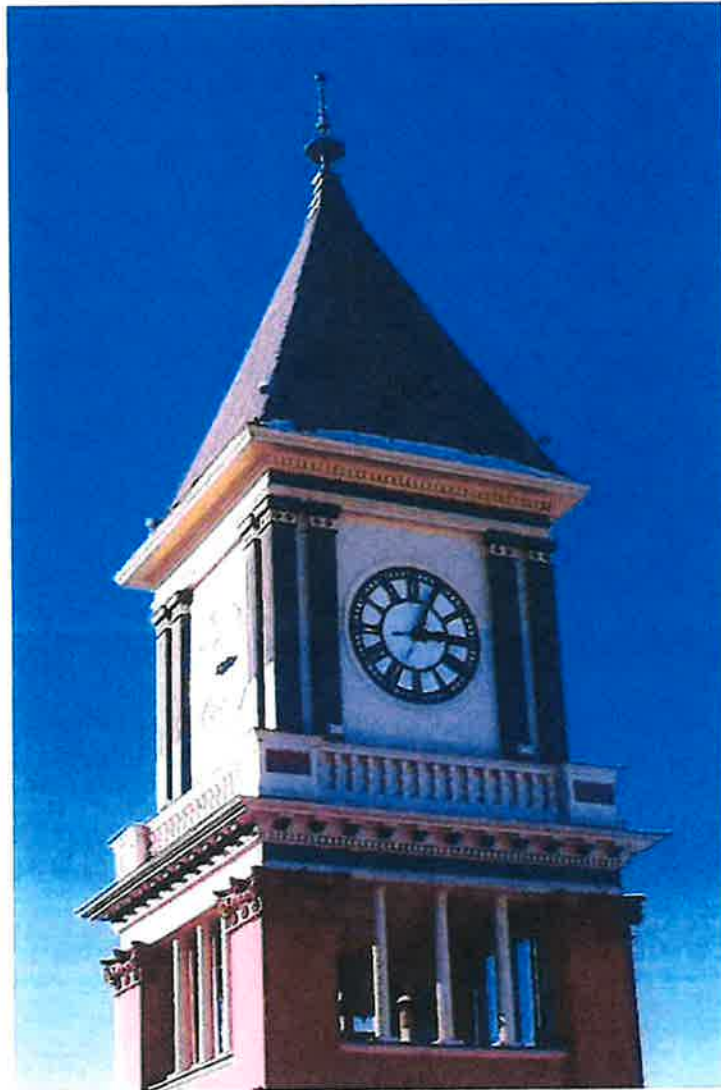


City of Bradford, Pennsylvania

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

SESSIONS 2021

AMEND ORDINANCE GENERAL FILE NO. 2866

“AN ORDINANCE AMENDING AN ORDINANCE OF THE CITY OF BRADFORD, MCKEAN COUNTY, PENNSYLVANIA, PROVIDING FOR HISTORIC PRESERVATION.”

IT IS HEREBY ENACTED AND ORDAINED by the City Council of the City of Bradford, County of McKean, Pennsylvania, that Ordinance General File No. 2866 be amended as follows:

Article I

Historic District; Board of Historical Architectural Review

[Adopted 5-11-1971 by Ord. No. 2866; amended in its entirety 1-12-1999 by Ord. No. 2866.1]

§ 125-1 Creation of Historic District.

In accordance with the provisions of an Act entitled "An Act authorizing counties, cities, boroughs, incorporated towns and townships to create historic districts within their geographic boundaries; providing for the appointment of Boards of Historical Architectural Review, empowering governing bodies of political subdivisions to protect the distinctive historical character of these districts and to regulate the erection, reconstruction, alteration, restoration, demolition or razing of buildings within the historic district," adopted by the Governor of the Commonwealth of Pennsylvania on the 13th day of June 1961, and to protect the portions of the City of Bradford which recall the rich architectural and cultural heritage of our City and state, to awaken in our people an interest in our historic past and to promote the general welfare, education and culture of our City, there is hereby created in the City of Bradford an historic district to be known as "Historic Bradford."

