



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS ¹

-This form is ONLY for projects located within historic districts -

DIRECTIONS: Please **complete all form fields** to apply for exterior alterations to properties located within one of Allentown’s Historic Districts. These include Old Allentown, Old Fairgrounds and West Park. Incomplete applications, including those submitted without the required fee, will not be considered. Please consult the checklist to ensure your application contains the required information and attach supplemental information as appropriate.

FEE SCHEDULE:

Application Fee: \$25

Violation Correction (received NOV): \$300

Return complete application with all required attachments and fee by mail, email or in person to:

Historic Preservation Planning Officer
City of Allentown, Bureau of Planning & Zoning
435 Hamilton Street, 4th Floor
Allentown, PA 18101
Kaitlin.piazza@allentownpa.gov

PROPERTY INFORMATION

Property Address:
Historic District:
Current Use:

PROPERTY OWNER INFORMATION

Name:	
Do you reside at the property?	
Business Name (if applicable):	
Address:	
Phone:	Email:

APPLICANT INFORMATION (If different than property owner)

Name	
Relationship to property owner:	
Do you reside at the property?	
Business Name (if applicable):	
Address:	
Phone:	Email:

APPLICATION TYPE (check all that apply)

New Construction/Addition	Alteration	Demolition
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¹ Application last revised 02/01/2021

TYPE OF ALTERATION PROPOSED (check all that apply)

Exterior Wall Material		Trim/Decorative Features		Light fixtures	
Roofing		Shutters		Windows	
Porch/Stoop/Deck Railings		Signage		Exterior Doors	
Exterior Stairways		Satellite Dish		Fence	
Other:					

PROJECT DESCRIPTION

Is the proposed work on a side visible from the street?
Existing Materials:
Proposed Materials:
Dimensions (if applicable, i.e.: windows/doors):
Description of work:

APPLICATION CHECKLIST

1. Current color photograph of overall building from street (ground to top of roof)	
2. Current color photograph(s) of all sides impacted by proposed work	
3. Detailed Photograph(s) of area proposed to be altered	
4. Photographs of adjacent properties (left and right) if attached	
5. Property Map (consult GIS City Historic District Map (arcgis.com))	
6. Construction Drawing (scaled)	
7. Material Samples (roofing, siding)	
8. Specifications of new materials or features	
9. For New Additions Only- Site Plan with proposed setbacks and addition dimensions	
10. For demolition or replacement-Detailed photographs annotating damage	
I have consulted a design or construction professional (circle one)	Yes No

I certify to the best of my knowledge that all information provided in this application and attachments is correct.

Property Owner Signature

Applicant Signature

For assistance completing this application or any questions regarding what work requires HARB review please contact the City of Allentown Bureau of Planning and Zoning:

Phone: 610-437-7613. X 2869

Email: kaitlin.piazza@allentownpa.gov

Please be advised This application is for project review for compliance with the Historic District Ordinance only. The owner and applicant may also need other permits to complete the project. Other permits can be obtained on the 4th Floor, City Hall, 435 Hamilton St. 8 AM to 4:30 PM Monday through Friday.



OFFICE USE ONLY

Case Number	
Date Received	
Review Period Ends (75 Days)	
Date of HARB Review	
Date of Council Action	
Staff Level Approval	Yes No
Fee Received	Yes: No:
Fee Amount Received	\$ (Check / Cash)
Comments	