

# HARB Application Process

## CONTACT INFORMATION

Community Services Office, Code Enforcement, City of Franklin, 430 13<sup>th</sup> Street, Franklin, PA 16323  
**Phone** (814) 437-1430 x 128 **Fax** (814) 437-3735

## WHAT WORK IS REVIEWED

Any changes in the exterior of a building within the Historic District that are visible from a public street or way must be presented to the HARB for review. Exterior changes include additions, renovations, demolition, signage, facades, and new construction.

## BASIS OF DECISION

The primary criteria that the Board shall take into consideration is the architectural appropriateness of the proposed improvement, including, but not limited to, such items as overall design, materials, colors, and architectural harmony/fit with the surrounding neighborhood.

## CHECKLIST FOR SUBMITTAL

1. HARB Application
2. Front/Side/Rear photographs of the existing work site, and any additional photographs as necessary to sufficiently document the existing conditions.
3. Plans which clearly depict the proposed work and its location in relation to existing and adjacent structures. (For HARB, plans need not be prepared by an Architect or Engineer, but must be straight-line and legible). Include a description of the general design, materials (wood, brick, etc.) and colors to be used in the building or accessory structure; e.g., exterior wall coverings, doors and windows (design, size and trim), porch columns or railings.
4. For signs, please describe the material, color, lettering size and style, and location and size of the sign.
5. Color samples including color names for all major components of the proposed improvement.
6. If possible, material samples for all major components
7. **Note:** Items 1, 2, 3, 4 & 5 shall be retained by the City of Franklin. Item 6 shall be retained by the Applicant.
8. **Note:** Items 1, 2, 3 & 4 must be submitted to City Hall at least 7 calendar days prior to the HARB meeting.

## HARB MEETING

Unless the applicant is otherwise informed by the City, HARB meetings are held on 4<sup>th</sup> Tuesday of each month at 10:00am in Council Chambers, Franklin City Hall, 430 13<sup>th</sup> Street, Franklin, PA 16323. At the conclusion of the applicant's presentation to the Board, the Board will vote upon a motion to recommend that City Council approve/disapprove a Certificate of Appropriateness (COA).

At the following month's City Council meeting HARB's recommendation will be presented and City Council will vote to approve or deny a Certificate of Appropriateness for the project. If approved, the certificate will be issued to the property owner authorizing a permit for erection, restoration, alteration, or demolition of the building. If denied, the property owner can amend the project and resubmit it to the HARB for its next month's meeting.

## NOTE

Please refer to the City of Franklin's *Historic District Code* which provides further information and which supersedes this document in all respects. Copies of, *Article 1735 Historic District Code*, is available on our web site at [www.franklinpa.gov](http://www.franklinpa.gov) and at Community Services Office request.

**CITY OF FRANKLIN**  
**430 Thirteenth Street**  
**Franklin, PA 16323**  
**814.437.1430 X 128**  
**FAX: 814.437.3735**



**HISTORIC AND ARCHITECTURAL REVIEW BOARD**  
**Application for a Certificate of Appropriateness**

<b>1. TYPE OF PROJECT</b> Sign <input type="checkbox"/> • Window/s <input type="checkbox"/> • Doors/s <input type="checkbox"/> • Store Facade <input type="checkbox"/> Paint <input type="checkbox"/> • Siding <input type="checkbox"/> • Demolition <input type="checkbox"/> • Porch/Stoop <input type="checkbox"/> Other <input type="checkbox"/> (if "other" describe work in narrative)		<b>2. PROPERTY LOCATION</b>	
<b>3. Zoning District</b> R-1 <input type="checkbox"/> • R-2 <input type="checkbox"/> • R-3 <input type="checkbox"/> CBD <input type="checkbox"/> • C-1 <input type="checkbox"/> • IN <input type="checkbox"/> • TRC <input type="checkbox"/>	<b>4. Parcel Number</b>	<b>5. OWNER</b> [name•address•phone]	
<b>6. ARCHITECTURAL STYLE</b>		<b>7. BUSINESS NAME</b>	
<b>8. BUILDING AGE</b>	<b>9. HISTORICAL REGISTRAR</b> YES <input type="checkbox"/> • NO <input type="checkbox"/> REG. # _____	<b>10. ARCHITECT/ENGINEER</b> [name•address•phone]	
<b>11. OTHER PERMITS NEEDED</b> Building <input type="checkbox"/> • Zoning <input type="checkbox"/> • Plumbing <input type="checkbox"/> • Electrical <input type="checkbox"/> Highway Access <input type="checkbox"/> • Other <input type="checkbox"/>		<b>13. CONTRACTOR</b> [name•address•phone]	
<b>12. PROPERTY USE</b> [√ all that apply] Single-Family Dwelling <input type="checkbox"/> • Multi-Family Dwelling <input type="checkbox"/> Office <input type="checkbox"/> • Commercial/Retail <input type="checkbox"/> • Industrial <input type="checkbox"/> Other <input type="checkbox"/> (if "other" describe work in narrative)			
<b>14. SIGN TYPE</b> Wall <input type="checkbox"/> • Roof <input type="checkbox"/> • Monument <input type="checkbox"/> • Ground <input type="checkbox"/> • Pole <input type="checkbox"/> Other <input type="checkbox"/> (if "other" describe work in narrative)		<b>17. PROJECT DOCUMENTS ATTACHED</b> [√ all that apply] Photographs <input type="checkbox"/> • Drawings <input type="checkbox"/> • Color Samples <input type="checkbox"/> Texture/Material Samples <input type="checkbox"/> • Project Specifications <input type="checkbox"/>	
<b>16. REQUEST PROJECT BE REVIEWED ON</b> Date:		<b>15. ESTIMATED COST OF PROJECT</b> \$	
<p>Applications must be submitted one week prior to the regularly scheduled meeting of the Historic and Architectural Review Board. HARB meets the 4<sup>th</sup> Tuesday of each month (<i>except in December when it meets the 3<sup>rd</sup> Tuesday</i>) at 10 AM, in City Hall Council Chambers, 430 - 13<sup>th</sup> Street, Franklin, PA. <b><i>The applicant and/or property owner are strongly encouraged to attend the meeting to answer any questions before the Board.</i></b></p>			
<b>"HARB USE ONLY"</b>			
Approved <input type="checkbox"/>  Disapproved <input type="checkbox"/>		Official Stamp	