§ 125-2 Limits of Historic District.

[Amended 7-10-2001 by Ord. No. 2866.2]

The limits of the Historical District of Bradford are defined as follows: located in the City of Bradford, McKean County, Pennsylvania, beginning at the southeast corner of Mechanic Street and Central Alley, then eastward along the south curb line of Central Alley c. 150 feet to the northeast corner of the property line of 23 East Washington Street; then south along the east property line of 23 East Washington Street c. 120 feet to the south curb line of East Washington Street; then eastward along the south curb line of East Washington Street across the Tuna Creek Bridge c. 130 feet to the northwest corner of the property at 40 Boylston Street; then south along the west property line of the property at 40 Boylston Street c. 80 feet to its southwest corner; then eastward along the south property line of 40 Boylston Street c. 130 feet to its southeast corner; then northward along its east property line c. 80 feet to the south curb line of Boylston Street and then eastward along the south curb line of Boylston Street

efficient growth and development of the City. The City of Bradford hereby establishes a procedure for maintaining architectural standards in the construction of new buildings and in the modification or removal of existing buildings and providing and implementing a coordinated and comprehensive plan for the preservation of the Historic District.

§ 125-5 Board of Historical Architectural Review established; membership; terms.

A Board of Historical Architectural Review (HARB) is hereby established, to be composed of five members and two alternates appointed by City Council, one of whom shall be a registered architect, one a licensed real estate broker, one the Building Inspector of the City of Bradford, one with knowledge of architectural history and additional persons with knowledge of and interest in the preservation of the Historic District. The initial terms of the first nine members of the Board shall be so fixed that no more than three members shall be replaced or reappointed during any one calendar year. Terms will last three calendar years. After three successive term appointments, members are ineligible of serving the following term, unless there are no other qualified applicants.

§ 125-6 Board compensation, training and vacancies; removal of members.

A. Compensation. Members of the Board shall serve without compensation. The Board may hire and pay staff. The members of the Board may incur other necessary and appropriate expenses and may be reimbursed for these expenses. When an expense exceeds \$500, the City Council, by resolution, will review and vote and, upon acceptance, authorize the proper officers to make payment.

B. Removal of members. Any member of the Board who fails to attend three consecutive regularly scheduled meetings or 50% of the meetings actually held in a calendar year may be removed from office by a vote of the Board.

C. Board training. Each member of the Board shall attend at least one workshop, seminar or training session (minimum of four hours) per year related to historic preservation and approved by the State Historic Preservation Officer. Each staff member shall also attend at least one training session per year.

D. Board vacancy. When a vacancy occurs on the Board, the remaining members shall recommend as soon as possible but within 60 days the name of a person to City Council to fill that vacancy, so that Council may act on that nomination at its next regularly scheduled meeting. The members of the Board may delegate this responsibility to the Chair.

§ 125-7 Powers and duties of Board.

The Board shall give counsel to the Council of the City of Bradford regarding the advisability of issuing any certificates required to be issued pursuant to said Act of June 13, 1961, and this article. For this purpose, the Board may make and alter rules and regulations for its own organization and procedures, consistent with the ordinances of the City and the laws of the commonwealth.

A. Meetings.

(1) The time and date of scheduled meetings of the Board shall be published in the local newspaper.

(2) Meetings will be held on an as-need basis when applications are submitted. Cancelled meetings will be rescheduled.

(3) Written or personal notice of each regularly scheduled meeting of the Board and all items on the agenda shall be sent to each Board member at least five days prior to the day named for the meeting.

record all votes of the Board, its reports and the minutes of all its transactions. The Secretary shall keep or cause to be kept all books, records and papers and shall perform or cause to be performed all other duties pertaining to this office which may be assigned by the Chairperson or by the HARB.

(3) The Secretary shall notify all Board members of meetings.

E. Books and records.

(1) The Secretary to the Board shall keep an original record of the proceedings of the Board and its bylaws, including all amendments. All recommendations of the Board shall be permanently filed with the official City records. Every member of the Board shall have the right to examine the books and records of the Board and to make copies for any proper purpose.

