



## HISTORICAL ARCHITECTURAL REVIEW BOARD APPLICATION GENERAL INSTRUCTIONS

**The filing fee per application submitted is \$100.00 and is not refundable.**

In order for your application to be considered **complete**, 3 application packets and electronic submission that include the information outlined below must be submitted to HARB Administrator, Zachary Zubris. Use this checklist as a guide to ensure that your application is complete and has met all requirements. **Return with completed application.**  
**NOTE: ADDITIONAL HARDCOPIES ARE NEEDED FOR MORE SUBSTANTIAL SUBMISSIONS.**

### **HARB Application Checklist:** (✓ when complete)

- 1 complete and signed application
- Photographs of the structure showing the part or parts to be altered as well as photographs of the entire facade and the buildings in the immediate surrounding area
- If applicable, architectural detailed drawings, including exterior elevations and plans as applicable, of the proposed alterations, of sufficient detail to show design elements, materials and dimensions
- Copies of manufacturers' literature showing products and items to be incorporated into the work
- Material and paint samples as applicable
- Historical photographs where supportive of the application
- Window schedule/survey if replacing existing window(s)

## CERTIFICATE OF APPROPRIATENESS APPLICATION

### Important Additional Information/Requirements

1. The completed application and copies of ALL required materials must be submitted no less than **30 (thirty) calendar** days from the date of the HARB meeting at which the application will be discussed.
2. When the initial application is submitted, two HARB lead members are determined and contacted by the Administrator. The Leads and Administrator review the application packet together to determine if all required detail has been provided. This should happen within two (2) days of submission. If the application is determined to be complete by the Administrator and Lead members, typical process/procedure is followed for distribution of the application, notification and scheduling of the hearing. However, if the application is determined to be incomplete by the Administrator and Lead members, the applicant is contacted and a discussion between the applicant, Administrator and Lead members is scheduled to address deficiencies. Until all deficiencies have been adequately addressed, the submission will not be further processed and may result in delay of scheduling before H.A.R.B. **REMEMBER TO ✓CHECK EACH BOX ON THE CHECKLIST!**
3. Once the application has been reviewed and placed on the agenda, you will be notified that a placard, provided by the Township, needs to be posted on the property at least 14 (fourteen) days prior to the meeting. Once the placard has been posted, a dated photograph must be taken each day, and a copy of each photo/day must be presented at the meeting as the proof of posting of the public meeting.
4. The applicant (or a delegate representing the application) is invited to be present at all meetings (HARB and Board of Supervisors) when the application is being reviewed.
5. If you live in the *Carversville Historic District* or the *Phillips Mill Historic District* your plans for improvements and work within the districts will be subject to a HARB review in addition to the usual reviews by the Township Building Inspector for compliance with Township zoning, building and safety codes. **A building permit will NOT be issued until a Board of Supervisors' Certificate of Appropriateness is issued.** The project must comply with all applicable Township codes, obtain a Certificate of Appropriateness and all applicable building permits before work may begin.
6. Once HARB application has been approved by the Board of Supervisors and the Certificate of Appropriateness has been issued, property owner will have 180 days before the Certificate of Appropriateness will expire.



**CERTIFICATE OF APPROPRIATENESS APPLICATION**

Applicant acknowledges and agrees that a recommendation on this application by the Historical Architectural Review Board and a decision by the Board of Supervisors may occur within ninety (90) days of filling the application with the Township

Date: \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant

<b>(To be completed by Township)</b>	
Application Number	_____
Submission	
Date	_____
H.A.R.B. Meeting	
Date	_____

**PROPERTY ADDRESS:**

\_\_\_\_\_  
(Street) (City)

**TAX PARCEL NUMBER:** \_\_\_\_\_

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Applicant's Capacity: (circle one)

