

WHAT THE HARB REVIEWS

The HARB reviews all proposed exterior changes to buildings and structures within the Historic District that are visible from a public street, sidewalk or way. The HARB reviews the proposal to determine whether it is appropriate to the individual property and within the District as a whole in regard to the architectural style, general design, arrangement, location and materials. The types of work reviewed by the HARB include:

- Repairs and replacements
- Alterations and renovations
- Adaptive reuse
- Additions and new construction
- Demolition and building relocation
- Fences, walls, garden structures
- Signs and awnings

Once the HARB determines that the proposed changes are appropriate within the Historic District, the HARB will make a recommendation to the Borough Council that a Certificate of Appropriateness [COA] is issued for the proposed work.

WHAT THE HARB DOES NOT REVIEW

The HARB does not review any interior changes, unless they affect the exterior appearance of the building, although building permits may be required for interior work. The HARB also does not review paint colors when the proposed work is limited to re-painting. Contact the Certificate of Appropriateness Administrator for assistance at [215] 860-8859.

PRE-APPLICATION ASSISTANCE

Applicants are encouraged to contact the HARB at the earliest stage of their project. An initial meeting can help move a project quickly through the review process saving both time and money. If you would like to discuss your project informally with the HARB to obtain an initial review and feedback about potential concerns prior to finalizing your plans, please contact the COA Administrator. In addition, the Borough has developed *Design Guidelines* and brochures to address common questions from applicants.

SUBMISSION SCHEDULE

Typically, a minimum of four to six weeks is required from the submission date of the COA application to the issuing of a building permit. If the application is incomplete, if the HARB requests a change, or if all required Borough deadlines are not met, this process could take several months. Including all required materials with a complete application expedites the review process.

To be placed on the HARB agenda, all submission materials must be delivered to the COA Administrator at the Borough Office by 2:00 p.m. a minimum of fifteen days prior to the HARB meeting, typically the second Tuesday of the month. For specific meeting dates and submission deadline requirements, please contact the COA Administrator.

Please note that the HARB review is necessary but not sufficient for the granting of a building permit. Each project is also subject to Borough review for compliance with zoning, building and safety codes. The applicant must obtain a COA as well as all necessary permits prior to proceeding with any work.

REVIEW SCHEDULE

The Newtown HARB generally meets at 7:30 p.m. on the fourth Wednesday of each month in the Joint Municipal Authority Building at 15 South Congress Street. Applicants are strongly encouraged to attend HARB meetings to provide any necessary clarification. At the meeting, the application will be either recommended for approval with or without conditions, tabled pending additional information, or recommended for disapproval.

The HARB's recommendation about the COA application becomes an agenda item for consideration at the next Borough Council meeting, generally held on the second Tuesday of each month at 7:00 p.m. at the Joint Municipal Authority Building. Attendance at this meeting is optional. Applicants do not typically attend meetings if they find the HARB recommendation acceptable.

If approved by the Borough Council at their meeting, the COA Administrator will issue the Certificate of Appropriateness if all conditions are met. The applicant can then obtain a building permit provided the application complies with all other Borough code requirements.

A HARB representative will review all completed work for compliance with the approved COA. If any changes are proposed after approval for a COA, please contact the COA Administrator at [215] 860-8859 to determine whether any additional reviews may be required. Completed work that is not in compliance with the approved COA is subject to fines and possible removal.

Publication preparation: Dominique M. Hawkins, AIA, of Preservation Design Partnership, Philadelphia, PA

Working with HARB to

PRESERVE HISTORIC NEWTOWN BOROUGH



PRESERVING HISTORIC NEWTOWN BOROUGH

Newtown Borough, originally planned in 1684, enjoys a rich history spanning over three hundred years. Much of the Borough's growth can be traced through its built environment, including its small-scale residential and commercial streetscapes and stylistically diverse architecture.

Within the Borough are excellent and varied examples of architectural styles. They include early Colonials of the eighteenth century, stately Classical Revivals of the early nineteenth century, ornate Victorians and Queen Annes of the late nineteenth century, and Colonial Revivals of the early twentieth century. With the listing of the Newtown Historic District on the National Register of Historic Places in 1979, and the two subsequent district expansions in 1986 reflecting its current boundary, the significance of the Borough's developmental and architectural heritage was nationally recognized.

