

MILFORD BOROUGH ARB

HISTORIC DISTRICT PERMIT APPLICATION

DATE OF APPLICATION: _____

WORK SITE ADDRESS: _____

NAME OF APPLICANT: _____

NAME OF PROPERTY OWNER: _____

OWNER'S ADDRESS: _____ PHONE: _____

PROPOSED WORK (CHECK IF APPLICABLE):

PAINTING _____ GIVE DETAILS INCLUDING COLORS _____

CHEMICAL CLEANING _____ STUCCO _____ SIDING _____

REPAIR, REPLACEMENT OR INSTALLATION OF:

WINDOWS _____ DOORS _____ CORNICE _____ MASONRY/BRICK _____

STAINED/BEVELED GLASS _____ CAST/WROUGHT IRON _____

DOWNSPOUTS/GUTTERS _____ SHUTTERS _____ AWNING _____

LIGHTING FIXTURES _____ STORE FRONT _____ SIGNS _____ TRIM _____

ROOF _____ PORCH/STOOP _____ FENCE _____

OTHER: PLEASE EXPLAIN _____

CONTRACTORS NAME: _____

BUSINESS ADDRESS: _____ PHONE: _____

APPLICANTS SIGNATURE: _____

BOROUGH USE ONLY

REVIEW BOARD

COUNCIL ACTION

PERMIT OFFICER

RECOMMENDED _____

APPROVED _____

PERMITTED _____

RECOMMEDED _____

APPROVED _____

PERMITTED _____

CONDITIONS _____

CONDITIONS _____

CONDITIONS _____

NOT RECOMMENDED _____

DISAPPROVED _____

NOT PERMITTED _____

BUILDING PERMIT OFFICER _____

**ARCHITECTURAL REVIEW BOARD
MLFORD BOROUGH, PIKE COUNTY, PENNSYLVANIA**

“REQUEST FOR CERTIFICATE OF APPROPRIATENESS”

The Milford Borough Historic District Ordinance requires that the Milford Borough Council must approve any exterior addition/alteration/modification of a structure that lies within the designated Historic District of the Borough. Refer to the Ordinance for the location of the Historic District, and those additions and alterations covered under the Ordinance. A Certificate of Appropriateness is based upon the information supplied to the ARB by the Applicant and the conditions of approval by the ARB. The applicant can make no modifications and/or alteration of this approval. The ARB Board will make its recommendations to the Borough Council, which has final authority for approval. Permits from the Milford Borough Building Officer will not be issued before Borough Council has approved a Certificate of Appropriateness. No work can commence on the property until such time as all the above requirements are satisfied.

Location of Property _____
Tenant _____ **Phone** _____
Address _____
Owner _____ **Phone** _____
Address _____
Description of Work _____

DOCUMENTS TO BE SUBMITTED: Interested applicants must submit a completed application, and 10 copies of this application accompanied by only one set of blueprints, diagrams, photographs, designs, color samples, material samples or any written explanation that would make the request more understandable to the ARB. If you are unsure about what type of written or visual documentation is required please ask the building officer or the secretary or any ARB member, because depending on the project all or some of what has been noted may or not be required. All diagrams should be drawn to scale, and it would be helpful if your builder/architect/engineer/contractor is/are present at the ARB meeting to present the plans. If the submission package is not complete and/or submitted to the Borough Secretary or the Building Officer at least 10 days prior to the ARB meeting, the applicant will not be placed on the ARB agenda under formal review. The ARB meets the fourth Monday of every month unless there is a holiday or an emergency. The ARB may schedule additional meetings.

FOR ALL APPLICANTS:

Who prepared supporting documents: _____
Name of Contractor: _____
Address: _____ **Phone:** _____
Applicant’s Signature: _____ **Date:** _____

FOR BOARD USE ONLY

Application Number: _____ **Date Received** _____

ARCHITECTURAL REVIEW BOARD MILFORD BOROUGH

SIGNAGE CHECKLIST

Please be advised that an ARB approval is not permission to erect your sign but simply a recommendation to the Borough Council to approve sign construction. A Milford Borough Zoning Permit is also required and can be obtained at the Borough Office. A detailed drawing of proposed signage, including; design, dimensions, location, materials colors, etc. must be included with the sign application. Please use the following checklist to assure that all information is complete and all required documentation is available for consideration on your application. Please check the corresponding description, which describes your building or sign; if information is asked provide the applicable answer.

Architectural Style of Building
Early American (1740 – 1860) _____
Victorian (1860 – 1920) _____
Modern (1920 – Present) _____

Style of Sign
Freestanding _____
Wall _____
Hanging _____
Projecting _____
Other _____

Illumination for Sign
Internal _____
Shielded Flood Lights _____
Other _____
Not Applicable _____

Material of Sign
Wood _____
Metal _____
Neon _____
Plastic _____
Other _____

Color of Sign
Background _____
Lettering – Painted [] Vinyl []
Other (borders, shading, artwork, etc.) _____
Size and Style of Lettering _____

Please be sure to include authentic color swatches or chips with your application!

Please be sure to include an illustration including the design, fonts, material, dimension etc.

Location

Site Plan _____ If a site plan is used it should be drawn to scale and show your property lines, buildings, and how it affects neighboring properties, indicate all dimensions.

Photographs _____ Location may be adequately demonstrated with a photograph showing where the proposed sign will be positioned on the property.

