



Historic Architecture Review Board Kennett Square Borough

Application Packet

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Historic Architecture Review Board

Kennett Square Borough

Applicant Information Sheet

Introduction

The Kennett Square Borough Historic Architectural Review Board (HARB) is an advisory board created by the Kennett Square Borough Council in May 2015. It was established to review and provide recommendations on proposed new construction projects, demolition, alterations, restorations, rehabilitations, and reconstructions of existing buildings within the Borough's designated Historic District. The HARB's principal objectives are to preserve and protect the cultural, historical, and architectural assets of the Borough and encourage the appropriate development and redevelopment of structures within the Historic District to ensure general harmony between buildings of historic design and those of more modern design in terms of style, form, proportion, texture, and materials.

What is Subject to HARB Review? Only exterior changes to a building or structure that are visible from a public right-of-way are subject to the HARB's jurisdiction. HARB review and Borough Council approval are required for:

- New construction in the Historic District,
- Demolition within the Historic District, and
- Alterations, restorations, rehabilitation, or reconstruction—other than routine maintenance and minor repairs—to buildings and structures within the Historic District.

Who May Apply? The owner of record, or her/his designated representative(s), may apply for a certificate of appropriateness.

What is Not Reviewed by the HARB? Interior changes to buildings or structures are not subject to HARB review. Some types of exterior work may be exempt from HARB review. A complete list of exempted activities is provided in the Kennett Square Borough Code, Chapter 25, Historic District, § 25-2(e), which is available at the following web address:

www.municode.com/library/pa/kennett_square.

IMPORTANT DATES

- **Application Submission Deadline:** 11 days prior to HARB Meeting
- **HARB Meeting:** 3rd Tuesday of every month
- **Borough Council Meeting:** 1st Monday of month following HARB Meeting

7-STEP HARB APPLICATION PROCESS

- STEP 1: Obtain a copy of the application package** from the Kennett Square Borough website (www.kennettsq.org/forms-permits) or Borough Hall at 120 Marshall Street, Kennett Square, PA 19348, (610) 444-6020, 8:30am to 4:30pm Monday–Friday.
- STEP 2: Speak with your architect or contractor** about how the project should meet the HARB requirements. If needed, you may schedule a Pre-Application Review with the HARB. During the review, an applicant may go over preliminary scale drawings and have an informal discussion with the HARB to familiarize the owner of record or her/his representative(s) applying for a certificate of appropriateness with the standards of appropriateness of design that are required.
- STEP 3: Review the checklist in the HARB application.** Determine what materials need to be submitted with the Application. Drawings and photographs are recommended and encouraged. The more information an applicant can provide related to the materials and design of the project, the better.
- STEP 4: Submit a completed HARB application and check for the application fee** to the Code Enforcement Department, 120 Marshall Street, Kennett Square, PA 19348. All checks must be made out to “Kennett Square Borough.” All portions of the application must be completed and all information must be provided for the application to be considered by the HARB. The more information an applicant can provide about the project, including the design, dimensions, and materials to be used, the more likely an application will be reviewed without delay by the HARB. If information is missing, the application will be tabled until the following meeting, and the missing information will be requested from the applicant.
- STEP 5: Attend the HARB meeting.** It is highly recommended that the property owner or a designated representative attend the meeting to present the application.
- STEP 6: The HARB forwards its recommendation to Borough Council for final action.** After an application is reviewed by the HARB and a vote is taken to recommend or not recommend a COA, the application is forwarded to Borough Council for final consideration at its next scheduled meeting. This is typically the first Monday of the month following the date of the HARB Meeting. A member of the HARB will appear at the Borough Council meeting to present the HARB’s recommendation. Applicants are welcome to attend this meeting.
- STEP 7: A Certificate of Appropriateness (“COA”) is issued** by the Borough Council if it votes to approve the application. The COA will be in the form of a letter from the Borough and will advise the applicant of Borough Council’s decision and any conditions placed on that decision. After receiving a COA, the applicant can proceed with obtaining required permits from the Borough

APPLICATION CHECKLIST

All required items must be received before application will be considered

- Completed Application (required, blank form attached)**
 - Designated Contact Person**
 - Address for Designated Contact Person**
 - Email address for Designated Contact Person**
 - Phone number for Designated Contact Person**
 - Description of proposed project**
 - Description of materials to be used**
 - Signature of property owner (*if applicant is not property owner*)**
- Check for application fee (required, \$100 made out to “Borough of Kennett Square”)**
- Plans/Drawings (*required for additions/new construction; strongly recommended for all others*)**
- Plot/site plan or aerial map of property from Google Maps (*recommended*)**
- Photos (required)**
- Sample Construction Materials or Product Literature (*recommended*)**

Submission Schedule: HARB meetings occur on the third Tuesday of every month so long as there are applications to review or other business to be conducted. All applications must be received by the Borough's Code Enforcement Department eleven (11) calendar days prior to the next scheduled HARB meeting to be considered at that meeting. Any applications received after that date will be reviewed at the following HARB meeting.

