



# City of Williamsport

245 West 4th Street · Williamsport, PA 17701  
(570) 327-7500

## Community & Economic Development

(570) 327-7577

### HARB Application

Date: \_\_\_\_\_

#### Property Information

Property Location:

Owner First Name:

Owner Last Name:

Address:

City:

State:

Zip:

Phone:

Alternate Phone:

Email:

Building Type (check all that apply):

Residential  
 Educational

Commercial  
 Barn

Garage  
 Vacant Land

Religious  
 Other

Roof Material:

Exterior Building Material(s):

Window Material:

Door Material:

Siding Material:

Gutter Style:

Porch Railing:

#### Contractor Information

Contractor Name:

Phone:

Email:

## Proposed Work Information

**Description of work to be done:**

Describe the location (front, rear, north, south, 1st, 2nd floor). Describe existing material. Will you repair the original, or install new material that is same as the original? Will you salvage old material for reinstallation or use substitute material? Will you remove something completely? Can you repair or replace in kind? Please include photos. Drawings/Elevations are required for reconstruction, replacement, rebuilding and new construction.

**Materials proposed:**

(Examples: 4" clapboard or 6" cement board, or fir tongue & groove) You may provide brochures or samples. Consider if your new work will look like the old, same width, size, shape, style, and material? If not, what will it look like? Use additional sheets as needed.

Estimated Cost:

## Compliance Information

Applications must be submitted BY 3:00 PM the Wednesday before the meeting. Late or incomplete applications will not be accepted. Photographs, drawings, samples, or brochures and a clear description of the requested work and materials are required with the application. Include support documentation of the conditions if requesting demolition, or removal of original materials, or installation of substitute material. Provide samples showing the appearance of replacement material. Include drawings for all new construction.

The owner or representative should attend the HARB meeting.

FYI Historic Tax Credit applications are reviewed by the State Preservation Office, Commonwealth Keystone Building, Harrisburg, PA 17120. Call (717) 787-0772 for information on Historic Tax Credits.

Remember, a HARB review is required BEFORE you start work. A Building Permit may also be required.

I declare I have examined this form as well as any accompanying photos, drawings, samples and under penalty of perjury believe it to be true, complete, and correct.

Applicant Signature:

## Your application should include the following information as appropriate to the requested work.

Incomplete information may delay or cause your application to be recommended for denial.

1. A Written Description of the project. Describe your project clearly. Is it repair? Is it replacement in kind? Is it a new feature? Is it replacement material? Include information about the materials to be used, such as wood, fiberglass, clapboard...and describe the material by including details like the width of siding and the style of railings or posts.
2. Photographs of the property and of the existing conditions at the work area (s). Please label your photos with the property address and location on the building.
3. A Plot Plan showing the existing and proposed new buildings, fences, additions, walks, driveways, trees, property lines, etc. Measurements should be reasonably accurate. JPEG or PDF files are acceptable. Email: [cblair@cityofwilliamsport.org](mailto:cblair@cityofwilliamsport.org).
4. Include Drawings showing proposed work, noting the work locations, and dimensions. Drawings might include location of a new fence, elevations showing a façade change, a roof shape change, a new porch design, a site plan, or information about a material and style change.
5. Include samples, brochures, illustrations or pictures of items or devices to be installed that depict the appearance, color, texture and scale of the new material. If you believe you cannot repair a historic feature, like a window, or a slate roof, explain why it cannot be repaired. Try to document your reason. If you want to install a non-traditional material, like vinyl, explain why a traditional material is not being used. Show how the non-traditional material will look. Does it replicate the size, color and appearance of the original material?

HARB uses the Secretary of the Interior's Standards to preserve the character of historic buildings and sites, while allowing reasonable change to meet new needs. Follow them when planning your project. [Rehabilitation Standards](#)

1. Use a property as it was originally meant to be used when possible. A new use should require minimal change to distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. Removing distinctive materials or changing features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property is a physical record of its time, place, and use. Changes that create false historical development, adding conjectural features or elements from other styles, will not be undertaken.
4. Changes that have acquired historic significance in their own right will be retained and preserved.
5. Preserve distinctive materials, features, finishes, construction techniques or craftsmanship.
6. Repair rather than replace deteriorated features. If severity of deterioration requires replacement, match new feature to old in design, color, texture, and, as possible, materials. Replacement of missing features has to be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, (like high pressure) should use the gentlest means possible. Treatments that cause damage to historic materials will not be used. (sand blasting or high pressure water cause damage)
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, alterations, or new construction cannot destroy historic materials, features, and spatial relationships. New work will be differentiated from the old but compatible with historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Preservation Briefs have HOW TO information on many repairs and improvements, and are available at the National Parks Service Web Site at [NPS PRESERVATION BRIEFS](#) "NPS-How to Preserve"