Who prepared supporting documents: _____

Name of Contractor: _____

Address: _____ **Phone:** _____

Applicant's Signature: _____ **Date:** _____

**PROCEDURES FOR APPLICATIONS BEFORE THE ARCHITECTURAL
REVIEW BOARD OF THE HISTORIC DISTRICT ORDINANCE OF THE
BOROUGH OF MILFORD**

*** All applications under the jurisdiction of the Architectural Review Board (ARB) shall be filed by the Applicant with Borough Secretary who shall forward them to the Pre-ARB members for review.

*** The three Pre-ARB shall review all such applications to determine whether or not they are complete and to perform an initial analysis of project under the Historic District Ordinance and Design Guidelines.

*** The three members should provide if necessary written comments on every such application and supply copies of those comments to applicant and to ARB. Applications that are incomplete (lack one or more of the elements set forth herein) will be returned to the Applicant with a request for additional information or documents.

NO APPLICATION SHALL BE PLACED ON THE AGENDA FOR AN ARB MEETING UNLESS IT HAS BEEN FILED AT LEAST ONE WEEK BEFORE, WHICH UNLESS ADVERTISED IS HELD ON FOURTH MONDAY OF EACH MONTH, AND THE PRE-ARB MEMBERS AGREE IT IS COMPLETE.

EVERY APPLICATION FOR RENOVATIONS TO BUILDINGS IN HISTORIC DISTRICT SHALL INCLUDE AN ANALYSIS OF THE FOLLOWING:

STEP ONE - All renovations shall restore/ repair existing features (i.e., windows, doors, railings, staircases) unless the application can show that restoration or repair is financially or physically unfeasible. If a claim is made that it is physically or financially unfeasible to perform restoration of existing features, application must be accompanied by a written proof (for example, quote from three contractors as to cost and/or a report from architect or engineer that required restoration cannot be performed).

STEP TWO - If the ARB is satisfied that existing features cannot be repaired or restored under subparagraph a, the applicant shall be required to replace the existing features with like designs or like materials unless a replacement is financially or physically unfeasible. If claim is made that it would be physically unfeasible to perform replacement of existing features, application must be accompanied with written proof, for example, three quotes from three contractors as to cost and/or a report from an architect or engineer stating that required replacement cannot be performed.

STEP THREE – If ARB is satisfied that existing architectural features cannot be replaced under subparagraph b, replacement shall be with best available modern material utilizing existing design of building and that material's manufacturer's information, product name, and/or brochures should be include to show utilizing the existing design of the building.

EVERY APPLICATION FOR TOTALLY NEW BUILDINGS IN THE HISTORIC DISTRICT SHALL INCLUDE AN ANALYSIS OF THE FOLLOWING:

*** The architectural style of the existing building in the neighborhood and how the plans for the new building complement that style.

*** The use of materials, textures and features of the existing buildings in the plans for the new building.

*** Colors of all exterior materials indicating the model number, style number, color number and other manufacturer's information on all products.

REQUIRED DOCUMENTS – WHEN ARE PLANS REQUIRED? WHEN ARE PHOTOGRAPHS REQUIRED? WHEN ARE SAMPLES OR BROCHURES REQUIRED? WHEN IS A SITE PLAN REQUIRED?

PLANS/DRAWINGS ARE REQUIRED FOR:

1. All new buildings and additions (including elevations, floor plans, and cross sections).
2. All signs (drawing to scale including colors, surface treatment, hardware and footings).
3. The installation of additional or relocated windows and/or doors (elevations and floor plans).

COLOR PHOTOGRAPHS ARE REQUIRED FOR:

ALL APPLICATIONS (showing the front and all other portions of the building/structure affected by the application).

SAMPLES OR BROCHURES ARE REQUIRED FOR:

1. Siding, Shingles/Roofing
2. Railings
3. Molding
4. Hardware
5. Fixtures
6. Paint Color
7. Roofing Color
8. All features that are not adequately shown in drawings.

SITE PLANS ARE REQUIRED FOR:

1. New Buildings and Additions
2. Signs
3. Reconstruction of any portion of a structure
4. Any work that causes a change in the footprint of the structure.

MILFORD BOROUGH

ARCHITECTURAL REVIEW BOARD

**111 WEST CATHARINE STREET
MILFORD, PENNSYLVANIA 18337**

WAIVER OF WRITTEN NOTICE

**I, _____, HEREBY WAIVE MY RIGHT
TO WRITTEN NOTICE OF THE CONSIDERATION OF MY APPLICATION
BEFORE THE ARCHITECTURAL REVIEW BOARD OF THE HISTORIC
DISTRICT AND THE COUNCIL OF THE BOROUGH OF MILFORD,
PENNSYLVANIA.**

SIGNATURE

APPLICATION NO. _____

ARCHITECTURAL REVIEW BOARD

BOROUGH OF MILFORD

PIKE COUNTY, PENNSYLVANIA

CERTIFICATE OF COMPLIANCE

*WHEN THE WORK HAS BEEN COMPLETED THE APPLICANT SHOULD FILL OUT HIS/HER NAME AND ADDRESS UNDER THE RELEVANT SECTION AND RETURN IT TO THE BUILDING OFFICER SO HE CAN INSPECT THE WORK.

THE BUILDING OFFICER OF THE ARCHITECTURAL REVIEW BOARD HEREBY ISSUES A CERTIFICATE OF COMPLIANCE CERTIFYING THAT THE WORK COVERED BY THE CERTIFICATE OF APPROPRIATENESS DESCRIBED BELOW HAS BEEN INSPECTED AND IS FOUND TO BE IN COMPLIANCE.

CERTIFICATE OF APPROPRIATENESS NUMBER: _____

DATE ISSUED: _____

LOCATION OF PROPERTY: _____

APPLICANT: _____

ADDRESS: _____

BUILDING OFFICER

DATE