

CERTIFICATE OF APPROPRIATENESS APPLICATION

Milford Borough Historic Architectural Review Board Application



500 Broad St. Milford, PA 18337 (570) 296-7140

Application Fee: \$125

Directions: Please complete all form fields to apply for exterior alterations to properties within the Milford Historic District (see map attached). Applications must be submitted to the Borough Office with the required fee 7 days before the next HARB meeting, which occurs on the second Wednesday of each month. Please attach the required supplemental information on the checklist on the next page with your application and submit 10 copies. Incomplete applications will not be reviewed at the HARB meeting. Non-compliance may result in fine and/or removal of work.

Building Address: _____

Building Owner _____

Cell Phone _____

E-mail _____

Owner's Mailing Address _____

Address _____

City _____

State _____

Zip Code _____

Is the Applicant the ☐ Owner ☐ Business Entity ☐ Tenant

Applicant _____

(NOT REQUIRED IF APPLICANT IS THE OWNER)

Cell Phone _____

E-mail _____

Applicant's Mailing Address _____

Address _____

City _____

State _____

Zip Code _____

☐ A design or construction professional has been consulted Architect - Engineer - Contractor

Name _____

Phone _____

E-mail _____

APPLICATION TYPE

(Check Applicable)

☐ SIGNAGE ☐ REPAIR ☐ REPLACEMENT ☐ NEW CONSTRUCTION

Type of Work Proposed

☐ Masonry / Stonework ☐ Siding ☐ Solar Panels ☐ Shutters ☐ Lighting ☐ Signage
☐ Gutter and Downspout ☐ Roofing ☐ Fence ☐ Windows ☐ doors
☐ Trim & Decorative Woodwork ☐ Other (Describe) _____

Please Clearly Describe Your Project. Attach additional pages as required. (See example attached)

APPLICATION CHECKLIST

REPAIR REPLACEMENT NEW CONSTRUCTION

APPLICATIONS SUBMITTED WITHOUT ITEMS 1 THRU 5 WILL NOT BE CONSIDERED BY THE HARB

1. Color photos:
 - a. Front of building from main right of way
 - b. Sides of building impacted by proposed work
 - c. Detail of area of proposed work
 - d. View of building and adjacent buildings from across the main right of way
2. Historic District Map (attached) marked to show location of building
3. Annotated architectural design drawing or annotated photograph (1.c. above) showing and noting proposed work (see example attached)
4. Material samples (roofing, siding, decking, etc.) or manufacturer cut sheets with specifications of materials (windows, doors, hardware, lighting, etc.)
5. For additions or new on site structures only - architectural plans and site plans with proposed setbacks and full dimensions are acceptable for submission.

SIGNAGE CHECKLIST

IN ADDITION TO ITEMS 1 THRU 5 NOTED ABOVE, SIGNAGE APPLICATIONS SUBMITTED WITHOUT ITEMS 1, 2 & 3 WILL NOT BE CONSIDERED BY THE HARB

1. Attach color illustration, to scale, from sign vendor showing design, fonts, and dimensions
2. Attach photograph(s) annotated to show where the sign will be positioned on the property
3. Attach photograph(s) and or cut sheets for light fixtures *

*A LIGHT DISTRIBUTION CURVE DIAGRAM MAY BE REQUESTED - LIGHT MAY NOT "SPILL" PAST PROPERTY LINE

Check/complete all that apply

3. Style of Sign: ☐ Freestanding ☐ Wall ☐ Hanging ☐ Projecting ☐ Other _____
Describe
4. Material of Sign: ☐ Wood ☐ Metal ☐ Neon ☐ Plastic ☐ Other _____
Describe
5. Illumination for Sign: ☐ Directional ☐ Shielded Lights ☐ None ☐ Other _____
(INTERNAL LIGHT SIGNS ARE NOT ALLOWED)
Describe
6. Lettering and Image Materials ☐ Painted ☐ Vinyl

I certify that to the best of my knowledge all the information provided in this application and attachments is correct.

Applicant / Owner Signature _____

Date _____

For assistance completing this application or questions regarding what work requires HARB review, see Chapter 1 of the Design Guidelines [\[link\]](#) or ask the Borough Secretary (570) 296-7140) who can schedule an appointment with HARB members to preview your project. Other permits beyond HARB review may be required.

