

City of Bradford, Pennsylvania

24 Kennedy Street
Bradford, PA 16701
814-362-3884
FAX 814-368-3335



Historic Architectural Review Board

City of Bradford

Historic Preservation Ordinance No. 2866



Historic Architectural Review Board

City of Bradford ~ Historic Preservations Ordinance No. 2866

Sally Costik

Chairman/Historian

Jeff Andrews

Vice Chairman

Candy Smith

Realtor

Neil Rinard

Architect

Mike Cleveland

Code Enforcement Officer
Building Inspector

Tom Seagren

Alternate

Commercial Building Inspector

Vacant

Part One: Application Package Information

Introduction

On May 11, 1971, the City of Bradford enacted a Historic Preservation Ordinance (No. 2866) to Preserve the unique and historic character of the community. The Historic Architectural Review Board (HARB) was appointed by City Council to maintain the community character by reviewing proposed plans for changes to buildings, properties, and areas within the City's Historic District. HARB determines if these proposed changes are in accordance with the Historic Preservation Ordinance and, based on this determination, advises City Council by recommendation whether to issue or deny a Certificate of Appropriateness. The decision to issue a Certificate of Appropriateness is determined solely by City Council.

What is Subject to HARB's review?

Alterations and Additions
Repairs*
Awnings-new/revised
Porch Enclosures
Demolition
Replacement Windows

Renovations
Signs-new/revised.
Building Relocation
Structure Removal**
Storm Door
Exterior Painting***

*Repairs and/or maintenance that do not change design, material, or outer appearance of any exterior or architectural feature are not subject to HARB review.

**Removal of fences, walls, architectural screens, slate-tile-metal-wood shingle roofing.

***Approval for painting necessary ONLY if changing color. The city can provide an appropriate historic color chart.

Owners of historic properties within the Historic District must ensure that all projects comply with city codes and must obtain the proper permits as required by Amend Ordinance General File No. 2866.8

What HARB Does Not Review

Interior projects are not reviewed by HARB, although the preservation and renovation of interiors is certainly encouraged. Board Members of HARB are willing to provide information resources and guidance to all those interested in historic preservation.

Please contact HARB Secretary, at 814-362-3884, ext. 121 if you are uncertain about the need for HARB to review your project.

Part Two: Application Package Information

Meetings

HARB meetings are held in Council Chambers, City Hall-24 Kennedy St-Bradford PA 16701. The time and date of all meetings will be pre-advertised on an as-need basis when applications are submitted. Canceled meetings will be rescheduled.

Application Submission

Meetings will be scheduled the following week from when application is submitted.

Special Meetings

A request for a Special HARB Meeting requires a Legal Advertisement. The requestor/applicant would be responsible for payment of the Legal Notice.

Incomplete applications may not be heard or may be tabled at the scheduled Board Meeting. Be sure to submit all materials and completed applications to avoid delay. The process takes about four weeks to complete. Our goal is to process applications as quickly and accurately as possible. Upon review HARB may recommend changes to your project or request additional information if applications are incomplete.

Steps to a Successful Application Process

1. Obtain a copy of the application package from Bradford City Hall, 1st Floor, 24 Kennedy Street-Bradford, PA 16701, (814) 362-3884, ext. 121, or on our website at www.bradfordpa.com.
2. Obtain a Design Guideline for your project and review the Historic Preservation Ordinance No. 2866.8. (*Applicable beginning on page six, 125-8. Certificate of Appropriateness Required*). If needed, schedule an appointment to consult with the Main Street Manager or HARB on an informal basis to discuss your project at the end of their monthly Board Meeting.
3. Be sure to review the enclosed checklists and submit all the needed materials with your application.
4. Submit a completed application and include a completed checklist with all the required materials to City Hall and your meeting will be scheduled the following week.
5. **Attend the HARB Board Meeting!** It is highly recommended that all property owners, or their designated representative(s), business tenant, realtor, sign/awning company representative, architect or engineer attend the HARB Board Meeting when your application will be considered. Your application will be recommended to City Council For approval, approved with conditions applied, tabled until another Board Meeting (incomplete or other information required) or recommended for disapproval.
6. HARB's recommendation becomes an agenda item for City Council to consider regarding the issuance of a *Certificate of Appropriateness* at the next City Council Meeting.

Application Package

Submission Checklist for Signs and Awnings

The application and drawings and one (1) copy of all other items are required for Submission to the City of Bradford HARB at least eight (8) business days prior to the next scheduled HARB meeting . See schedule on page 2 of Application Package.

