



City of Easton
 Historic District Commission
 CERTIFICATE OF APPROPRIATENESS APPLICATION

PLEASE PRINT OR WRITE LEGIBLY
 PLEASE COMPLETE FULLY

Check List: Your completed application must include:

<input type="checkbox"/> Drawings	<input type="checkbox"/> Samples or catalog cuts
<input type="checkbox"/> Full façade Photos	<input type="checkbox"/> Product Specifications
<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Historic photos (if avail)

1. _____
 Street Address of Property to be Reviewed

2. Applicant's Name: _____
 Street Address: _____
 Mailing Address (if different): _____
 City: _____ State: _____ Zip: _____
 Phone (daytime): _____ email: _____

3. Owner's Name (if different): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone (daytime): _____ email: _____

4. Arch/Eng/Contr (if applicable): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone (daytime): _____ email: _____

5. PROPERTY USE <i>[check all that apply]:</i>		Property Data <i>[if unknown, leave blank]:</i>
<input type="checkbox"/> Single Family Residence	Particular Building Type:	1. Date building constructed
<input type="checkbox"/> Multi-Family Residence	<input type="checkbox"/> single, detached	_____
<input type="checkbox"/> Commercial/Retail	<input type="checkbox"/> duplex	2. Date of additions/alterations
<input type="checkbox"/> Industrial	<input type="checkbox"/> row	_____
<input type="checkbox"/> Institutional	<input type="checkbox"/> apartment building	
<input type="checkbox"/> Mixed Use	<input type="checkbox"/> warehouse	
<input type="checkbox"/> Vacant	<input type="checkbox"/> other: _____	

DATE REC'D _____

\$25.00 FEE DUE AT TIME OF APPLICATION _____

HDC PERMIT NO: _____

APPLICATION PROCESS

To obtain a Certificate of Appropriateness for your project, please follow these ten steps:

- 1. Determine if your property is located within Easton's Local Historic District.** Refer to the Local Historic District Map. If your property is located in the Local Historic District and you are planning work on its exterior, your proposal will require the review of Easton's Historic District Commission (HDC). Please circle your property on the map and submit it with your application.
- 2. Obtain Certificate of Appropriateness application form.** Obtain the application package at the Codes Department, 2nd Floor, Easton City Hall, 123 S 3rd Street, Easton, PA 18042. Obtain the applicable design guideline brochures at the same time.
- 3. Review the design guidelines.** Talk with your architect or contractor about the guidelines and how your project meets the requirements. If necessary, schedule an appointment to meet with the HDC on an informal basis to discuss your project.
- 4. Take full façade photographs** of your building **and** photographs which clearly illustrate the physical location of the proposed work. Photographs of adjoining properties may also be required.
- 5. Prepare scaled drawings** if your project involves renovation, the addition of architectural elements, additions, or new construction.
- 6. Collect samples** of actual materials and/or product literature to be used in your project.
- 7. Sign and submit the COA application with all required supporting materials. (NOTE: Please submit ten (10) copies of the following: application, drawings, photos, blueprints, and any other supporting materials.)** Use the checklists below to be sure that you have included all required supporting material for your project. To appear on the meeting agenda, *applications must be received by 12:00 noon on the last Monday of the month preceding the HDC meeting*. See meeting dates, below.
- 8. Attend the HDC Meeting.** All business or building owners, or their designated representative, **must** attend the HDC meeting at which their COA will be presented. **Failure to attend will result in a delay in the issuance of a COA.** The application will either be recommended for approval with or without conditions, tabled pending additional information, or recommended for disapproval.
- 9. Await final approval by City Council.** Upon approval by the HDC, a recommendation will be made to City Council to issue a Certificate of Appropriateness. This is required prior to receiving a building permit or beginning construction of your proposed project.
- 10. Contact the Codes Department** to determine if a Building Permit is required for your project. Complete proposed work within one year from the date of City Council's approval.

CERTIFICATE OF APPROPRIATENESS APPLICATION

The Easton Historic District Commission (HDC) meets in a regular basis on the second Monday of every month at 5:30 PM in the City Council Chambers, City Hall, 123 S 3rd Street, Easton, PA 18042. Applications must be made at least 2 weeks prior to the monthly meeting. The deadline for applications is 12:00 PM on the last Monday of the month prior to the HDC Meeting.

HDC MEETING DATES 2015	
MEETING DATE	DEADLINE DATE
January 11, 2016	December 28, 2015
February 8, 2016	January 25, 2016
March 14, 2016	February 29, 2016
April 11, 2016	March 28, 2016
May 9, 2016	April 25, 2016
June 13, 2016	May 31, 2016
July 11, 2016	June 27, 2016
August 8, 2016	July 25, 2016
September 12, 2016	August 29, 2016
October 10, 2016	September 26, 2016
November 14, 2016	October 31, 2016
December 12, 2016	November 28, 2016

Timing for Review

Typically, a minimum of four to six weeks is required from the submission date of the Certificate of Appropriateness (COA) application to the issuing of a building permit. If the application is incomplete, fails to meet the appropriate deadlines, or if the HDC requests a change, this process could take longer. ***Including all required materials with a complete application expedites the review process.*** Contact the Codes Office at City Hall for assistance at (610) 250-6724.

Supporting Material Checklists

The HDC must have all required information to review an application for a COA. If all required information is not submitted, the application **will** be tabled until the information is received or recommended for denial.

Repairs and Replacements

- Certificate of Appropriateness Application

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- 4"x6" (or larger) labeled photographs showing all public views of building or structure
- Samples or catalogue cuts of materials to be used
- Any additional information required by the **HDC** after an initial consultation or review

Renovations, Alterations, Additions, New Construction, and Demolition

- Certificate of Appropriateness Application
- 4"x6" (or larger) labeled photographs showing:
 - a. all sides of existing building and structure
 - b. site surrounding existing building and structure
 - c. adjacent sites, buildings, structures including adjacent properties and across streets or ways
- Scaled drawings indicating all proposed changes and notations for new materials:
 - a. site plan including adjacent sites, buildings
 - b. floor plans
 - c. all elevations
 - d. details of new exterior elements
- Samples or catalogue cuts of materials to be used
- Any additional information required by the **HDC** after an initial consultation or review

Signs and Awnings

- Certificate of Appropriateness Application
- 4"x6" (or larger) labeled photographs showing:
 - a. all public views of the existing building
 - b. the existing building and adjacent buildings
- Scaled drawings indicating:
 - a. façade elevation with proposed sign or awning
 - b. elevation of sign or awning with lettering style, logo and layout
 - c. detail of attachment to building
 - d. detail of illumination (if applicable)
- Samples of materials to be used
- Samples of lettering size and style to be used
- Samples of colors to be used
- Any additional information required by the **HDC** after an initial consultation or review