(2) The Secretary to the Board shall keep a record of all property information forms for HARB review of buildings contributing to the Historical District of Bradford. The forms will be completed by individuals who meet the Secretary of the Interior's Professional Qualification Standards for Architectural History. These forms will be updated with HARB- Approved alterations

(3) The members of HARB shall make an annual report to the governing body, which shall include:

(a) Any recommendations for changes in the ordinance.

(b) The number and types of cases reviewed.

(c) The number of cases for which a certificate of appropriateness was either approved or denied.

(d) Number of HARB meetings which each member attended.

(e) Historic preservation related training which each member attended.

(f) A narrative summary describing the state of preservation in the Bradford Historic District with recommendations in policy, goals and objectives for the Bradford governing body's consideration.

F. Board powers. The Historic Architectural Board of Review shall be authorized to:

(1) Give recommendations to the City of Bradford governing body regarding the advisability of issuing any certificate of appropriateness.

(2) Make such investigations and studies of matters relating to historic preservation, including consulting with historic preservation experts, Bradford's City Council or the Board itself, as it may, from time to time, deem necessary or appropriate for the purpose of preserving historic resources.

(3) Perform historic preservation activities as the official agency of the City of Bradford Historic Preservation Program.

(4) Employ persons, if necessary, to carry out the responsibilities of the Board.

(5) Receive donations, grants, funds or gifts of historic property and acquire and sell historic

substantial adverse effect on the aesthetic, historical or architectural significance of the property itself,
the district or neighboring properties in such district.

(2) In making this determination, the Board's decision to approve, approve with modification(s),
or
deny an application for certificate of appropriateness for an individual landmark, [interior
landmark],
[scenic landmark] will be guided by the Secretary of the Interior's Standards for Rehabilitation
by the
following principles:

- with
- (a) Properties which contribute to the character of the historic district shall be retained,
their historic features altered as little as possible.
 - (b) Any alteration of existing properties shall be compatible with the surrounding historic district.
 - (c) New construction shall be compatible with the historic district in which it is located.

(3) In applying the principle of compatibility set forth in paragraph (2) of this Section, the Board shall consider the following factors:

- relative to
- (a) The general design and character of the proposed alteration or new construction
existing features of the property or improvement.
 - (b) The scale and visual compatibility of the proposed alteration or new construction in relation to the property itself, surrounding properties and the historic district.
 - (c) Texture and materials, and their relation to similar features of the properties and other properties in the historic district.
 - (d) Visual compatibility with surrounding properties, including proportion of the
property's
roof
façade, proportion and arrangement of windows and other openings within the façade,
shape, and the rhythm of spacing of properties on streets, including setback.
 - (e) The importance of historic physical and visual features to the significance of the
property.

§ 125-9 Application procedures.

[Amended 7-9-2002 by Ord. No. 2866.3; 7-11-2006 by Ord. No. 2866.6]

Upon receipt of a completed application for a building permit or a certificate of appropriateness for work to be done in the District, the Building Inspector shall determine whether the work being proposed needs to be forwarded to HARB staff for administrative approval review. If not, he shall forward copies of the completed application for a building permit together with copies of any plot plan and building plans and specifications filed by the applicant to HARB. HARB staff shall be the City Building Inspector. Any changes that occur to the building in which there is no alteration of the exterior structure shall constitute approval by the HARB staff.

A. It shall be the duty of the HARB to review plans for any identified actions listed below, and such

(2) No owner or person with an interest in real property designated as an individual landmark or included with an historic district shall permit the property to fall into a serious state of disrepair. Maintenance shall be required, consistent with the Property Maintenance Code of Pennsylvania Uniform Fire Prevention and Building Code and all other applicable local regulations.

