

Steel Valley Historical Architectural Review Board

Applicant's Checklist

This checklist is provided to assist Applicant's for Certificates of Appropriateness in preparing complete applications. If the Applicant has questions about the requirements, contact the HARB Chairman through the Borough Zoning Officer.

- One complete set of documents are submitted to the Borough Office, Attention: Zoning Officer. The documents include:
 - Applicant's One Page Narrative Statement
 - Completed Page 1 of the Application Form
 - Page 2 of the Application Form - to be Completed by HARB
 - Color Photographs showing:
 - View of the site from the opposite side of the street;
 - View of properties on either side of the subject property from the opposite side of the street.
 - View along street in both directions from the site.
 - View of the opposite side of the street.
 - For new construction, you must include architectural sketches and elevation drawings showing all visible sides of the proposed construction.
 - For alterations to existing structures, you include architectural sketches and elevation drawings showing all visible sides of the building for which alterations are proposed of the proposed alteration.
 - For signs, you must present an accurate color rendition of the sign.
- Submit twelve (12) copies of the Applicant's Narrative Statement and Page 1 of the Application Form.
- Attach a check payable to the Borough in the amount specified by the Borough.
- Submit all materials no later than two(2) week before the HARB meeting at which you want the application considered.
- The Borough will publish a Public Notice of your application in a local newspaper.
- Prior to the HARB meeting, contact the Zoning Officer to obtain a Proof of Publication of the Public Notice for your activity.
- Attend the HARB meeting at which your application will be considered and bring with you:
 - The Proof of Publication
 - One (1) additional complete copy of the Application
- HARB meeting are open to the public and the media. HARB deliberations will be in public. HARB will act on your application at the meeting and forward its recommendations to Borough Council as soon as possible thereafter.

Meeting Dates, Public Notice Requirements and Application Deadlines

Year 2010

As required by Borough Ordinance, a public notice of each application must be published in a newspaper of general circulation at least seven (7) days prior to the meeting of the HARB which the application will be considered. The HARB has set the first Wednesday of each month as its regular meeting date (except where otherwise noted). The following table shows the meeting date, the required public notice date and the suggested application deadline:

HARB Meeting Date:	Public Notice Must Be Published No Later Than:	Applications Must Be Submitted to Borough No Later Than:	Meeting Location at Borough Building
January 6, 2010	December 30, 2009	December 23, 2009	West Homestead
February 3, 2010	January 27, 2010	January 20, 2010	West Homestead
March 3, 2010	February 24, 2010	February 17, 2010	West Homestead
April 7, 2010	March 31, 2010	March 24, 2010	West Homestead
May 5, 2010	April 28, 2010	April 21, 2010	West Homestead
June 2, 2010	May 26, 2010	May 19, 2010	West Homestead
July 7, 2010	June 30, 2010	June 23, 2010	West Homestead
August 4, 2010	July 28, 2010	July 21, 2010	West Homestead
September 1, 2010	August 25, 2010	August 18, 2010	West Homestead
October 6, 2010	September 29, 2010	September 22, 2010	West Homestead
November 3, 2010	October 27, 2010	October 20, 2010	West Homestead
December 1, 2010	November 24, 2010	November 17, 2010	West Homestead

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Instructions to Applicants For Filing Applications for Certificate of Appropriateness

Applicants filing an *Application for Certificate of Appropriateness* must conform to the following:

1. Submit twelve (12) copies of Page 1 of the completed *Application Form*, twelve (12) copies of the *Applicant's Narrative* and one (1) complete copy of the entire *Application Form* and all required attachments to the Zoning Officer of the Borough in which your activity will take place. Applications must be submitted by the deadline shown on the attached schedule. Fees are payable to the Borough in which the activity will take place.
2. For new construction, you must include architectural sketches and elevation drawings showing all visible sides of the proposed construction.
3. For alterations to existing structures, you include architectural sketches and elevation drawings showing all visible sides of the building for which alterations are proposed of the proposed alteration.
4. All applications must include color photographs showing:
 - a. View of the site from the opposite side of the street;
 - b. View of properties on either side of the subject property from the opposite side of the street.
 - c. View along street in both directions from the site.
 - d. View of the opposite side of the street.
 - e. Views of the sides and rear, if possible
5. All applications must include a brief *Applicant's Narrative* of the proposed activity (maximum 1 page). You may include optional written materials in justifying a *Certificate of Appropriateness*.
6. Prior to the HARB obtain from the Borough a *Certificate of Publication* for the public notice of your project.
7. Attend the HARB Meeting. Bring the *Certificate of Publication* and two (2) additional copies of the Application and all required attachments.
8. You may not make substantive amendments or alterations to your application between the time of submission to the Borough and the HARB meeting.
9. The HARB will review your application and make recommendations to Borough Council. By Ordinance, this recommendation must be made within thirty (30) days of the HARB meeting.
10. By Ordinance, Borough Council will act on your application at its next regularly scheduled Council meeting. You will be notified in writing of Council's decision, and in the case of denial, Council will include reasons for denial.

**APPLICATION FOR REVIEW FOR CERTIFICATION OF
APPROPRIATENESS FOR STRUCTURES LOCATED WITHIN
THE STEEL VALLEY LOCAL HISTORIC DISTRICT**

-----*PART A: TO BE COMPLETED BY APPLICANT*-----

DATE OF APPLICATION: _____

ADDRESS OF PROPERTY: _____

LOT & BLOCK NUMBERS: _____

COMMUNITY: (Check one):

- Homestead
- West Homestead
- Munhall

OWNER (APPLICANT) NAME: _____
(If not owner, letter from the property owner)

ADDRESS: _____

TYPE OF WORK:

- New Construction
- Reconstruction
- Alteration
- Restoration
- Demolition
- _____

DESCRIPTION OF WORK:

ATTACHMENTS:

- Architectural Sketches
- Photographs - Required
Front, rear, sides & streetscapes

SIGNATURE: _____ **DATE:** _____

-----**PART B: TO BE COMPLETED BY HARB**-----

DATE APPLICATION RECEIVED: _____

DATE OF NEWSPAPER ADVERTISEMENT: _____

DATE OF HARB MEETING: _____

PROPERTY CLASSIFICATION: Contributing Structure
 Non-Contributing Structure
 Vacant Site

EFFECT OF PROPOSED WORK: Effect on Historic Property
 Effect on Historic District
 No Effect

DESCRIPTION OF EFFECT ON THE GENERAL HISTORIC AND ARCHITECTURAL NATURE OF THE DISTRICT:

DECISION OF HARB BOARD: Recommend Approval
 Don't Recommend Approval

FOR APPLICATIONS RECOMMENDED FOR APPROVAL, RECOMMENDED CHANGES/ ACTIONS: _____

FOR APPLICATIONS NOT RECOMMENDED FOR APPROVAL, REQUIRED CHANGES/ ACTIONS NEEDED:

SIGNED: _____ **DATE:** _____

DATE SUBMITTED TO BOROUGH COUNCIL: _____