



# Application for HARB Review

\_\_\_\_\_ Date of Application

**Check List:** Items to be submitted with completed application.

- Plot Plan Drawings
- Elevation Drawings
- Photographs
- Other (specify): \_\_\_\_\_
- Brochure
- Material Sample
- Color Sample

**PLEASE PRINT OR WRITE LEGIBLY**

1. **Owner's Name:** \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Mailing Address (if different): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone (Day): \_\_\_\_\_ Email: \_\_\_\_\_

2. **Street Address of Property to be Reviewed** (if different): \_\_\_\_\_

3. **Contractor's Name:** \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Mailing Address (if different): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone (Day): \_\_\_\_\_ Email: \_\_\_\_\_

4. **Architect/Engineer** (if applicable): \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Mailing Address (if different): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone (Day): \_\_\_\_\_ Email: \_\_\_\_\_

5. **Property Use** (Check all that apply):

- Single Family Residence
- Multi-Family Residence
- Office
- Commercial/Retail
- Industrial
- Institutional
- Vacant

Particular Building Type:

- single, detached
- duplex
- row
- apartment building
- warehouse
- other: \_\_\_\_\_

**Applicant, Complete Back**

## Official Use Only

Date of HARB Review:

Approved:

Date of Council Action:

Approved with Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Denied:

Withdrawn:

Conceptual Review:

**6. Proposed Alteration(s) (list each item separately):**

Example: 1. replace existing front door with wood four-panel door  
2. install storm door

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**7. Costs**

Estimate the total cost of the alteration(s): \_\_\_\_\_

**8. Date of Review**

Date of meeting at which application will be reviewed: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Signature of Building Official: \_\_\_\_\_

- Yellow Placard (to be prominently displayed by applicant on the property where the alterations are proposed)
- Meeting Notice (gives applicant date, time, and location of meeting at which application will be reviewed)

**Official Use Only**

Date of site visit: \_\_\_\_\_

**Property Description** (building inventory data sheet)

Historic Function: \_\_\_\_\_ Particular Type: \_\_\_\_\_ Current Function: \_\_\_\_\_

Architectural Style: \_\_\_\_\_

Exterior Materials: \_\_\_\_\_

Structural System: \_\_\_\_\_ Foundation: \_\_\_\_\_

Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Height: \_\_\_\_\_

Roof Pitch: \_\_\_\_\_ Roof Materials: \_\_\_\_\_ Roof/Wall Junction: \_\_\_\_\_

Dormers: \_\_\_\_\_ Chimney: \_\_\_\_\_

Porch: \_\_\_\_\_ Porch Support: \_\_\_\_\_

General Condition: \_\_\_\_\_ Integrity: \_\_\_\_\_

Field Notes: \_\_\_\_\_

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