(3) Every owner or person in charge of an improvement on a landmark site or in an historic district shall keep in good repair:

(a) All of the exterior portions of such improvements and

(b) All interior portions thereof which, if not so maintained, may cause or tend to cause the exterior portions of such improvement to deteriorate, decay or become damaged or otherwise to fall into a serious state of disrepair

Examples of types of prohibited disrepair include, but are not limited to:

i: deteriorated or crumbling plasters, mortar or facades;

ii: deteriorated or inadequate foundation;

iii: defective or deteriorated flooring or floor supports or any structural floor members of insufficient size to carry imposed loads with safety;

iv: deteriorated walls or other vertical structural supports that split, lean, list or buckle due to defective material or deterioration;

v: members of ceilings, roofs, ceiling and roof supports or other horizontal members which sag, split or buckle due to defective material or deterioration or are of insufficient size to carry imposed loads;

vi: ineffective or inadequate waterproofing of exterior walls, exterior chimneys, roofs, foundations or floors, including windows or doors which may cause or tend to cause deterioration, decay or damage;

vii: defective or insufficient weather protection for roofs, foundation or exterior wall covering, including lack of paint or weathering due to lack of paint or other protective covering, which may cause or tend to cause deterioration, decay or damage;

viii: fireplaces or chimneys which list, bulge or settle due to defective material or deterioration or are of insufficient size or strength to carry imposed loads with safety or any fault or defect in the building or structure which renders it not properly watertight or otherwise compromises the life and character of the building or structure

(4) Interiors: Every owner or person in charge of an improvement to an interior landmark shall keep in good repair:

i: all portions of such interior landmark and

ii: all other portions of the improvement which, if not so maintained, may cause or tend to fall into a serious state of disrepair

(5) Every owner or person in charge of a scenic landmark shall keep in good repair all portions thereof.

§ 125-10 **Actions of Board.**

A. The HARB may recommend without reservations or may conditionally recommend subject to specific modifications any application as set forth in § 125-9 hereof, provided that a finding of excessive

- C. A list of the surrounding structures with their general exterior characteristics.
- D. The effect of the proposed change upon the general historic and architectural nature of the district.
- E. The appropriateness of exterior architectural features of the building which can be seen from a public street or way.
- F. The general design, arrangement, textures and material of the building and the structure and the relation of such factors to similar features of buildings or structures in the district.
- G. The opinion of the HARB as to the appropriateness of the work or project proposed as it will preserve or destroy the historic character and nature of the district.
- H. The specific recommendations of HARB based on findings of fact as to the issuance by City Council or its refusal to issue a certificate of appropriateness.
- I. Notification of the applicant by the City Council of its consideration upon receipt of the written report from HARB that it shall consider the application at the next regularly scheduled or special meeting the question of issuing to the Building Inspector a certificate of appropriateness authorizing a permit for work covered by the application. The applicant shall be advised by the City of Bradford Secretary of the time and place of meeting at which the application shall be considered. The applicant shall have the right to attend this meeting and be heard as to the reasons for filing said application.
- J. Final notification by City Council. In either case of approval or disapproval, the City shall notify the applicant of its decision within five days of its meeting at which the application was being considered.
- K. Any applicant who is dissatisfied with the action taken by the City Council shall have the right, but shall not be required, to petition the Council within 15 days of Council's decision asking Council to reconsider its action. Any such petition shall be in writing and shall set forth a brief statement of the grounds relied upon. Upon receipt of such petition, the Council shall set a time and place for a hearing on said petition, which shall take place within 15 days of receipt of the petition. At such hearing, the petitioner shall be given an opportunity to be heard and show why such decision should be reversed or modified and a permit granted. After such hearing and within five days therefrom, the Council shall sustain, modify or reverse its initial action. Any aggrieved party may appeal the final order to the Court of Common Pleas in accordance with the provisions of the Local Agency Law (2 Pa.C.S.A. § 551 et seq. and 2 Pa.C.S.A. § 751 et seq.) **[Added 5-14-2004 by Ord. No. 2866.4]**
- L. In order to safeguard persons and property against the hazards and perils incident to defective electrical wiring and apparatus that are in existence within the limits of the Bradford Historic District, the Building Official is hereby given the duty to inspect with his agents and the representative or representatives of the Underwriters or similar organizations, when requested by property authority or when public interest so requires, any premises within the Historic District at reasonable times to ensure that the existing electrical wiring system and apparatus are not defective and unsafe.