HARB Meetings are open to the public. It is highly recommended that applicants attend the HARB meeting at which their application is reviewed so that they can provide answers to questions or address concerns raised by HARB members or members of the public.

Once a complete application has been reviewed by the HARB at a regularly scheduled or special meeting, the HARB has thirty (30) days to make a decision and issue a recommendation to Borough Council. Typically decisions will be voted upon by the HARB the night of the meeting at which the application is reviewed; so long as the application is complete and contains sufficient information to issue a recommendation. The HARB's recommendation is then presented to Borough Council at its next regularly scheduled or special meeting, which is typically the first Monday of the month following the HARB Meeting. Applicants may attend the Borough Council meeting and be heard as to their reasons for filing the application. Once Borough Council has reached a decision, it will issue a written notification to the applicant within fifteen (15) days.

The application fee, which covers various expenses incurred by the Borough related to the HARB review process, must be submitted prior to consideration of an application. Otherwise, the application will be rejected by the HARB as incomplete. An application that is deemed incomplete or fails to include adequate information will not be considered and will be tabled until the HARB's next regularly scheduled meeting. The application will then be returned to the applicant to provide the additional information necessary for HARB review.

It is very important that the HARB application be complete to the best of the applicant's knowledge and that contact information is accurate and complete. Incomplete or inaccurate information may result in unnecessary delay in the review of the application.

Timing: On average, the process will typically take approximately one (1) month from the date of submission to the issuance of a COA by Borough Council. Depending on the circumstances, the process may take longer.

What is the Application Fee? The application fee is \$100.00 or as set by resolution of Borough Council. All checks must be made out to "Kennett Square Borough." The application and fee must be submitted to the Kennett Square Borough Code Enforcement Department, 120 Marshall Street, Kennett Square, PA 19348.

