HISTORIC ARCHITECTURAL REVIEW BOARD

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

If the proposed alteration is to be located within the limits of the Historic District, as defined by the Wellsboro Historic District Ordinance, this application must be submitted and approved prior to receiving a building permit.

The owner, or an agent for the owner, must be present at the meeting of the HARB at the time this application is being reviewed. Failure to be represented will result in application approval being denied.

ALL APPLICANTS MUST COMPLETE Sections I, II, and III.

I. IDENTIFICATION:

Applicant: _____ **Address:**_____

Phone:_____ **Email:**_____

Contractor: _____ **Address:**_____

Phone:_____ **Email:**_____

Owner of property:_____ **Address:**_____

Phone:_____ **Email:**_____

I hereby certify that the alteration is authorized by the owner of record and that I have been authorized by the owner to make application as his/her authorized agent.

_____ _____

Signature Address

_____

Date

_____

Print Name

If a sign application, applicant agrees to remove all signs and return the area to pre-sign condition.

_____

Signature

II. SITE
LOCATION_____

1. **Attach plot of property, indicating size of lot and location and size of improvements thereon.**

III. DESCRIPTION OF WORK

1. **Describe the characteristics of the alteration that is being proposed. Attach detailed plans, pictures and elevations to enable the Historic Architectural Review Board to determine that the proposed alteration is appropriate to the slated purpose of the historic District Ordinance.**

ACTION OF HARB DATE

Disapproval:
_____ Indication to applicant of action and recommendations:_____

_____ Recommend Disapproval to Borough Council----------_____

Approval:
_____ Recommend Approval to Borough Council----------_____

ACTION OF BOROUGH COUNCIL

I hereby certify that a certificate of Appropriateness was Granted { } Denied { }

By Wellsboro Borough Council on the _____ day of _____

_____ _____
Date Secretary

RECORD OF EVENTS

REVIEW BOARD DATE

Received by Secretary:---------- _____

Information distributed to HARB-- _____

Discussed at meeting---------- _____

BOROUGH COUNCIL

Received Recommendation From HARB- _____

Disapproval: Letter to Applicant----- _____

Approval: Certificate of Appropriateness- _____

CODE ENFORCEMENT OFFICER

Zoning Permit Issued---------- _____

Zoning Permit Number---------- _____