If your property is in the Millionaires' Row Historic District, obtain a Certificate of Appropriateness (COA) before performing exterior alterations, repairs, improvements, demolitions, or construction. The Historical Architectural Review

Board reviews requests. There is no fee for a review. Applications are at City Hall, 245 West Fourth Street. Include a clear description of the work, photographs of the building, the work area, and information/samples/brochures of the materials you want to use. All applications are due by 3:00 PM the Wednesday before the meeting. Please submit your application as early as possible. Only items listed on the COA are approved. COA's have a time limit. Approved work must begin within six months of approval and be completed within two years. The COA is not a Building Permit. That is a separate application, obtained from the Bureau of Codes.

HARB monthly meetings are on the 3rd Tuesday, in City Hall Council Chambers at 6:30 PM. You or your representative should attend to answer questions about your project. HARB sends a recommendation about your project to City Council. City Council issues Certificates of Appropriateness. If you want to contest a HARB recommendation, inform HARB members at the meeting. You have the right to discuss your project with City Council. To arrange this, you must contact the City Clerk.

Using this Checklist may help you submit a complete application (check list is not required as part of the app). Does your application include?

- Information on proposed materials, including samples of materials and colors.
- Photographs: showing:
  - Structure (all sides preferred)
  - Close up and distance views of the work location and any items slated for repair or replacement. This includes windows, doors, porch railings, siding, roofing, chimney, and other elements that may be affected by the proposed work. (Label photographs if possible)
- Scaled Drawings for new construction, demolition and reconstruction, and other projects with substantial replacement or changes to material, size or location:
  - Site Plan including the property, adjacent structures and other features such as driveways, fences...
  - Elevations showing proposed changes, including style, pitch...and any proposed changes or additions to the site.
  - Floor plans of affected exterior walls on the historic building (1/4" =1' recommended)
  - Details of proposed exterior elements (i.e., spindles, cornices, balusters...) showing alterations or additions.
- Information, samples or brochures of new or replacement materials to be used
- Drawing of proposed Signs, with material, colors, width, height, lighting, and a photo of installation location. Is sign double sided? What lettering will you use? Logo? (Internally lighted signs are not acceptable)
- For demolition, photographs showing all sides of the building and any portion of the building and site. Include interiors that relate its state of disrepair or substantiate the need for demolition.
- Describe any alteration of window/ door openings, and alteration/removal of exiting elements like chimneys, porches. For Fencing, include height, material, style, and a simple plot plan showing proposed location & existing features.
- Provide support for any request to remove existing historic materials such as slate, wood shakes, clapboard, wood windows, doors, chimneys...
- Is it clear you want to repair or replace or install new?
- Did you identify the existing material and condition?
- Could your work affect other features? Example: Painting may require wood repair. Will a door replacement affect the casings? Will roof replacement affect the gutters, downspouts, chimney.

Consider if your project will or will not require repair, damage, hide or otherwise affect:

Architectural Features	Siding	Roof	Masonry/Brickwork
Chimney	Sills/Casing	Column/Posts	Gutter/Downspout
Eave Cornice/Soffit	Stoop/Stairs	Railing/Baluster	Windows/Screens
Doors/Door Trim	Snow Guards	Fence/Wall/Gate	Storm Shutter
Lattice	Awnings	Dormer/Cupola	Porch Roof
Trim	Porch/Deck		

If your project affects these items please explain how.

## General Information

### Porches:

- Details such as banisters, brackets, balusters, columns, tiles, roof decorations, and railings should be retained.
- Railings shall be constructed of appropriate material complimentary to the design of the porch. Repair columns with like material.
- Repair decking with like material. Tongue and groove is usual.

### Windows and doors:

- Do not introduce or change the location or size of existing windows, doors, and other openings, altering the architectural and historical character of the building. Windows must fit the openings.
- Decorative windows with colored glass, or shapes such as Palladian, Oriels, bays, Gothic arch, or segmented top should not be removed or altered.
- Whenever possible, repairing and retaining original windows and doors is preferable.
- Replacement windows shall duplicate the appearance of the existing original windows in design, size, proportion, reflective qualities, and profiles, including the profile of sash rails, stiles, and muntins.

### New construction:

- A proposed structure shall be compatible with other structures in the district. Consider size, form, proportion, mass, configuration, building materials, texture, color, location on the site, and landscaping. Consider the effect on neighboring buildings. Drawings are required.