1. Written reports requesting certificates of appropriateness for alterations to historic buildings

[12] Estimates of the cost of the proposed erection, reconstruction, alteration, restoration, demolition or razing and an estimate of any additional cost that would be incurred to comply with the recommendations of the Board for changes necessary for it to approve a certificate of appropriateness.

[13] Form of ownership or operation of the property, whether sole proprietorship, for profit or nonprofit corporation, limited partnership, joint venture or other.

(b) The Review Board may require that an applicant furnish additional information relevant to its determination of unreasonable economic hardship.

(c) Should the Review Board determine that the owner's present return is not reasonable, it must consider whether there are other uses currently allowed that would provide a reasonable return and whether such a return could be obtained through investment in the property for rehabilitation purposes.

(2) The property cannot be adapted for any other use permitted by the Zoning Ordinance in the zoning district in which the property is located, whether by the current owner or by a purchaser, which would result in a reasonable return.

B. The City Council shall hold a public hearing on the hardship application, at which time an opportunity will be provided for proponents and opponents of the application to present their views. Such a hearing will be within 90 days of filing of the hardship application. Notice of the hearing shall be printed in the newspaper in the City of Bradford at least one time and at least five days, but not more than 10 days, before the hearing. The applicant shall pay the cost of the legal notice.

C. The applicant shall consult in good faith with the HARB and interested parties in a diligent effort to seek an alternative that will result in the preservation of the property.

D. Should the applicant satisfy the Review Board that he will suffer an unreasonable economic hardship if a certificate of appropriateness is not approved, and should the Review Board be unable to develop with the City of Bradford or appropriate local, statewide and national preservation organizations a solution which can relieve the owner's economic hardship, the Review Board must recommend a certificate of appropriateness for demolition.

§ 125-14 Objectives to guide Board.

In reviewing all applications, the HARB shall act to accomplish the following:

A. To assure architectural compatibility, such as historical and architectural values, architectural style, design, arrangement, texture, material and color.

B. To provide controls for signs, fences, outdoor lighting, utility services and accessory buildings.

C. To advise, where justified, the use of special policies so as to improve such aids or other incentives so that privately owned projects may realize a reasonable return.

D. To prevent the demolition or destruction of significant structures whose preservation is an objective of the district.

- (1) Height. The height of a building shall be compatible with the surrounding buildings.
 - (a) Generally, maximum building height shall not be greater than the taller of the next two abutting structures on each side of the building site, provided that such structures are in conformance with bulk regulations of the zoning district.
 - (b) Generally, minimum building height of a street facade shall not be less than the lower of the next two abutting structures on each side of the building site, provided that such structures are in conformance with bulk regulations of the zoning district.
- (2) Scale. The relationship of a building and its elements to human size, form and perception. The scale of a building shall be compatible with the surrounding buildings.
- (3) Proportion. The relationship among the dimensions of various elements.
 - (a) Front facade. The relationship of the width of a building to the height of the front elevation shall be compatible with the surrounding buildings.
 - (b) Openings. The relationship of the width of windows and doors to their height shall be compatible with the surrounding buildings.
- (4) Rhythm. The pattern resulting from repeated elements such as window and door openings, columns, arches and other facade elements. The rhythmic relationship between a building's facade elements shall be compatible with the surrounding buildings. In cases where new construction occupies more than one house lot, the rhythm of the separate building units existing on the street shall be carried across the facade. Some of the ways this may be achieved include the grouping of openings in clusters, the employment of reveals in wall plans or the use of structural bays.
- (5) Directional expression. The directional expression of a building shall be compatible with the dominant horizontal or vertical expression of the surrounding buildings.
- (6) Massing and open space. The relationship of a building to open space between it and the adjoining buildings shall be compatible with the character of the surrounding area.
- (7) Setback. The front yard setback for the building line of all new construction shall be no closer to the street than the closest or no further from the street than the next two abutting structures on each side of the building site, provided that such structures are in conformance with area regulations of the zoning district.

