

**TOWNSHIP OF RADNOR
HISTORICAL AND ARCHITECTURAL REVIEW BOARD**

General Information: Meetings of the Historical and Architectural Review Board (HARB) are currently held on the first Wednesday of the month at 6:00 p.m., in the Radnor Township Administration Building located at 301 Iven Avenue, Wayne, PA. *All applicants or their authorized representatives must attend this meeting. Formal application must be filed with the Department of Community Development fifteen (15) calendar days prior to the meeting.* Incomplete or late applications will not be accepted. Copies of the Historic Preservation Ordinance and application are available in the Community Development Department, or online at www.radnor.com.

Please refer to the Consolidated Fee Schedule, as amended, on our website at www.radnor.com for a copy of our current fees.

PERMIT APPLICATION TO OBTAIN A CERTIFICATE OF APPROPRIATENESS

TOWNSHIP USE ONLY

Applicant APPLICATION NUMBER: _____ DATE: _____ FEE PAID: _____

Name: _____ Phone: _____

Address: _____ Zip Code: _____

Cell Phone: _____ Email: _____

Property Information (If different from above):

Name of Owner: _____ Phone: _____

Property Location: _____

I, the applicant, understand that any and all documents and plans submitted with this application are subject to the Pennsylvania Right to Know Law (RTK) and may be provided or copies to other parties in response to a request under the RTK Law or to township officials and I authorize the Township to do so.

Applicant Signature: _____ Date: _____

Description of Proposed Work: _____

Application must be accompanied by the following information:

- Seven (7) copies of a site plan drawn to scale prepared by an engineer or surveyor registered in the Commonwealth of Pennsylvania.
- Seven (7) copies of architectural elevation plans drawn to scale, prepared by a registered architect or engineer, of the proposed exterior construction, and such other information which the HARB may require to review the application consistent with the terms of Ordinance 2005-27, as amended.
- Photographs of building under review, adjacent buildings, structures across street, and any other buildings to show context of building within neighborhood. Photos must be labeled according to plan.
- **Electronic submission in PDF form.**

Note: All information must be separated into 7 individual packets. The plans shall not exceed 24" X 36", and must be neatly folded to no greater dimension than 8 1/2" x 11" at filing.

DESIGN GUIDELINES

In reviewing applications for the issuance of a Certificate of Appropriateness, the HARB shall consider only those matters that are pertinent to the preservation of the historical aspect of the building certified to have historical significance, including the following:

- A. Historical values representing the cultural, political, economic, or social history of the Township.
- B. Relationship of the building to historic personages or events.
- C. Significant architectural features of a certain historical period and type of construction.
- D. Visible architectural features proposed by the applicant.
- E. Design of the building as it relates to the historic value of the district. Consideration may be given to the following in evaluating applications:
 - (1) Preserving the relationship between the width of the front of the building and the height of the front building.
 - (2) Preserving the relationship of width to height of windows and doors.
 - (3) Preserving the existing entrances or projection to maintain a pedestrian scale.
 - (4) Preserving the architectural details of the building including but not limited to, cornices, lintels, arches, balustrades and chimneys.
 - (5) Preserving roof shapes such as gable, mansard, hip, flat, and/or other roof shapes.
 - (6) **Preserving compatibility with surrounding buildings in the district.**

APPLICABILITY OF THE HISTORIC PRESERVATION ORDINANCE

- A. The provisions of this ordinance apply only to property within the “North Wayne Historic District, South Wayne Historic District and the Louella Court Historic District” which have been certified by the Pennsylvania Historical and Museum Commission in accordance with the act of June 13, 1961, P.L. 282.
- B. The boundaries of the North Wayne Historic District are designated on the Historic Resources Map that is available for public inspection in the Township Municipal Building or online at www.radnor.org.
- C. No principal building or accessory building shall be erected, altered by addition, or demolished, in whole or part, without full compliance with the provisions of Ordinance 2005-27 and other applicable regulations of the Township.
- D. **No person shall commence any work for the erection, addition, or demolition of any primary building or structure or garage located in whole or in part within the certified historic district, without first obtaining a Certificate of Appropriateness.**

CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board
Radnor Township, Pennsylvania



Name of Applicant: _____

Address: _____

Address of Project: _____

Subject to the conditions below the above applicant, having complied with the Radnor Township Historical and Architectural Board (HARB) process, is hereby granted this permit for the _____ at the address specified and may proceed with the building permit process. If not completed with one year from the date hereof, this permit is void and new application must be made. Owner specifically gives the building inspector or designated official the right to inspect the work during progress and at completion.

Notes and/or Conditions of Approval:

Issued _____ 200_____ Township Official _____

Accepted by Applicant:

Applicant Signature