Owner      Lessee      Agent      Architect      Contractor      Attorney

Other (Identify): \_\_\_\_\_

**OWNER INFORMATION: (if different from above)**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_



**CERTIFICATE OF APPROPRIATENESS APPLICATION**

**PROJECT DESCRIPTION (Fill in all that applies):**

1. Additions/New Construction/Subdivision

- \_\_\_\_\_ Additions
- \_\_\_\_\_ New Construction
- \_\_\_\_\_ Building Relocation
- \_\_\_\_\_ Subdivision/Land Development (for information only)
- \_\_\_\_\_ Variance (for information only)

2. Alterations/Renovations

- |                              |                          |
|------------------------------|--------------------------|
| _____ Storefront             | _____ Porch/stoop/stairs |
| _____ Roof/Chimney/Cornice   | _____ Windows/shutters   |
| _____ Exterior Wall Cladding | _____ Repointing         |
| _____ Doors                  | _____ Exterior cleaning  |
| _____ Paint                  | _____ Fences/walls/gates |
| _____ Trim                   | _____ Light Fixtures     |

3. Repair/Replacement  Check here if denied RRIK approval

- |                              |                          |
|------------------------------|--------------------------|
| _____ Storefront             | _____ Porch/stoop/stairs |
| _____ Roof/Chimney/Cornice   | _____ Windows/shutters   |
| _____ Exterior Wall Cladding | _____ Repointing         |
| _____ Doors                  | _____ Exterior cleaning  |
| _____ Paint                  | _____ Fences/walls/gates |
| _____ Trim                   | _____ Light Fixtures     |

4. Signs/Awnings

- \_\_\_\_\_ Sign                      \_\_\_\_\_ Awning

5. \_\_\_\_\_ Demolition              6. \_\_\_\_\_ Out Building(s)              7. \_\_\_\_\_ Other





**Certificate of Appropriateness Application**

Is there any other information HARB should take into consideration regarding the application?

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Is your property subject to a conservation easement or deed restriction?

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Have you researched your historic property?

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NOTE: Work cannot commence until a Certificate of Appropriateness and all necessary permits have been issued. **At the public hearing before the Board of Supervisors on your application, the Board will not have a court reporter present. If you desire to have a court reporter present to transcribe the hearing, you must notify the Township in writing seven (7) days in advance of the Supervisors meeting and post an escrow with the Township as you will be responsible for the cost of the court reporter.**

Proposed start date: \_\_\_\_\_

Authorized Agent(s):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness of Signature\*\*\*

Signature of Owner of Record

Print Name of Witness

\*\*\*Witness shall not be affiliated in any capacity with any authorized agent listed above.

Questions? If you have questions about the application, please call: HARB Administrator, Zachary Zubris, Township Administration Building 215-297-5656 (Office Hours 8 a.m. to 4 p.m. Monday through Thursday, Friday remote).



## Acknowledgement

1. By making a submission under this Ordinance, the applicant and all of its agents, employees, and consultants acknowledge(s) and agree(s) that all documents and other information submitted to the Township as part of this application, whether subject to a statutory or common law copyright, constitute public records within the meaning of the Pennsylvania Right to Know Law, Act 3 of 2008, as amended, and are therefore subject to public review upon request in accordance with the Right to Know Law and applicable Township ordinances and resolutions.

2. The applicant and all of its agents, employees, and consultants further agree(s) and authorize(s) that all documents and other information submitted to the Township as part of this application, whether subject to a statutory or common law copyright, may be duplicated, posted on the Township website and otherwise provided to the public.

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_



## UNIFORM NOTIFICATION

Pursuant to Part 6 of the Solebury Township Code of Ordinances, the following procedures must be undertaken to provide notice for hearings and meetings for a duly filed application before the Solebury Township Board of Supervisors, the Solebury Township Planning Commission.

### NEIGHBORING OWNER

The owner of record of a parcel of land which is: a) contiguous at any point to the parcel in question, or b) which is contiguous at any point to a parcel of land that is contiguous at any point to the parcel in question, i.e. a parcel that is one parcel away from the subject parcel, or c) which is on the other side of a section of street (public or private) on which the subject parcel has frontage, i.e., a lot across from the subject parcel.