C. Major building elements.

- (1) Storefronts. Existing historic storefronts shall be retained and rehabilitated whenever possible. Storefronts which have been altered or removed shall be restored or compatibly redesigned.
- (2) Doors. Existing historic doors and openings shall be retained and rehabilitated wherever possible. Restoration of historic openings is to be encouraged where they have been previously altered. Where doorways must be altered to meet current building code and safety requirements, doors and

products. All signs and other displays constructed of materials other than solid wood must be painted or displayed on material of a uniform color, except where the sign includes a border. The border of any sign or other display shall be of a uniform width and color.

(7) All signs or other displays must be painted in colors chosen from the historic color chart. The historic color chart is available in the City Clerk's office.

(8) To the extent that there exists any conflict between the City of Bradford Zoning Code (Chapter 220) and either this article or Chapter 178, the provisions of this article and Chapter 178 shall control.

F. Demolition.

(1) In the case of structures of architectural or historical significance, the developer shall be required to show good cause as to why such structures cannot be preserved. All applications for demolition shall be required to show why structures cannot be preserved, except in the case of structures identified as having no architectural or historical significance (non-contributing to the district).

(2) Applications for demolition shall include plans for development of the site following demolition. Such plans must include an acceptable timetable and guarantees, which may include performance bonds/letter of credit for demolition and completion of the project. The time between demolition and commencement of new construction shall not exceed six months.

(3) Relocating structures of architectural or historic significance may be permitted as an alternative to demolition.

G. Demolition by neglect. All buildings and structures within the Bradford Historic District shall be maintained in good repair, structurally sound and reasonably protected against decay and deterioration.

§ 125-16 Severability.

The provisions of this section shall be deemed to be severable, and if any of such provisions shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions of this section.

§ 125-17 Expiration of decisions.

Unless otherwise specified or extended by the HARB, decisions on all applications granted after the effective date of this amendment shall expire after one year. This will occur if the applicant fails to obtain the necessary building permit to construct any project and begin actual construction or to comply with the conditions of said authorization within one year from the filing date of such decision thereof.

§ 125-18 Enforcement; violations and penalties.

The Building Inspector shall have the power to institute any proceedings at law or in equity necessary for the enforcement of this article in the same manner as in his enforcement of the Building Code of the City of Bradford, set forth as follows in Chapter 80, Building Construction:

A. **117.4 Violation penalties:** Any person who shall violate any provision of this code or who shall fail to comply with any requirement thereof or who shall erect, construct, alter or repair a building or structure in violation of an approved plan or directive of the Building Official, or of a permit or certification issued under the provisions of this code, shall, upon conviction thereof, be sentenced to pay a fine of not less than \$100 and not exceeding \$600 for each and every offense. Whenever such person

EXTERIOR ENVIRONMENTAL FEATURES

All those aspects of the landscape or the development of a site which affect the historical character of the property.

HISTORIC DISTRICT

A geographically definable area possessing a significant concentration, linkage or continuity of sites, buildings, structures or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history.

HISTORIC PROPERTY

An individual building, structure, site or object, including the adjacent area necessary for the proper appreciation thereof designated by the Historic District.

MATERIAL CHANGE IN APPEARANCE

- A. Reconstruction or alteration of the size, shape or facade of an historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details or elements.
- B. Demolition of excavation for construction purposes.
- C. Commencement of excavation for construction purposes.
- D. A change in the location of advertising visible from the public right-of-way.
- E. The erection, alteration, restoration or removal of any buildings or other structure within an historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

OBJECT

A material thing of functional, aesthetic, cultural, historical or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

SITE

The location of a significant event, an historic occupation or activity or a building or structure, whether standing, ruined or vanished, where the location itself maintains historical or archaeological value regardless of the value of any existing structure.



