or awning? _____
10. Colors: _____
11. Message: _____
12. Lettering Style: _____

Please attach a sample of the sign wording in the chosen lettering style

SECTION #3 – REPAIR, REPLACEMENT OR ALTERATION

(Attached a separate Section #3 for each of the repairs, replacements or alterations you wish to make)

Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer’s pamphlets on the replacement materials proposed.

Location of Project: _____

Name of Business: _____

Applicant’s Name: _____

Applicant’s Mailing Address: _____

Applicant’s Phone Number: _____ Applicant’s Email: _____

Owner’s Name: _____

Owner’s Mailing Address: _____

Owner’s Phone Number: _____ Applicant’s Email: _____

1. Which element do you wish to make a repair, replacement or alteration?
 Doors Windows Roofing Gutters Walls Steps Sidewalk Fence
 Trim Railing Porch or Balcony Other _____
2. On how many façades? _____ Front Side Back
3. What is the existing material? _____
4. What is the proposed new material? _____
5. How will it be installed? _____
6. Are you using any historical materials? _____
If so, what and how? _____
7. What are the existing dimensions? Height: _____ Width: _____ Depth: _____
8. What are the new dimensions? Height: _____ Width: _____ Depth: _____
9. What are the existing colors? _____
10. What are the new colors? _____
11. Why do you wish to make these changes? _____

SECTION #4 – ADDITIONS

Instructions: Include one application per addition. Provide clear photographs showing the location of each proposed addition. Also attach photographs of the streetscape and adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer’s pamphlets on the replacement materials proposed.

Location of Project: _____

Name of Business: _____

Applicant’s Name: _____

Applicant’s Mailing Address: _____

Applicant’s Phone Number: _____ Applicant’s Email: _____

Owner’s Name: _____

Owner’s Mailing Address: _____

Owner’s Phone Number: _____ Applicant’s Email: _____

1. Addition Location: Front Façade Left of Front Right of Front Back Façade
 Other: _____

2. Footprint dimensions: _____

3. Number of Stories? _____

4. When was the building built? _____

5. Architectural Style? _____ Architect/Builder (if known): _____

6. Window style and materials? _____

Do they match/contract with the rest of the building? _____

7. Roof style and materials? _____

Do they match/contract with the rest of the building? _____

8. Wall and siding style and materials? _____

Do they match/contract with the rest of the building? _____

9. Are you using any historical materials? _____

If so, what and how? _____

SECTION #5 – NEW CONSTRUCTION

Instructions: Provide clear photographs showing the location of proposed construction. Also attach photographs of the streetscape and adjacent buildings. Provide architectural elevations, material specifications and manufacturer’s pamphlets on the replacement materials proposed.

Location of Project: _____

Name of Business: _____

Applicant’s Name: _____

Applicant’s Mailing Address: _____

Applicant’s Phone Number: _____ Applicant’s Email: _____

Owner’s Name: _____

Owner’s Mailing Address: _____

Owner’s Phone Number: _____ Applicant’s Email: _____

1. Footprint dimensions: _____ Number of Stories: _____

2. Architectural Style: _____

How does it match/contrast with the rest of the streetscape? _____

3. Window and door style and materials: _____

How does it match/contrast with the rest of the streetscape? _____

4. Roof style and material: _____

How does it match/contrast with the rest of the streetscape? _____

5. Wall and siding materials: _____

How does it match/contrast with the rest of the streetscape? _____

6. Are you using any historic materials? If so, what and how? _____

SECTION #6 – DEMOLITION

Instructions: Provide clear photographs of the building being proposed for demolition and of the adjacent buildings and streetscape. Attach any historical photographs, drawings or elevations that you could find about this building. Attach architectural elevations of the proposed demolition, clearly showing the full extent of the project, including plot and site plans of the property. Attach any plans, drawings, and/or elevations that you may have for the future use of this site.

Location of Project: _____

Name of Business: _____

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Phone Number: _____ Applicant's Email: _____

Owner's Name: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____ Applicant's Email: _____

1. Please check which you would like to demolish:

Entire building and all attached appurtenances

Part(s) of the building (identify): _____

2. When was this building built? _____ Architectural Style: _____

3. Historic associations? _____

Architect/Builder (if known): _____

4. Why do you wish to tear down this building? _____

5. What do you intend to place on this site after demolition? When? _____

2019 MEETING SCHEDULE

The Historical and Architectural Review Board meets the fourth Wednesday of each month at 7:00pm at the Municipality of Norristown Council Chambers, unless otherwise advertised. All meetings are open to the public.

Application Deadline	HARB Meeting Date
January 16, 2019	January 23, 2019
February 20, 2019	February 27, 2019
March 20, 2019	March 27, 2019
April 17, 2019	April 24, 2019
May 15, 2019	May 22, 2019
June 19, 2019	June 26, 2019
July 17, 2019	July 24, 2019
August 21, 2019	August 28, 2019
September 18, 2019	September 25, 2019
October 16, 2019	October 23, 2019
November 20, 2019	November 27, 2019
December 11, 2019	December 18, 2019

Please Note: Applicants are strongly encouraged to attend HARB Meetings. Work may not start until a COA has been issued by Municipal Council and a Building Permit has been issued by the Department of Building & Code Enforcement.