Dear Applicant:

The Historical and Architectural Review Board is pleased to provide you with this packet of materials concerning the Borough Historic District. Attached is an "Application for a Certificate of Appropriateness" and a copy of the "Historic District Guidelines" adopted by Borough Council on December 14, 1992.

As stated by the Carlisle Zoning Ordinance, the intent of the Carlisle Historic Guidelines" adopted by Borough Council on December 14, 1992.

A. Protect that portion of Carlisle which most strongly reflects the cultural, economic, social, political and architectural history of Carlisle and also Pennsylvania;

B. Encourage greater interest in local and state history;

C. Promote the use and reuse of portions of Carlisle for the culture, education, enjoyment, and general welfare of citizens;

D. Strengthen the economy of Carlisle by improving property values and economic activity in the historic district; and

E. Provide for new buildings and alterations that will be harmonious with existing historically and architecturally significant buildings.

Accordingly to this historic district regulations, no building permit or sign permit for work affecting the exterior of a building or buildings in this Historic District may be issued until the Carlisle Borough Council has approved a Certificate of Appropriateness. Prior to the consideration of a request by Borough Council, however, the project must be reviewed by the Borough Historical and Architectural Review Board (HARB), which will provide an advisory recommendation to Borough Council. Borough Council meets on the second Thursday of each month to consider, among other items, requests for Certificates of Appropriateness. The HARB meets on the Monday of the week prior to the Council meeting.

After you file your application and it is considered complete, the application will be forwarded to the HARB and Council for consideration. You will be advised of the time, date and place of these meetings. You or your representative will be required to attend the meeting of the HARB.

Borough staff is ready to make this process as easy to follow and understand as possible. If at any time you have any questions about the application forms or process, please contact a Code Enforcement Officer. Thank you for your patience and understanding in this matter. Your efforts to improve the Historic District are appreciated.
GUIDELINES FOR THE PRESERVATION/RESTORATION
AND REHABILITATION OF BUILDINGS IN THE
HISTORIC DISTRICT OF CARLISLE

Historic District Guideline #1: The historic exterior character of a property shall be retained and
preserved. The alteration of features, spaces and spatial relationships that characterize a property shall
not be permitted. Unless modified herein, the Board shall utilize the most recent version of the Secretary
of the Interior’s Standards for Rehabilitating Historic Buildings in its recommendations.

Historic District Guideline #2: All buildings must be recognized as products of their own time.
Alterations that have no historical basis are not permitted. However, on recommendation of the HARB
and action by Borough Council, alterations may be deemed appropriate when the materials used replicate
the detail, profile, configuration, and properties of existing (or preferably original) material. New
structures built in the district shall be compatible with the existing adjacent structures.

Historic District Guideline #3: The removal of distinguishing architectural features shall not be
permitted. This includes, but is not limited to, fences, porches, steps, hand rails, balusters, columns,
brackets, roof decorations, cast iron, and terra-cotta. In cases where such features have deteriorated
beyond saving, they shall be replaced with materials that replicate the detail, profile, configuration and
properties of the existing (or preferably original) material.

Historic District Guideline #4: The method of cleaning brick, stone, or other masonry structures shall be
by the gentlest means possible. Low-pressure water cleaning (less than 100 psi) with a mild detergent
shall be tried prior to any other type of cleaning method. Abrasive cleaning of brick or other masonry
materials shall not be allowed unless it is necessary for the preservation of the historic structure.
Chemical cleaning of brick or other masonry materials shall only be allowed where it can be shown that
the chemical will not do permanent damage to the building surface, will not be harmful to the
environment, and will be used in a safe manner. All chemicals used and the method of cleaning must first
be approved by the Borough Engineer. The exterior cleaning of buildings will only be allowed on a case-by-case basis. As an alternative to chemical or abrasive cleaning, it is recommended that repainting be
considered to protect the historical significance of the building. Where exterior surface conditions have
been identified that warrant total paint removal, such as peeling, cracking or alligatoring, two thermal
devices are recommended (electric heat gun & electric heat plate).

Historic District Guideline #5: Roof shape and pitch shall be preserved. Roof material shall be repaired
or replaced with material that replicates the existing (or preferably original) as closely as possible. If the
cost of a particular material is prohibitive, such as slate, terra-cotta or metal, an aesthetic facsimile
recommended by the HARB and approved by Borough Council may be utilized.

Historic District Guideline #6: Aluminum or vinyl siding over wooden buildings shall be permitted only
on the rear of wooden buildings. Aluminum or vinyl siding over brick, stone or masonry buildings is
prohibited on all sides of these buildings. Aluminum or vinyl siding may be permitted as a replacement
for existing aluminum or vinyl siding; however, in these cases, the new siding shall not be layered over
the existing siding.

Historic District Guideline #7: The location, dimension, profile, configuration, detail and properties of
replacement windows, doors and openings shall be the same as the existing (or preferably original)
windows, doors and openings. Existing (or preferably original) windows, doors and openings, including
all components: sash, glass, transoms, sidelines, lintels, sill, frames, molding, shutters and door and
window hardware shall be retained and repaired whenever possible. Replacing wood windows and wood
doors with wood, wood clad, or composite material made to replicate wood is permitted on the front and

Rev 5/26/2010
sides of buildings. Replacement windows and doors on the rear of buildings shall be the same in style with the existing (or preferably original) material, but may be composed of other materials.