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	Renovations
Repairs*	Signs-new/revised.
Awnings-new/revised	Building Relocation
Porch Enclosures	Structure Removal**
Demolition	Storm Door
Replacement Windows	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

*H*istoric *A*rchitectural *R*eview *B*oard

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.*

City of Bradford

H_{istoric} A_{rchitectural} R_{evuew} B_{oard}

APPLICATION FOR: A CERTIFICATE OF APPROPRIATENESS

Property Address: *(please type or print legibly)*

APPLICANT INFORMATION:

Name: Phone Number: ()

Address: Zip Code:

Applicant's Capacity (Owner, Lessee, Agent):

OWNER INFORMATION: *(If different from above)*

Name: Phone Number: ()

Address: Zip Code:

PROPERTY INFORMATION:

Name of Business:

Property Address:

Proposed Use (if different from current use):

Was a copy of the design guideline brochure appropriate to the project made available?

Yes No

DESCRIBE THE PROJECT: *(check all that apply)*

1 Additions/New Construction/Subdivision

- Additions
- New Construction
- Building Relocation
- Subdivision/Land development (for info only)
- Variance (for info only)

2 Alterations/Renovation

- Storefront
- Roof/chimney/comice
- Walls
- Doors
- Windows/shutters
- Porch/stoop/stairs
- Repointing
- Exterior cleaning
- Paint
- Trim
- Fences/walls/gates

3 Repair/Replacement

- Storefront
- Roof/chimney/comice
- Walls
- Doors
- Windows/shutters
- Porch/stoop/stairs
- Repointing
- Exterior cleaning
- Paint
- Trim
- Fences/walls/gates

4 Signs/Awnings

- Sign
- Awnings
- Other sign

5 Demolition

- Demolition

6. Other _____

City of Bradford

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APPLICATION FOR: **A CERTIFICATE OF APPROPRIATENESS**

DETAILED DESCRIPTION OF THE PROJECT: *(see attached checklists for details and attachments required).* Describe work on the exterior only.

PRESERVATION OF HISTORIC CHARACTER:

What steps will be taken to preserve your building's historic character and that of the surrounding district?

Other Information HARB should take into consideration regarding the application.

City of Bradford

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APPLICATION FOR: A CERTIFICATE OF APPROPRIATENESS

COMPLETE THE FOLLOWING ONLY IF APPLYING FOR SIGN OR AWNING APPROVAL.

Please review the City of Bradford's sign ordinance for guidelines.

Location proposed signage: *attach a 4" x 6" photograph of the building and indicate where the sign will be attached to the building*

Size: (Overall measurements):

Sign or Awning Shape: *Attach samples*

Sign or Awning Materials: *Attach samples*

Sign or Awning Color: *Attach color chips and fabric sample of all colors*

Lettering: *Attach samples of the type style, type size and color of the lettering*

Wording:

Color of Wording:

Background:

Method of Mounting the Sign on the Building: *Attach diagrams*

Edge Treatment of Sign, If Exposed: *Attach diagrams*

Lighting of the Sign (location of lighting, internal/external, and light source): *Attach diagrams*

Installer: _____

Address: _____

Phone: _____

Estimated Cost of

Sign: _____

Signature of Applicant _____ Date _____

Signature of Owner(s) _____ Date _____

Note:

- 1.) **If you are the Applicant and DO NOT own the property, the signature of the Property Owner MUST be obtained indicating their approval for the project being considered. This must be done prior to the meeting.**
- 2.) **This application must be submitted to the City Clerk's Office a minimum of eight (8) calendar days before the scheduled HARB meeting.**

(For Office Use Only)

Approved / Denied

Officers Signature: _____ Date: _____

Permit #: _____ Date Issued: _____

Fee: _____

BRADSON HISTORIC DISTRICT
 BRADFORD, WYOMING COUNTY, PENNSYLVANIA

Prepared by
 TAYLOR & TAYLOR ASSOCIATES, INC.
 Historic Preservation & Community Development Specialists
 9 Walnut Street
 Brookville, PA 15825
 814-843-4900
 January, 2000

DISTRICT MAP
 Scale: 1" = 475'

Legend:

District Boundary

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

