

**Steel Valley Historical Architectural Review Board**

**APPLICATION  
FOR  
CERTIFICATE OF APPROPRIATENESS**

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**Address Of Property:** \_\_\_\_\_  
\_\_\_\_\_

**Lot & Block Number(s):** \_\_\_\_\_

**Borough:**                      Homestead                      Munhall                      West Homestead

**Property Owner:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
(If not Property owner)

**Contact Information for This Application:**

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
(Mailing) \_\_\_\_\_  
\_\_\_\_\_

**Type of Work:**              New Construction              Restoration              Reconstruction  
   Demolition                      Alteration                      Other \_\_\_\_\_

**Brief Summary of Work:**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_

**Attachments:**              Narrative (Required)              Architectural Sketches & Plans (Required)  
   Photographs - Front, rear, sides & streetscapes (Required)  
   Optional Information Included

I/We certify that we have read and understand the above instructions and procedures, that I/We have authority to make this application and that the information provided herein is true, correct and accurate to the best of my/our knowledge, belief and opinion.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(If not Property owner)

*TO BE COMPLETED BY HARB*

**Date of HARB Meeting:** \_\_\_\_\_

**Property Classification:**           Contributing Structure  
  Non-Contributing Structure  
  Vacant Site

**Effect of Proposed Work:**       Will Affect Subject Historic Property  
  Will Affect the Historic District  
  No Effect on Subject Historic Property or the Historic District

**Description of Effect on The General Historic and Architectural Nature Of The District:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Decision of HARB Board:**           Recommends Approval  
  Does Not 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:** \_\_\_\_\_

## Steel Valley Historical Architectural Review Board

### Applicant's Checklist

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

A complete Application Package will include:

- Completed and signed Page 1 of the Application Form and blank Page 2 (which will be completed by HARB).
- One-Page Narrative Statement describing the project and the work to be done.
- Color Photographs showing:
  - View of the property 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 property, taken from the opposite side of the street.
  - View of the opposite side of the street, taken from the opposite side of the street.

*Depending on the type of application, the following are required:*

- For new construction, include architectural sketches and elevation drawings showing all visible sides of the proposed construction.
- For alterations to existing structures, include architectural sketches and elevation drawings showing all visible sides of the building for which alterations are proposed of the proposed alteration.
- For signs, present an accurate color rendering of the sign.
- For demolitions, include justification that demolition is the only option as well as any proposed reuse of the property.
- The Applicant can include any optional materials which the Applicant believes will aid in HARB's review.

#### NOTES:

1. The Application Package can be submitted electronically (strongly encouraged and preferred) or as paper copies.

**Electronic:** email the Application Package in PDF digital format to the email address provided by the Borough Zoning Officer. Mail or deliver two (2) paper copies to the Borough Office; or

**Paper:** mail or deliver to the Borough Office two (2) paper copies of the Application Package **PLUS** ten (10) copies of the Application Package in sealed envelopes suitable for mailing.

2. Mail or deliver a check payable to the Borough in the amount specified by the Borough.

3. Deadlines for submission:

**Electronic:** No later than eight (8) calendar days prior to HARB meeting; or

**Paper:** No later than fifteen (15) calendar days prior to the HARB meeting.

4. Attend HARB meeting (required) and bring the Applicant's copy of the Application Package. Failure to attend will result in tabling of the Application.
5. HARB meetings are open to the public and the media and all 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.