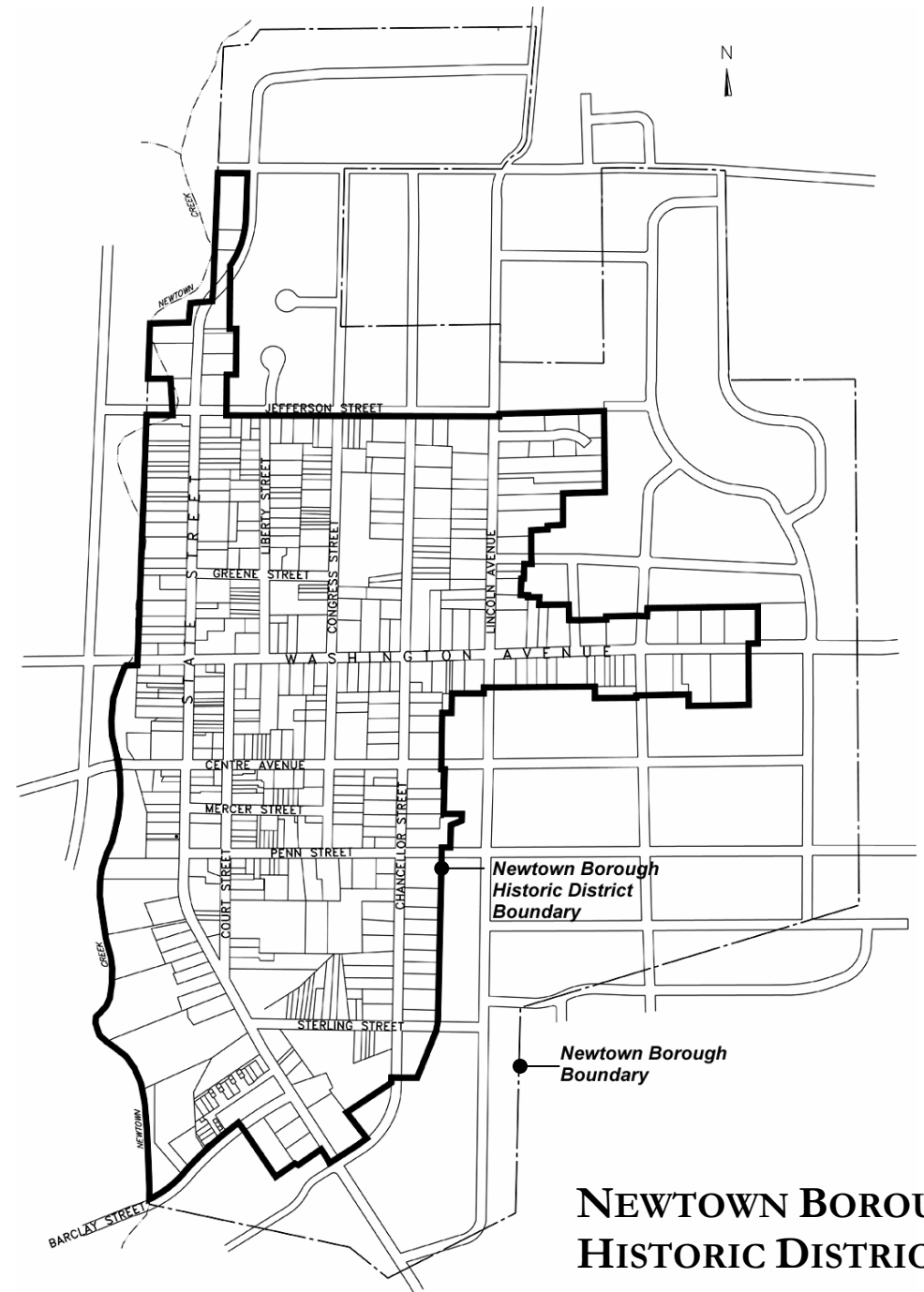
Through an ongoing commitment of Newtown's Citizens and Council, the preservation of the Borough's historic character and the promotion of sensitive compatible development have been identified as important priorities. Since 1969 Newtown Borough has sought to preserve its historic resources through various regulations and ordinances, by providing property owners with preservation information, and allowing them to make informed choices when considering a project. Today, the Newtown Historic Architectural Review Board assists Citizens and Council in the review of proposed projects within the Historic District.

WHAT IS THE HARB?

The Historic Architectural Review Board [HARB] is a public advisory body created by state and local laws whose membership includes a registered architect, a real estate broker and residents of the Historic District and Borough. The HARB helps to protect the architectural and cultural heritage within the Newtown Borough Historic District. It considers the effects of proposed exterior changes to buildings and structures within the District, and makes comments on their appropriateness utilizing both *The Secretary of the Interior's Standards for the Treatment of Historic Properties* and *Newtown's Design Guidelines*.

PRESERVATION TERMINOLOGY

- *Adaptive reuse*: change an existing building to accommodate a new function
- *Addition*: increase existing building or structure by building outside of existing walls and/or roof
- *Alteration*: physical change to a building or structure
- *Demolition*: intentional destruction of all or part of a building or structure
- *Feature*: portion or element of a building or structure
- *New construction*: complete new structure or building
- *Rehabilitation*: repair a building or structure limiting changes to historic fabric
- *Renovation*: repair and change a building or structure for a modern use
- *Repair*: fix a deteriorated part of a building or structure
- *Replace in-kind*: match the original feature exactly including original material, scale, size, finish, detailing, texture
- *Replace with new*: does not match original exactly



NEWTOWN BOROUGH HISTORIC DISTRICT

Base Map Prepared By: Pickering, Courts and Summerson