1. Contemporaneous with the filing of an application governed by this part, the applicant shall certify to the Zoning Officer or HARB Administrator, if applicable, and the Township Secretary, the names and last-known mailing addresses of all neighboring owners, and the addresses and tax parcel numbers of all neighboring parcels. The mailing addresses on the tax rolls shall be considered a neighboring owners' last-known mailing addresses.
2. Within 10 days of filing an application governed by this part, the applicant shall notify all neighboring owners of the pendency and purpose of the application at the neighboring owners' mailing addresses certified by the applicant, and provide the Township with proof of mailing.
3. Within 10 days of filing an application governed by this part, the applicant shall also post notice of the of the pendency and purpose of the application at a minimum of two conspicuous locations on the subject property on a form attached hereto as Appendix K, and submit to the Township photographs and a certification of posting. The size of the postings shall be greater than 200 square inches. In order for a placard to be considered posted in a conspicuous location, the placard must be clearly visible to the public from roadways on which the subject parcel has frontage and to neighboring owners and not obstructed by structures, vegetation or landscaping. The Township reserves the right to determine whether or not the posting has been conspicuous. The applicant shall maintain the postings throughout the pendency of the application

**THIS SECTION TO BE FILLED OUT BY APPLICANT**

Name and Address of ALL abutting owners and owners of all properties within 1500 feet of the lot line of the lot, building or structure at issue, at the addresses certified by the applicant.

**Tax Map Parcel No.**

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

**ORDINANCE NO. 2024-005**

**AN ORDINANCE OF THE TOWNSHIP OF SOLEBURY,  
BUCKS COUNTY, PENNSYLVANIA AMENDING  
SOLEBURY TOWNSHIP ORDINANCE REGARDING THE  
UNIFORM SYSTEM OF NOTICE OF PENDING  
APPLICATIONS AND HEARINGS AND HISTORIC  
DISTRICTS**

**WHEREAS**, Section 1601 of the Second Class Township Code provides that the Board of Supervisors may adopt Ordinances in which general or specific powers of Solebury Township (“Solebury” or the “Township”) may be exercised, and, by the enactment of subsequent Ordinances, the Board of Supervisors may amend, repeal, or revise existing Ordinances (53 P.S. § 66601); and

**WHEREAS**, on or about May 17, 2007, the Township Board of Supervisors adopted an ordinance to provide for a uniform method of supplying adequate notice of hearings as required by the Municipalities Planning Code, 53 P.S. § 10101 *et seq.*, and the ordinances of Solebury Township (Ordinance No. 2007-005); and

**WHEREAS**, on or about July 18, 2023, the Township Board of Supervisors updated and amended this uniform method of supplying adequate notice of meetings and hearings as required by the Municipalities Planning Code, 53 P.S. § 10101 *et seq.*, and the ordinances of Solebury Township (Ordinance No. 2023-003); and

**WHEREAS**, the Township Board of Supervisors now wishes to streamline, clarify and consolidate this uniform method of supplying adequate notice of meetings and hearings;

**WHEREAS**, the Township also wishes to further conform language of provisions governing its Historic Districts (Chapter 11) with the language of Pennsylvania's Historic District Act (Act 167 of 1961);

**WHEREAS**, it is in the public interest of the residents of the Township for the Township to amend and update the Township Code of Ordinances for clarity; and

**WHEREAS**, the Township now enacts an amendment to the Township Code of Ordinances.

**NOW THEREFORE**, in consideration of the foregoing, be it **ENACTED** and **ORDAINED** by the Board of Supervisors of Solebury Township, Bucks County, Pennsylvania, as follows:

**I.** Chapter 1 (“Administration and Government”), Part 6 (“Uniform System of Notice of Pending Applications and Hearings”) of the Solebury Township Ordinances is hereby **AMENDED** as follows:

**A.** **AMEND** the title of Chapter 1, Part 6 the Ordinance as follows:

1. **AMEND** the title of Chapter 1, Part 6 to **STRIKE** the words “pending,” and “and hearings” so that the title of the Ordinance now reads:

**UNIFORM SYSTEM OF NOTICE OF APPLICATIONS**

**B. AMEND** Section 1-601 “Purpose; Applicability” as follows:

1. **STRIKE** Section 1-601.1 and **REPLACE** it with the following:

1. The procedures set forth herein are adopted for the purpose of providing notice of hearings and meetings before the Solebury Township Board of Supervisors, Solebury Township Planning Commission, the Solebury Township Zoning Hearing Board, and the Solebury Township Historical Architectural Review Board for duly filed applications for subdivision and/or land development, special exception, variance, conditional use, certificate of appropriateness, and the placement/location of a telecommunications facility.

**C. AMEND** Section 1-602. “Definitions” as follows:

1. **STRIKE** the definition of “ABUTTING OWNER,” in its entirety.
2. **STRIKE** the definition of “BUILDING,” in its entirety.
3. **STRIKE** the definition of “LOT,” in its entirety.
4. **STRIKE** the definition of “LOT LINE,” in its entirety.
5. **STRIKE** the definition of “ORDINANCE,” in its entirety.
6. **STRIKE** the definition of “PERSON,” in its entirety.
7. **STRIKE** the definition of “PUBLIC HEARING,” in its entirety.
8. **STRIKE** the definition of “PUBLIC NOTICE,” in its entirety.
9. **STRIKE** the definition of “STRUCTURE,” in its entirety.
10. **STRIKE** the definition of “TOWNSHIP; TOWNSHIP BOARD,” in its entirety.
11. **ADD** the definition of “NEIGHBORING OWNER,” as follows:

**NEIGHBORING OWNER**

The owner of record of a parcel of land which is: a) contiguous at any point to the parcel in question, or b) which is contiguous at any point to a parcel of land that is contiguous at any point to the parcel

in question, i.e. a parcel that is one parcel away from the subject parcel, or c) which is on the other side of a section of street (public or private) on which the subject parcel has frontage, i.e., a lot across from the subject parcel.

**D. AMEND** Section 1-603 as follows:

1. **STRIKE** Section 1-603 and **REPLACE** it with the following:

**Public Hearings and Meetings.**

All public hearings and meetings before the Solebury Township Board of Supervisors, the Solebury Township Planning Commission, Solebury Township Zoning Hearing Board, and the Solebury Township Historical Architectural Review Board for duly filed applications subject to this Part shall be conducted only after notice is provided in the manner specified in this part.

**E. AMEND** Section 1-604 as follows:

1. **STRIKE** Section 1-604 and **REPLACE** it with the following:

**Uniform Notice.**

1. Contemporaneous with the filing of an application governed by this part, the applicant shall certify to the Zoning Officer or HARB Administrator, if applicable, and the Township Secretary, the names and last-known mailing addresses of all neighboring owners, and the addresses and tax parcel numbers of all neighboring parcels. The mailing addresses on the tax rolls shall be considered a neighboring owners' last-known mailing addresses.

2. Within 10 days of filing an application governed by this part, the applicant shall notify all neighboring owners of the pendency and purpose of the application at the neighboring owners' mailing addresses certified by the applicant, and provide the Township with proof of mailing. Such notices shall be made by regular mail on a form attached hereto as Appendix K.

3. Within 10 days of filing an application governed by this part, the applicant shall also post notice of the of the pendency and purpose of the application at a minimum of two conspicuous locations on the subject property on a form attached hereto as Appendix K, and submit to the Township photographs and a certification of posting. The size of the postings shall be greater than 200 square inches. In order for a placard to be considered posted in a conspicuous location, the placard must be clearly visible to the public from roadways on which the subject parcel has frontage and to neighboring owners and not obstructed by structures, vegetation or landscaping. The Township reserves the right to determine whether or not

the posting has been conspicuous. The applicant shall maintain the postings throughout the pendency of the application.