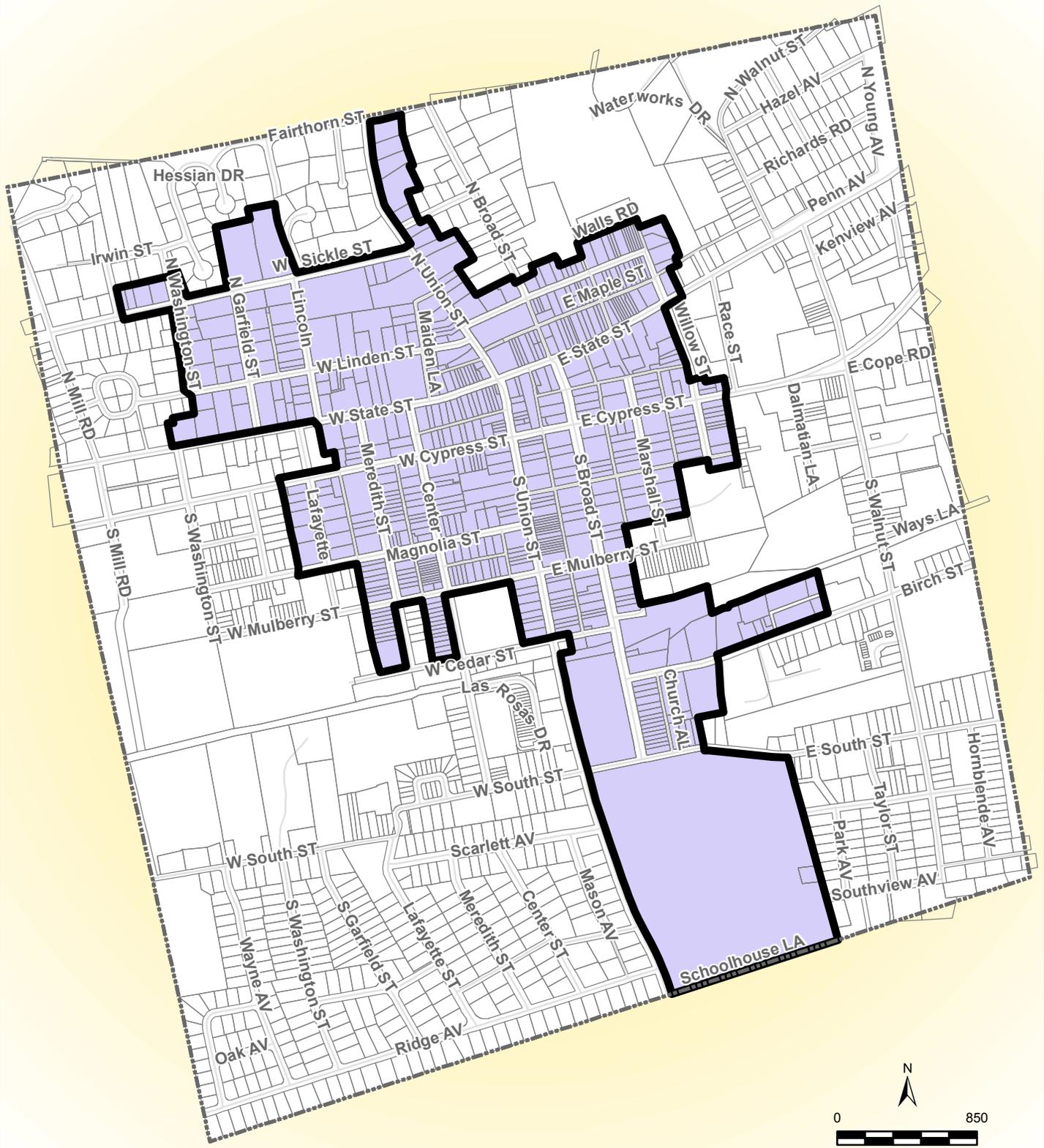
Board Member Composition: The HARB is composed of seven (7) members appointed by Borough Council for three (3) year terms with these credentials:

- A registered architect,
- A licensed real estate broker,
- An inspector from the Borough's Code Enforcement Office, and
- Four (4) Borough residents with demonstrated interest, knowledge, ability, experience, or expertise in restoration, historic rehabilitation, or neighborhood conservation and revitalization. Two of these members must be owner-occupants within the Historic District.

Board Duties and Powers: The HARB is an advisory body to the Borough Council. The HARB reviews applications presented to it and then either recommends or does not recommend that Borough Council issue a Certificate of Appropriateness (COA) to the applicant. Borough Council considers each application and the recommendations of the HARB before taking a final vote on whether to grant or deny a COA. Once an applicant has received a COA from Borough Council, the applicant can pursue other necessary permits are required by the Borough to complete the proposed project. The grant of a COA does not mean that an applicant can immediately begin work. **All applicable zoning and construction approvals must be obtained before building permits may be issued for the work.**

Kennett Square Borough Historic District

Borough of Kennett Square, Chester County, Pennsylvania



Legend



Kennett Square Borough
Historic District

Data Sources:
Base Map Features: Chester County GIS, 2013
District Boundaries: Kennett Square Borough,
Consultant's Analysis

Map prepared by:
Nanci Sarcinello, AICP
Sarcinello Planning & GIS Services

Adopted: May 18, 2015

Date received: _____

Application #: _____

Additional Requirements/Recommendations

- **Color photographs of existing conditions must be provided with the application.**
 - **Make all pictures at least 8 inches by 5 inches, and, if digital, a minimum resolution of 220 ppi.**
 - **Identify whether each picture is an interior or exterior photograph.**
 - **Include a brief description or indicator of what the picture portrays.**
 - **Provide the approximate date each photograph was taken.**
- **Additional application attachments that will assist the HARB in understanding what the proposed work will involve and what the finished appearance will be are highly recommended. Supplemental materials may include, but are not limited to: contractor estimates, visual mock-ups, scale drawings, plot plans, pictures of proposed materials or features taken from the internet, or pictures of examples of similar features on other properties that represent how the work will appear when finished.**

Applicant(s)

Date

Property Owner(s) (*only required if applicant is not property owner*)

Date

**** Failure to include all information requested in this form may result in rejection of the application as incomplete. Provide as much information as possible to avoid any delays in review ****