



# UPPER ALLEN TOWNSHIP CERTIFICATE OF APPROPRIATENESS

## **DIRECTIONS FOR REQUESTING CONSIDERATION OF A CERTIFICATE OF APPROPRIATENESS FOR THE HISTORICAL ARCHITECTURAL REVIEW BOARD**

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1. Complete the application. Please print legibly or type the information.
2. **SIGN** and **DATE** the application.
3. A **COMPLETE** application, with plans, applicable reports, drawings, and any additional information relevant to the request must be submitted to the Township's Community Development Office.
4. Ten (10) copies of all complete documentation must accompany this completed application. **PLEASE NOTE:** A dimensional plot plan must be submitted showing proposed work and all existing structures. (Plot plans must include the property lines [length, width, and parcel square footage], setbacks, and known Easements).
5. The application and all additional materials submitted with the application must be originals. The Township will not accept fax copies of any materials associated with this application.
6. Applications must be received by the Township by 4:30 p.m. at least three weeks prior to the next Historical Architectural Review Board (HARB) meeting date in order to be placed on the agenda. If the application submitted is not complete, the Township reserves the right to immediately deny the application and return it to the application without the Historical Architectural Review Board's and Board of Commissioner's review and action on the application.
7. For more information please visit our website at <http://www.uatwp.org> or contact the Township's Community Development Department at 717-766-0756.

I/We have read and understand the directions:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



# UPPER ALLEN TOWNSHIP APPLICATION CERTIFICATE OF APPROPRIATENESS

Upper Allen Township  
100 Gettysburg Pike  
Mechanicsburg, PA 17055  
www.uatwp.org

Community Development Department  
Office: 717-766-0756  
Fax: 717-796-9833

**OFFICE HOURS: Monday through Friday 8:00 A.M. to 4:30 P.M.**

|  |
|--|
| Property Address/Location _____                                    |
| Tax Parcel ID # _____  |
| Zoning District _____  |
| Historic District _____  |
| Project Description (attach additional sheets if necessary): _____ |
| _____  |
| _____  |
| _____  |

The undersigned applicant hereby applies for a permit to:

Property Type:     Residential     Commercial/Institutional     Other \_\_\_\_\_

Type of Work:     New Construction     Addition     In-kind Replacement

Parcel/Land Use: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Estimated Cost of Proposed Work: \_\_\_\_\_

### FLOODPLAIN

Is the site located within an identified flood prone area?     Yes     No

Will any portion of the flood prone area be developed?     Yes     No     N/A

If any construction or development will be within a flood prone area the “**Supplement to Building Permit Application Form for Development in the Floodplain**” must be completed and submitted along with this application.

### STRUCTURE USE

### SIZE OF PROPOSED STRUCTURE

|                 |  |                 |
|-----------------|--|-----------------|
| <b>Existing</b> |  | <b>Proposed</b> |
| _____ Families  |  | _____           |
| _____ Stories   |  | _____           |
| _____ Lot Size  |  | _____           |

Length: \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Total Square Footage: \_\_\_\_\_

Square Footage of All Existing Structures  
(Exterior Measurements Including Covered Porches)

**EXTERIOR ALTERATIONS**

Include photographs of the structure, noting which features will be replaced along with specifications and/or drawings of the proposed replacement feature(s) that include measurements. Please indicated which elevations will be altered (i.e. north, south, etc.) and the type of materials being used (i.e. wood, brick, stone, etc.). Please provide samples of any non-traditional materials being proposed, if applicable.

| Feature  | Elevation | Original Material | Existing Material | Proposed Material |
|----------|-----------|-------------------|-------------------|-------------------|
| Walls    |           |                   |                   |                   |
| Windows  |           |                   |                   |                   |
| Doors    |           |                   |                   |                   |
| Roof     |           |                   |                   |                   |
| Cornices |           |                   |                   |                   |
| Brackets |           |                   |                   |                   |
| Shutters |           |                   |                   |                   |
| Columns  |           |                   |                   |                   |
| Railing  |           |                   |                   |                   |
| Other:   |           |                   |                   |                   |

**SIGNS**

*Attach a drawing of the proposed sign(s) and an image of the building/site indicating the sign placement.*

Number of signs \_\_\_\_\_

Material \_\_\_\_\_

Type of sign (i.e. wall sign, freestanding, projecting, etc.) \_\_\_\_\_

Dimension of each sign \_\_\_\_\_

Description of how the sign will be anchored \_\_\_\_\_

**FENCE**

*Attach a Site Plan indicating the property lines, the location of the fence, and photographs or drawings of the proposed fence design.*

Material: \_\_\_\_\_

Height: \_\_\_\_\_ Location: \_\_\_\_\_

**DEMOLITION**

*Attach photographs of the building to be demolished. Both interior and exterior photos may be necessary to convey the condition of the building and reasons for demolition.*

Most recent use of the building: \_\_\_\_\_

Reason for demolition: \_\_\_\_\_

Future use of the site: \_\_\_\_\_

**CONTACT INFORMATION**

**Applicant Information:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

HOW DO YOU WISH TO RECEIVE CORRESPONDENCE  EMAIL  MAIL

**Property Owner Information (if different from the Applicant):**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Contractor/Designer/Engineer (if applicable):**

Company/Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

I hereby authorize the Historical Architectural Review Board members, Board of Commissioners, Township staff, and any Township consultant to enter the exterior premises of this property between 8:00 a.m. and 8:00 p.m., at their own risk, while this application is being considered for approval, as needed to determine compliances with Township Ordinances.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

I/We the undersigned applicant(s) do hereby make application to the Upper Allen Township Board of Commissioners for the purpose of consideration of a Certificate of Appropriateness for the above-referenced property pursuant to the State Act 167 of 1961, P.L. 282, as amended, and Chapter 155 of the Code of the Township of Upper Allen Township. My/Our signatures below certify that all of the above referenced statements and information and any additional information submitted and made part of this application are true and complete to the best of my/our knowledge and belief.

\_\_\_\_\_  
Signature of Applicant (if different than property owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date