Borough Use Only

HARB			Council Action			Permit Officer		
Recommended	Conditions	Declined	Approved	Conditions	Disapproved	Permitted	Conditions	Not Permitted
☐	☐	☐	☐	☐	☐	☐	☐	☐

Date: _____

Date: _____

Date: _____

Example of Project Description

A Proposal to Milford Architectural Review Board to Restore Original Pike County Courthouse to Mid-to-Late 19th Century Appearance

Narrative

The Milford Enhancement Committee is seeking approval to restore the appearance of the original Pike County Courthouse to an earlier period—that of the mid-to-late 19th Century. This begs the question—Why not restore the building to its original appearance? According to the Pennsylvania Historical & Museum Commission, as well as the US Secretary of the Interior Standards for Historic Rehabilitation, properties of a high historic interest can be restored to an earlier appearance *so long as work does not UNDO alterations showing changes of use over time*. In the case of the original 1814 Pike County Courthouse, *the second-oldest in the Commonwealth*, the adaptive re-use of the structure from courthouse to jailhouse and jailkeeper's residence should not be undone. Restoring the building to its original appearance would require the undoing of stonework that eliminated 7 exterior windows (5 on the façade alone) to accommodate a modest jail. In restoring the building to the period proposed, we are revealing the earliest use possible without undoing its "story"—that what originated as a courthouse became a jail and jailkeeper's residence. Bill Kiger tells us that he recalls a time when various jailkeepers resided in the south half of the building.

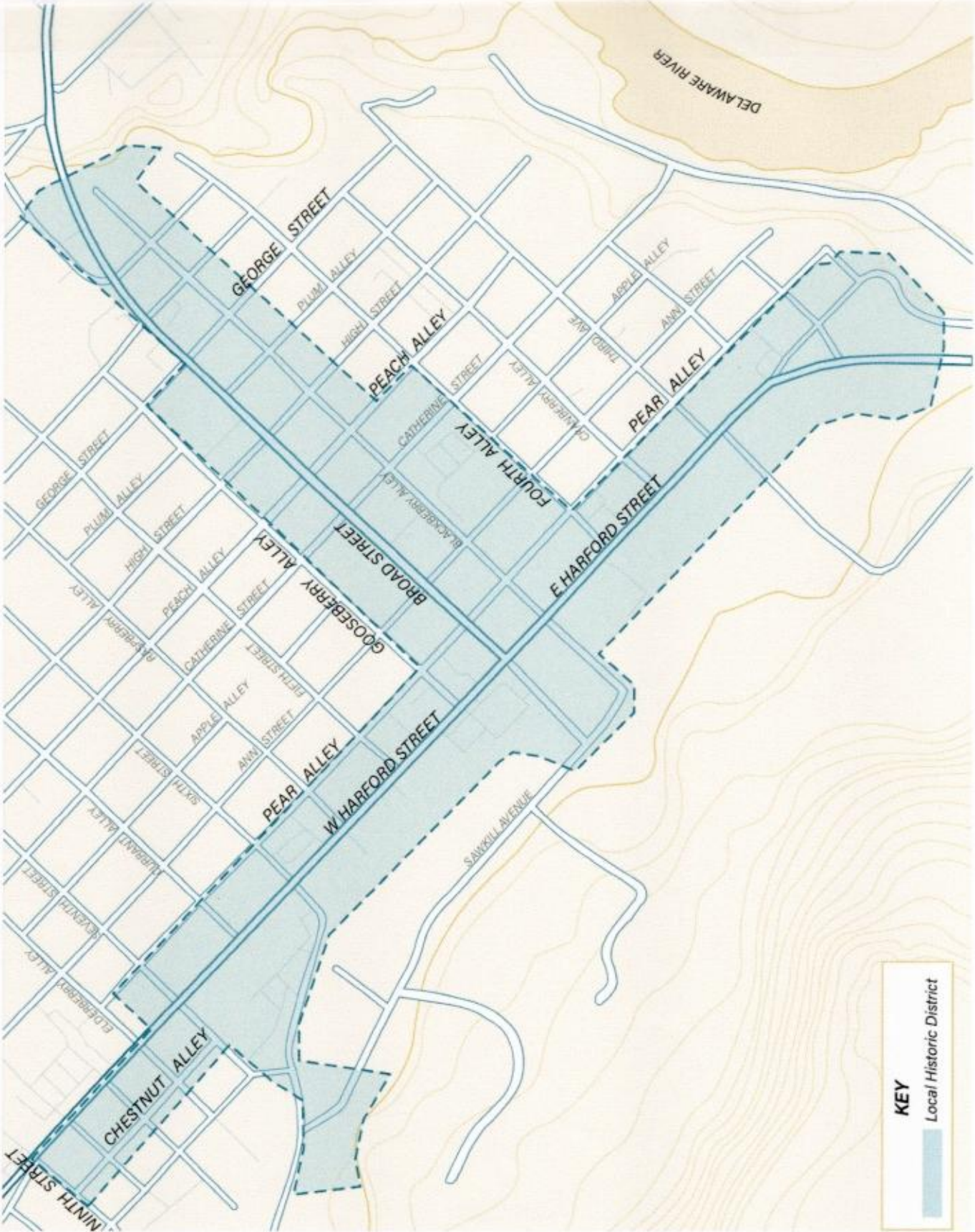
A preliminary presentation of this plan was presented by Jana Hupka to Milford Borough Council and approved over a year ago.