4. In addition to the requirements set forth in this part, all notices of applications, hearings and meetings before the Solebury Township Board of Supervisors, the Solebury Township Planning Commission, Solebury Township Zoning Hearing Board and the Solebury Township Historical Architectural Review Board shall be provided in accordance with applicable statutes and Township ordinances.

5. Should the applicant fail to prove the mailing or posting required by this section, the application will be denied, or the recommendation to the Board of Supervisors shall be to deny the application on the basis of the failure to comply with this requirement, provided, however, that in the absolute discretion of the Township, the applicant may be permitted to continue or adjourn the subject hearing or meeting for the purpose of complying with this section if the applicant irrevocably waives all time limitations in any ordinance or statute, for the commencement and completion of hearings, meetings and/or issuance of decisions, and provided, further, that the applicant reimburses the Township for all costs arising from or related to the requested continuance or adjournment.

**F. AMEND** Section 1-605 as follows:

1. **STRIKE** Section 1-605 and **REPLACE** it with the following:

**Form of Notice; Standards for Posting**

1. The Township will develop, and make available for all applicants, a standard form of notice that the applicant shall utilize for the mailing and posting required by this part. The standard form of notice may be revised from time to time.

**G. AMEND** Section 1-606 as follows:

1. **STRIKE** Section 1-606 in its entirety.

**H. AMEND** Appendix K-101 "Notification of Plan Submission" as follows:

**STRIKE** Appendix K-101 and **REPLACE** it with the following:

This notice is to inform you that \_\_\_\_\_ has filed a \_\_\_\_\_ application for property located on \_\_\_\_\_ Road in Solebury Township comprising \_\_\_\_\_ acres and identified as Tax Map Parcel Number(s) \_\_\_\_\_. The legal owner of the property is \_\_\_\_\_. The \_\_\_\_\_ application proposes to \_\_\_\_\_. Copies of the \_\_\_\_\_ application are available for inspection at the Solebury Township Municipal Building. The telephone number of Solebury Township is \_\_\_\_\_.

215-297-5656. You may also contact (insert developer / applicant contact information) \_\_\_\_\_, a representative of \_\_\_\_\_ at \_\_\_\_\_ to answer any questions you may have concerning the application. The developer / applicant intend to present the above referenced proposal at the (insert reviewing body, i.e.: Planning Commission) \_\_\_\_\_ meeting on (insert date, time and location) \_\_\_\_\_. Dates and times for additional hearings and/or meetings concerning the application will be available on the Township's website at www.soleburytp.com. Electronic copies of the plans and other documents submitted for this application can be requested at soleburytownship@soleburytp.org.

**II.** Chapter 11 (“Historic District”), Parts 1 (“Historic Districts and Standard HARB Review Procedures”) and 2 (“Fast-Track Procedures for In-Kind Repairs and In-Kind Replacements”) of the Solebury Township Ordinances are hereby **AMENDED** as follows:

**A.** **AMEND** Section 11-111 “Recommendation Against Issuance of Certificate of Appropriateness” as follows:

1. **STRIKE** the word “hearing” and **REPLACE** it with the word “meeting” so that it now reads:

If the Review Board, on the basis of the information received at the meeting, as well as from its general background and knowledge, decides to recommend against the issuance of a certificate of appropriateness, it shall first indicate to the applicant what changes in plans and specifications, if any, could be made in order to receive a recommendation for approval from the Review Board. If the applicant accepts the suggested changes, in writing, the Board of Supervisors shall consider that the Review Board has recommended approval. If the suggested changes are not accepted in writing, the Board of Supervisors shall consider that the Review Board has recommended disapproval.

