

# BOROUGH OF OXFORD HISTORIC DISTRICT

Oxford Borough Hall  
401 Market Street Oxford, PA 19363  
610-932-2500

## HISTORICAL ARCHITECTURAL REVIEW BOARD (HARB)

### CERTIFICATE OF APPROPRIATENESS (COA) - Project Application

Historical and Architectural Review Board (HARB)  
meets third Wednesday of the month.

#### PROPERTY INFORMATION

COMPLETED BY APPLICANT

STREET ADDRESS

CITY

STATE

ZIP CODE

#### APPLICANT INFORMATION

COMPLETED BY APPLICANT

NAME OF APPLICANT

TELEPHONE

ADDRESS OF APPLICANT

CITY

STATE

ZIP CODE

NAME OF OWNER

ADDRESS OF OWNER

CITY

STATE

ZIP CODE

OWNER'S REPRESENTATIVE

TELEPHONE

**DESCRIPTION OF PROPOSED WORK**

COMPLETED BY APPLICANT

*What work is planned and how will the result resemble or differ from what now exists, both in general and in terms of materials: What will be done to preserve or enhance the historic character of the structure and of the Historic District? Provide photographs of the structure and the adjacent structures on the property and on both neighboring properties as well as a close-up of the portion of structure where the work will be done.*

**SIGNATURE OF APPLICANT**

COMPLETED BY APPLICANT

	DATE
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**APPLICATION INFORMATION**

COMPLETED BY CODES OFFICER

DATE SUBMITTED TO BORO:

APPLICANT'S PROPOSED START DATE:

DATE RECEIVED BY CODES OFFICER:

DATE OF NEXT HARB MEETING:

HARB DEADLINE:

45 working days after submission

**APPLICATION TYPE:**

NEW CONSTRUCTION

DEMOLITION

ALTERATION/REMODELING

SIGNAGE

ADDITION

OTHER

**ATTACHMENTS TO THE APPLICATION:**

SITE PLAN

RENDERING

FLOOR PLAN

PHOTOGRAPHS

ELEVATION

MATERIAL SAMPLES, DESCRIPTION, SPECS.

STREETScape

HISTORIC RESOURCE SURVEY FORM (REQUIRED)

OTHER

**BUILDING DESCRIPTION**

COMPLETED BY CODES OFFICER

**HISTORICAL SIGNIFICANCE**

COMPLETED BY HARB

**EVALUATION AND RECOMMENDATIONS**

COMPLETED BY CODES OFFICER AND/OR HARB

SITE VISIT(S) BY:

DATE(S):

CONTRIBUTING

NONCONTRIBUTING

*Is the applicant applying the standards, as outlined below, set forth by the U.S. Secretary of the Interior for historic resource rehabilitation?*

YES	NO	N/A	
			A. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
			B. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
			C. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, Such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
			D. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
			E. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
			F. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
			G. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
			H. Significant archeological resources affected by a project shall be Protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
			I. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
			J. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

I, \_\_\_\_\_ make a motion to recommend that the borough council \_\_\_grant \_\_\_deny a Certificate of Appropriateness based on the findings that this application \_\_\_is \_\_\_is not in compliance with sections \_\_\_\_\_ of the Secretary of the Interior’s Standards; sections \_\_\_\_\_ of the standards are not applicable.

The proposed work \_\_\_is \_\_\_is not in keeping with the current appearance of the structure, appropriate to the structure and will \_\_\_preserve and /or enhance \_\_\_diminish and/or disrupt, \_\_\_have no affect on the historical character of the structure and/or its environment.

The HARB: \_\_\_has not recommended any changes.

\_\_\_has recommended the following changes;

\_\_\_ To which the applicant has agreed.

\_\_\_To which the applicant has not agreed.

\_\_\_Of which the applicant will be informed.

The motion \_\_\_passed \_\_\_failed by a vote of \_\_\_ to\_\_\_, with \_\_\_abstentions and \_\_\_without dissent, \_\_\_with the following dissent:

**BOROUGH COUNCIL REVIEW**

COMPLETED BY BOROUGH SECRETARY

Date of review \_\_\_\_\_

Decision:

**BUILDING PERMIT**

COMPLETED BY CODES OFFICER

Building Permit No. \_\_\_\_\_ Date: \_\_\_\_\_