- Application for Sign/Awning Permit
- Application for *Certificate of Appropriateness*
- Map: circle the building location on the historic district map
- Photographs: 4" X 6" (or larger) labeled photograph(s) showing:
 - a. All public views of the historic building
 - b. The historic building and any adjacent structure(s)
- Scaled Drawings of the building and sign showing:
 - a. Proposed location on the building of the exterior awning, window advertisement, and/or door advertisement.
 - b. Elevation (front view) drawing of sign showing lettering/logo or other graphics.
 - c. Detail of the sign will be attached to the building. (see note)
 - d. Detail of the type of illumination, either internal or external, to be used, if any.
 - e. Any treatment of the edge of the sign, if exposed.
- Samples of the specific type face to be used and exact size of letters.
- Samples of the Sign or Awning materials.
- Samples: color chips of ALL COLORS on the sign or awning (see City Color Chart)
- Additional Information required by HARB (after initial application review)
- NOTE:** *The HARB must have all this information in order to consider the application. Incomplete applications will be recommended for denial unless a postponement is requested. Any new sign or existing sign requiring removal and re-installation requires a sign permit from the City of Bradford.*

Application Package

Submission Checklist for Additions and New Construction

The application and drawings and one (1) copy of all other items are required for Submission to the City of Bradford HARB at least eight (8) business days prior to the next scheduled HARB meeting . See schedule on page 2 of Application Package.

- Application for Zoning and/or Building Permit, if applicable
- Application for *Certificate of Appropriateness*
- Map: Circle the location of the building on the historic district map
- Photographs: 4" X 6" (or larger) labeled photograph(s) showing:
 - a. All public views of the historic building
 - b. The historic building and any adjacent structure(s)
- Scaled Drawings (to scale at least 3/4" = 1') showing
 - a. site plan including adjacent structures (@ 1/4"=1')
 - b. Proposed changes to historic building.
 - c. Elevations of the historic building illustrating changes, including texture, relative grade, and elevations related to floor level.
 - d. Floor plans of affected exterior walls of the historic building (@1/4"=1')
 - e. Details of exterior elements (i.e. cornices) illustrating all changes or new construction.
- Additional Information required by HARB (after initial application review)
- NOTE:** *The HARB must have all this information in order to consider the application. Incomplete applications will be recommended for denial unless a postponement is requested.*

Application Package

Submission Checklist for Renovations and Alterations

The application and drawings and one (1) copy of all other items are required for Submission to the City of Bradford HARB at least eight (8) business days prior to the next scheduled HARB meeting . See schedule on page 2 of Application Package.

- Application for Zoning and/or Building Permit, if applicable
- Application for *Certificate of Appropriateness*
- Map: Circle the location of the building on the historic district map
- Photographs: 4" X 6" (or larger) labeled photograph(s) showing:
 - a. All public views of the historic building
 - b. The historic building and any adjacent structure(s)
- Scaled Drawings (to at least 3/4" = 1') showing:
 - a. site plan including property adjacent structures.
 - b. proposed changes to the historic building.
 - c. Details of exterior elements (i.e. cornices) illustrating all alterations or renovations.
 - d. Samples of catalogue cuts of materials to be used.
- Additional Information required by HARB (after initial application review)
- NOTE:** *The HARB must have all this information in order to consider the application. Incomplete applications will be recommended for denial unless a postponement is requested.*

Application Package

Submission Checklist for Repairs and Replacements

The application and drawings and one (1) copy of all other items are required for Submission to the City of Bradford HARB at least eight (8) business days prior to the next scheduled HARB meeting . See schedule on page 2 of Application Package.

- Application for Zoning and/or Building Permit, if applicable
- Application for *Certificate of Appropriateness*
- Map: Circle the location of the building on the historic district map
- Photographs: 4" X 6" (or larger) labeled photograph(s) showing:
 - a. All public views of the historic building
 - b. The historic building and any adjacent structure(s)
- Samples of catalogue cuts of materials to be used. (paint chips, siding, etc)
- Additional Information required by HARB (after initial application review)
- NOTE:** *The HARB must have all this information in order to consider the application. Incomplete applications will be recommended for denial unless a postponement is requested.*

City of Bradford, Pennsylvania

Historic Architectural Review Board

Application Package

Submission Checklist for Demolition

The application and drawings and one (1) copy of all other items are required for Submission to the City of Bradford HARB at least eight (8) business days prior to the next scheduled HARB meeting . See schedule on page 2 of Application Package.

- Application for Demolition Permit & Sanitary Disconnect Permit
- Registered Architecture/ Engineers Report showing why structures cannot be preserved.
- Application for *Certificate of Appropriateness*
- Map: Circle the location of the building on the historic district map
- Photographs: 4" X 6" (or larger) labeled photograph(s) showing:
 - a. All public views of the historic building
 - b. The historic building and any adjacent structure(s)
- Post- Demolition site plans including:
 - a. Time Table (see Note)
 - b. Performance Bonds/ Letters of credit
- Additional Information required by HARB (after initial application review)
- NOTE:** *The HARB must have all this information in order to consider the application. Incomplete applications will be recommended for denial unless a postponement is requested. The time between demolition and new construction shall not exceed six (6) months.*



Prepared by
 TAYLOR & TAYLOR ASSOCIATES, INC.
 Historic Preservation & Community Development Specialists
 9 Walnut Street
 Brookville, PA 15825
 814-843-4300
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DISTRICT MAP

Scale: 1" = 475'

Legend:

District Boundary

All resources are contributing unless their numbers are enclosed, indicating that they are non-contributing features.