**B.** **AMEND** Section 11-112 “Written Recommendation Concerning Issuance or Denial of Certificate of Appropriateness” as follows:

1. **AMEND** Section 11-112.1 to **STRIKE** the word “hearing” and **REPLACE** it with the word “meeting” so that it now reads:

1. The Review Board, after the meeting provided for in § 11-109 of this Part and after any changes are made in the plans and specifications as provided in § 11-111 of this Part, shall submit to the Board of Supervisors, in writing, its recommendation concerning the issuance or denial of a certificate of appropriateness. The written recommendation shall include the following information:

**C.** **AMEND** Section 11-203 “Fast-Track Process for In-Kind Repairs or In-Kind Replacements (“RRIK”)” as follows:

1. **AMEND** Section 11-203.6.C. to **STRIKE** the words “or hearing” following the word “meeting” so that it now reads:

C. If the project qualifies as an RRIK but requires a permit, and therefore a certificate of appropriateness in accordance with the Municipal Historic District Law, the HARB Administrator and HARB designees shall, consistent with the requirements of §§ 11-110, 11-111, and 11-112 (except for any meeting requirements), prepare a written recommendation on whether the Board of Supervisors should issue a certificate of appropriateness. Within five (5) business days of determining that the project qualifies as an RRIK, the HARB reviewers shall submit the recommendations to the Board of Supervisors for its consideration. The recommendation for RRIK projects shall not require review by all HARB members prior to submission to the Board of Supervisors. The Board of Supervisors shall then consider the recommendation as outlined under § 11-113.

**III.** Chapter 22 (“Subdivision and Land Development”), Part 1 (“Procedures for Subdivision and Land Development”) of the Solebury Township Ordinances is hereby **AMENDED** as follows:

**A.** **AMEND** Section 22-401 as follows:

1. **STRIKE** Section 22-401.7 in its entirety
2. **RENUMBER** Section 22-401.8 as Section 22-401.7.

**III. Partial Repealer**

All other provisions of the Ordinances of Solebury Township, as amended, shall remain in full force and effect. All other Ordinances or provisions of Ordinances inconsistent herewith or in conflict with any of the terms hereof are, to the extent of said inconsistencies or conflicts, hereby specifically repealed.

**IV. Severability**

The provisions of this Ordinance are severable. If any section, clause, sentence, part or provision thereof shall be held illegal, invalid, or unconstitutional by a court of competent jurisdiction, such decision of the court shall not affect or impair any of the remaining sections, clauses, sentences, parts or provisions of this Ordinance. It is hereby declared to be the intent of the Township Board of Supervisors that this Ordinance would have been adopted if such illegal, invalid, or unconstitutional section, clause, sentence or part of a provision had not been included herein.

**V. Effective Date**

All provisions of this Ordinance shall be in full force and effect five (5) days after the approval and adoption of this Ordinance.

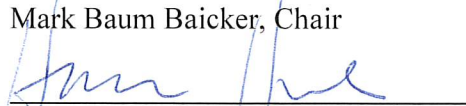
**VI. Failure To Enforce Not A Waiver**

The failure of the Township to enforce any provision of this Ordinance shall not constitute a waiver by the Township of its rights of future enforcement hereunder.

**ORDAINED AND ENACTED** this 15<sup>th</sup> day of October, 2024.

BOARD OF SUPERVISORS OF SOLEBURY  
TOWNSHIP, BUCKS COUNTY,  
PENNSYLVANIA

  
\_\_\_\_\_  
Mark Baum Baicker, Chair


  
\_\_\_\_\_  
Hanna Howe, Vice Chair

\_\_\_\_\_  
Christy Cheever, Member

  
\_\_\_\_\_  
John S. Francis, Member

  
\_\_\_\_\_  
Kevin Morrissey, Member

Attest:

  
\_\_\_\_\_  
Catherine Cataldi, Township Secretary