Scope of Work

We are not including cupola restoration in this proposal, as it is our understanding that the Historic Preservation Trust will propose restoration thereof at a later date.

1. Re-point stone over second-story left window on south elevation (where cracks have developed allowing moisture into building); re-point stone on other areas on the exterior as necessary, using matching mortar.
2. Patch and rot on existing window sills and trim as needed. A cursory observation reveals rot in first story left window sill on south elevation.
3. Restore 16 pairs of moveable-louver western red cedar shutters to building as detailed in Historic Architectural Buildings Survey (attached), along with hardware. Shutters to be factory-primed and painted to match cupola ventilation.

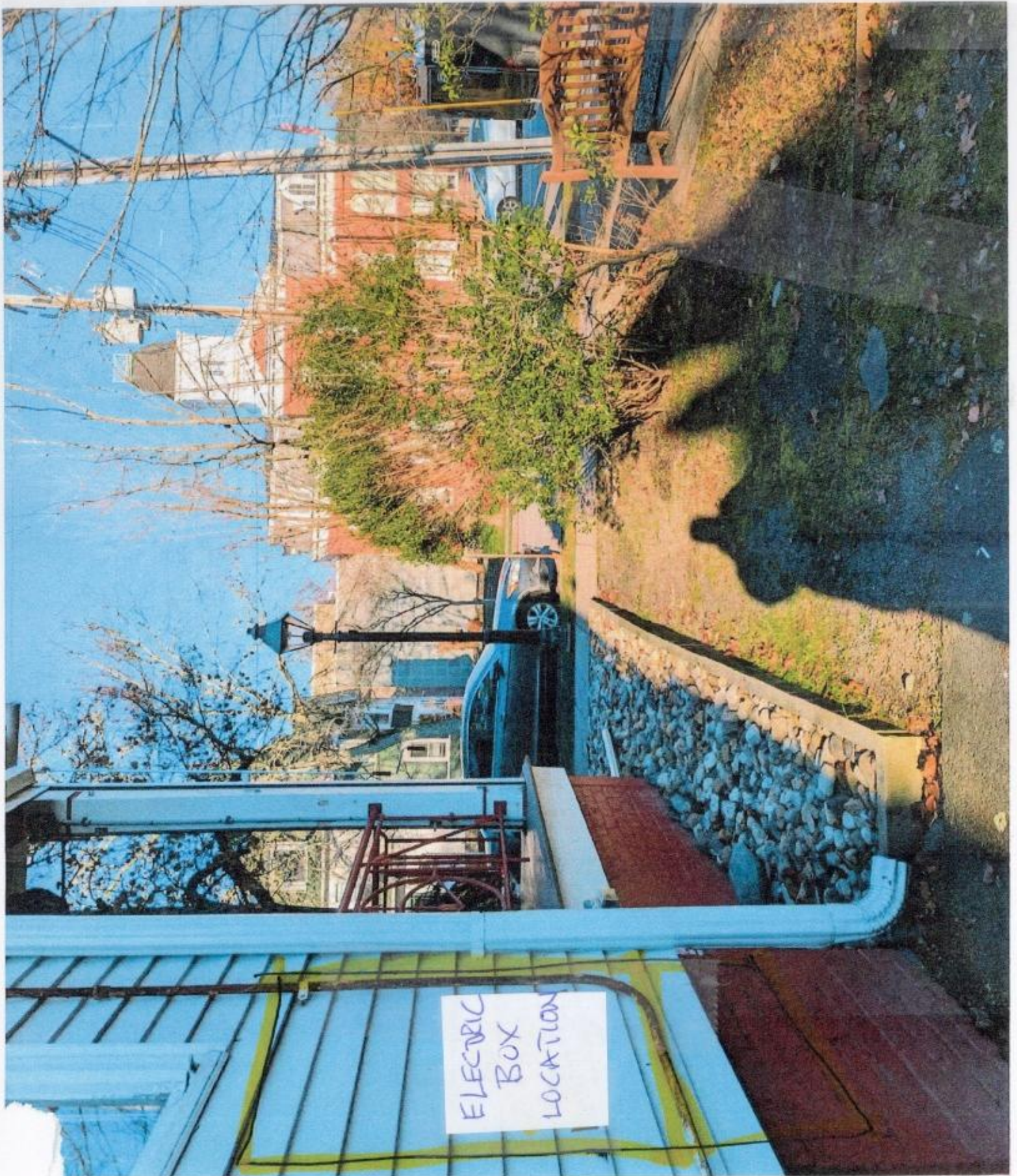
Milford Historic District Map



Example of Annotated Project Photo



Example of Annotated Project Photo



Example of Annotated Architectural Design Drawing

