



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Please type or print this
application in ink and submit to:
Code Enforcement Officer
Borough of Saxonburg
420 West Main Street
Saxonburg, PA, 16056

Official Use Only
COA Number _____
Date Received _____
<input type="checkbox"/> Plan Review/COA Inspection Required

FOR INFORMATION REGARDING THIS FORM, CALL:
Saxonburg Code Enforcement Officer (724) 352-1400 Historical Architectural Review Board (724) 352-1400

PROPERTY INFORMATION

Property Address _____

PLANNED WORK TO BE PERFORMED

- Type of Work:** Building Structure Appurtenance
- General Maintenance (re-roofing window/door/wood repair exterior painting) Alteration (visible changes to exterior)
- Erection Restoration Reconstruction New Construction Demolition / Razing Relocation
- Other (fencing, driveway, landscaping, interior work that affects exterior)

Describe work to be performed. Attach plans, design, photos (past and present), materials list and/or brochure for materials.

APPLICANT INFORMATION

Applicant is: Owner Contractor Architect Planner / Designer Agent Other

Owner: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ Cell Phone: _____ Email: _____	Architect: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ Cell Phone: _____ Email: _____
Contractor: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ Cell Phone: _____ Email: _____	Agent represents: owner contractor architect consultant other Agent: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ Cell Phone: _____ Email: _____

I HEREBY CERTIFY that I understand this application will not be accepted and processed until all the requested information has been supplied. I also understand this application may require a completed Building Permit Application in addition to this form and that a site visit/additional research by staff may be required.

Signature of Owner (s) _____ Date _____ Signature of Agent(s) _____ Date _____

IF APPROVED, THIS CERTIFICATE IS VALID FOR ONE YEAR AND MUST REMAIN ON JOB SITE FOR THE DURATION OF THE WORK.

THIS SIDE FOR ADMINISTRATIVE USE ONLY

DOCUMENTATION REQUIRED BY APPLICANT

Submit all documentation in 8 1/2 x 11 format in addition to any large scale format maps, plans and/or drawings, photos, etc.

- Existing Site Plan Historic Photograph Mapping
- Proposed Site Plan Existing Elevation Relocation
- Existing Floor Plan Demolition Product/Materials Information
- Proposed Floor Plan Documents Other (describe)

Describe _____

Comments _____ Date _____

CODE ENFORCEMENT

- Approve Approved with Conditions Denied Withdrawn Date _____

Comments on Action /Conditions: _____

Code Enforcement Officer _____

Borough Official _____

HISTORICAL ARCHITECTURAL REVIEW BOARD

- Approve Approved with Conditions Denied Withdrawn Date _____

Comments on Action /Conditions: _____

HARB Member _____

***** EACH APPLICATION REVIEWED BY THE CODE ENFORCEMENT OFFICER IS NOT EFFECTIVE UNLESS ACCOMPANIED BY THE FINAL PERMIT(S) WITH ALL APPROPRIATE SIGNATURES. *****

***** ANY CONDITIONS CONTAINED IN THIS COA ARE INCLUDED AS A REQUIREMENT TO ANY BUILDING PERMIT FOR WHICH THE COA IS ISSUED ****

AMENDMENT SECTION

Describe nature of amendment including scope of work and extension date. To be signed and dated by staff.

Code Enforcement Officer _____

Date _____