

# **HARB** Historical Architectural Review Board of Reading, Pennsylvania

## **COA Application CHECKLIST**

The Reading HARB has provided this checklist as a way to assist you with the completion of the Certificate of Appropriateness Application. The checklist is a way to be sure the applicant has included all necessary information regarding the project, contributing toward a quicker approval.

Please be sure to include all of the following information with your COA application:

### **Photographs**

- Photographs must be submitted with ALL applications. They must include the entire side of building that is being worked on as well as adjacent buildings and objects. It is important for the HARB to get a clear idea of the full extent of the work and the project's surroundings.
- Include close up photos of any work which can provide accurate information and details of the work being done.
- If the project is new construction or an addition of a structure or sign, include photographs of the future location.

### **Drawings**

Drawings convey a lot of information regarding the intention and extent of the work being done and must be included with the application.

- Drawings should be in the scale of 1/8" = 1', or 1/4" = 1', except for signs. Signs should be at a scale large enough to see the intent and any text can be read clearly.
- All drawings must include dimensions.
- Provide (10) copies of blueprints, or (1) copy if drawing is on 8.5" x 11" or 11" x 17" paper.

### **Clear Descriptions**

Describe your project as clearly and comprehensively as possible.

- Be sure to state whether the type of work is: alteration, renovation or restoration; a new addition to a building or structure; or an addition or alteration of a sign and the type of brackets or mounting of the sign.
- Provide any information regarding the details of your project. This includes paint color chips, material samples, pictures of fixtures, and manufacturer's specifications.

### **Signature & Dates**

- Sign and date your application.
- Submit your application at least 10 business days before the next meeting.
- HARB meets on the third Tuesday of each month and it is strongly advised that the applicant attend. Meetings are held at 7:00 P.M. at the Planning Office in City Hall. Room 3-03, 815 Washington Street, Reading PA 19601

If there are any further questions regarding HARB or the COA application process, please call (610) 655-6326.