



Bureau of Planning & Zoning
 435 W. Hamilton Street
 Allentown, PA 18101-1699
 Office: 610.437.7611
 Fax: 610.437.8781

HARB REVIEW CHECKLIST	
<i>Please complete the following checklist for all Certificate of Appropriateness Applications to ensure a completed plan is submitted for review. All plans must be submitted electronically through the Citizen Self Service Portal (CSS).</i>	
Identify the work area and confirm all necessary materials are provided	
<u>ADDITION TO EXISTING STRUCTURE</u>	<input type="checkbox"/>
<u>DEMOLITION</u>	<input type="checkbox"/>
<u>DOORS</u>	<input type="checkbox"/>
<u>FENCING</u>	<input type="checkbox"/>
EXISTING MATERIAL	<input type="checkbox"/>
PROPOSED MATERIAL	<input type="checkbox"/>
<u>LIGHTING</u>	<input type="checkbox"/>
<u>MASONRY</u>	<input type="checkbox"/>
MORTAR SPECS	<input type="checkbox"/>
BRICK SPECS (<i>If Applicable</i>)	<input type="checkbox"/>
<u>EQUIPMENT</u>	<input type="checkbox"/>
<u>SITE FEATURES</u>	<input type="checkbox"/>
IMAGES OF SURROUNDING	<input type="checkbox"/>
<u>SIGNS</u>	<input type="checkbox"/>
ATTACHMENT METHOD	<input type="checkbox"/>
RENDERING	<input type="checkbox"/>

ROOFING	<input type="checkbox"/>
EXISTING MATERIAL	<input type="checkbox"/>
PROPOSED MATERIAL	<input type="checkbox"/>
WINDOWS	<input type="checkbox"/>
NUMBER OF WINDOWS TO BE CHANGED	<input type="checkbox"/>
EXISTING MATERIAL	<input type="checkbox"/>
PROPOSED MATERIAL	<input type="checkbox"/>
SIDING	<input type="checkbox"/>
EXISTING MATERIAL	<input type="checkbox"/>
PROPOSED MATERIAL	<input type="checkbox"/>
LIGHTING	<input type="checkbox"/>
ALL BOXES BELOW MUST BE CHECKED	
Current colored photograph of building	<input type="checkbox"/>
At least (1) one photograph must show the entire primary facade, from the ground to the top of the roof.	
1.	
Photographs of the facade(s) and location(s) impacted by proposed work must be shown.	
2. Views of the building from all public streets and alleys.	
	<input type="checkbox"/>
Current colored photograph of adjacent buildings	<input type="checkbox"/>
This applies if your building is attached to another or is a rowhouse	<input type="checkbox"/>
Scaled plans	<input type="checkbox"/>
Dimensioned drawings showing the location, size, and appearance of proposed work completed by an architect or contractor. (When applicable)	<input type="checkbox"/>
Reason for proposed change	<input type="checkbox"/>
Clear description of proposed change. Provide images that clearly show any damage or signs of deterioration.	<input type="checkbox"/>
Material Specifications	<input type="checkbox"/>
Technical product information should include specifications on: Material, Appearance, Dimensions, and Finishes	
Material: What the product or installation will be made of	<input type="checkbox"/>
Appearance: What the finished product will look like	<input type="checkbox"/>
Dimensions: The overall dimensions, such as height, width, and length	<input type="checkbox"/>
Finishes: The final color, texture, or surface look after installation	<input type="checkbox"/>