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TO BE COMPLETED ONLY BY THE TOWNSHIP OR TOWNSHIP ENGINEER:

DATE FILED: \_\_\_\_\_

TIME FILED: \_\_\_\_\_

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**APPLICATION TO THE OLEY TOWNSHIP  
HISTORIC ARCHITECTURAL REVIEW BOARD  
FOR CERTIFICATE OF APPROPRIATENESS**

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1. Applicant(s):

A. Name(s): \_\_\_\_\_

B. Mailing Address: \_\_\_\_\_

C. Telephone Number: \_\_\_\_\_

D. Legal Status of Applicant(s) (check one):

\_\_\_\_\_ Owner(s) of legal title.

\_\_\_\_\_ Owner(s) of equitable title.

\_\_\_\_\_ Tenant(s) with permission of owner of legal title.

\_\_\_\_\_ Other (describe) \_\_\_\_\_

2. Attorney, if any, for Applicant(s):

A. Name: \_\_\_\_\_

B. Mailing Address: \_\_\_\_\_

\_\_\_\_\_

C. Telephone Number: \_\_\_\_\_

3. Owner(s) of legal title of subject property [if other than Applicant(s)]:

A. Name: \_\_\_\_\_

B. Mailing Address: \_\_\_\_\_

\_\_\_\_\_

C. Telephone Number: \_\_\_\_\_

4. Subject Property:
- A. Number and Street Address: \_\_\_\_\_
  - B. Location, with reference to nearby intersections or prominent features: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  - C. Tax Parcel No.: \_\_\_\_\_
  - D. Size, construction and use of existing improvements; or use of land, if unimproved:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  - E. Year Built: \_\_\_\_\_
  - F. Architectural Style of Building: \_\_\_\_\_

5. Describe Nature of Project:
- |                        |                   |                     |
|------------------------|-------------------|---------------------|
| _____ Addition         | _____ Repair      | _____ Demolition    |
| _____ New Construction | _____ Replacement | _____ Shed          |
| _____ Alterations      | _____ Fence       | _____ Sidewalks     |
| _____ Renovations      | _____ Gate        | _____ Awnings/Signs |

6. Describe character of work (exterior only), indicating how work will be performed (i.e., replace with in kind, repair, add, cover).
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

7. Describe the location of changes or parts of structures to be changed. (Information should be supplied for each class of exterior work to be performed). Use additional sheets, if necessary.

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8. For existing structures, what steps will be taken to preserve the building's historic character?

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9. For new construction, what steps will be taken to have the character of the building blend with the typical historic structures in Oley Township?

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Submission Checklist:

- Completed Application
- Photographs: All public views (labeled); close up of work area(s).
- Samples or catalog cuts of materials used.
- Scale drawings – Site plan showing proposed changes and details of exterior elements (not necessary for repairs or replacements).
- Additional information required after initial consultation or preliminary review.

Additional information HARB should take into consideration regarding this Application:

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You are encouraged to attend the HARB meeting to present your Application. HARB meetings are usually held on the fourth Monday of the month at 7:30 P.M. at the Oley Township Municipal Building, Rose Virginia Road, Oley, Pennsylvania. Please call (610) 987-3423 to confirm meeting time and place.

If sufficient information is not provided to perform a proper review, the Application may be recommended for denial unless a postponement is timely requested by the Applicant. **Completed Applications must be submitted to LTL Consultants, Ltd. or the Township Office, at least ten (10) days prior to the next scheduled HARB meeting date. An Application fee of \$25.00 is required when the HARB Application is submitted.**

**When a building permit is required, it is the owner/applicant's responsibility to acquire it.** A building permit can only be issued after the Board of Supervisors has issued the Certificate of Appropriateness. Compliance with all Codes is necessary. The Certificate of Appropriateness does not give any variances or exceptions. Contact the Code Enforcement Office at (610) 987-9290.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Certifies you have authority by Owner to make Application)