**Historic District Guideline #8:** Signs shall be primarily pedestrian oriented. Sign lettering should be clear, legible and should be integrated into the particular architectural character of the building and neighborhood and follow the Historic District precedent in form and in placement on the building. New signs shall respect neighboring buildings and not shadow or overpower adjacent structures. Signs shall be either consistent with the period of the building or clearly contemporary to enhance old/new inter-relationships. Signs shall approximate the quality of materials, designs, and workmanship of surrounding architecture and shall be linked to particular building colors and/or materials. The lighting of signs is to be considered as part of the aesthetic illumination of the overall display and/or architecture and not be in competition with adjacent illuminated signs. NEON SIGNS ARE PROHIBITED IN THE HISTORIC DISTRICT UNLESS THEY BLEND IN WITH THE ARCHITECTURE OR HISTORY OF THE BUILDING.

**Historic District Guideline #9:** This demolition guideline shall apply to any existing building or portion of such building within the Historic District that the Borough Council determines, based upon the recommendation of the Board, is highly important to the historic character and continuity of that portion of the Historic District or is by itself a highly important architecturally historic resource. Any demolition in the Historic District will be in accordance with Chapter 255-161 of the Borough Code (Exhibit 1 attached).

Copies of the Secretary of Interior's Standards for Rehabilitating Historic Buildings and the National Parks Service Preservation Briefs are on file in the Borough Code Department and a link to these websites can be located on the Borough website, www.carlstlepa.org.
§ 255-161. Demolition.

A. Intent. The intent of this section is to ensure that valuable historic resources are not permanently destroyed unless there are no reasonable alternatives available.

B. This section shall apply to any existing building or portion of such building within the Historic District that the Borough Council determines, based upon the recommendation of the Board, is highly important to the historic character and continuity of that portion of the Historic District or is by itself a highly important architecturally historic resource.

C. No building defined by Subsection B above shall be demolished unless one of the following is satisfied, in the terms of the Borough Council, based upon the recommendations of the Board:

   (1) That the applicant proves that the demolition is needed to clear the land for a project of special public benefit that would greatly outweigh the loss of the historical resource;

   (2) That the applicant proves that no reasonable beneficial use of the building is possible; or

   (3) That the applicant proves that the denial of the demolition would greatly result in unreasonable economic hardship to the owner.
HARB REVIEW PROCESS

Property owner plans new construction, repairs, demolition or exterior changes within Carlisle Borough Historic District

Zoning Officer determines whether HARB review is necessary

- yes
  - Application is complete
  - Application put on next HARB meeting agenda for consideration
  - Board shall submit its recommendation to Council within 45 days of the date of application
  - HARB recommends approval of a COA
    - Application put on next Borough Council agenda
    - Applicant notified in writing within 10 days
    - Council approves COA
    - Applicant notifies Borough when work completed. All COA's will be inspected for compliance
  - HARB tables application
    - Applicant supplies missing information or revises application & attends next HARB meeting
  - HARB recommends against the granting of a COA
    - Applicant notified of HARB recommendations at HARB meeting
    - Applicant can revise & resubmit

- no
  - No further action required by HARB

HARB application should be submitted no later than 10 days prior to HARB meeting

COA (Certificate of Appropriateness)
This is a notice to proceed with work

HARB-Historical Architectural Review Board

BOROUGH OF CARLISLE
Original HARB Process Flowchart-May 29, 2009
Application for a Certificate of Appropriateness
Carlisle Historical and Architectural Review Board
Application fee of $50 is due upon submittal.

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<th>Address of Project:</th>
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**Type of Work:**
- [ ] Awning
- [ ] Masonry/Brick
- [ ] Siding
- [ ] Doors
- [ ] Roof
- [ ] Lighting
- [ ] Shutters
- [ ] Cornice
- [ ] Porch/Stoop
- [ ] Windows
- [ ] Sandblasting
- [ ] Chimney
- [ ] Painting
- [ ] Stucco
- [ ] Gutters/Spouting
- [ ] Chemical Cleaning
- [ ] New Structure
- [ ] Store Façade

**Project Documents Submitted** (Check all that apply)
- [ ] Photographs of property and/or neighboring properties.
- [ ] Drawings and/or architectural renderings.
- [ ] Materials and/or color samples.
- [ ] Sign rendering with sample lettering.
- [ ] Other: ____________________________

**Other Required Permit Applications Filed**
- [ ] Building Permit Application
- [ ] Sign Permit Application
Note: Either a building permit application or a sign permit application must be submitted for this application for a Certificate of Appropriateness to be considered complete.

General Description of Work (Use additional sheets, if needed)

Certification

I hereby certify that the information contained herein is complete and accurate and that the work is authorized by the owner of record of the named property. Furthermore, I agree to attend the next regularly scheduled meeting of the Historical and Architectural Review Board to present this application. I understand that failure to appear at the meeting will result in the application being tabled until the next regularly scheduled meeting. Failure to attend two consecutive meetings after acceptance of an application will result in the application being considered withdrawn from consideration.

(Signature of Applicant)  (Date)

(Printed Name of Applicant)  (Phone #)

THIS APPLICATION WILL NOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION IS COMPLETELY SUBMITTED.

**For Official Use Only**

Date of Acceptance:  Accepted by: ___________________________