

CITY OF GREENSBURG

H

**HISTORICAL
ARCHITECTURAL
REVIEW BOARD**

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CHECK LIST #2

FAÇADE IMPROVEMENTS

Ten (10) copies of the application and drawings and ten (10) copies of all other items are required for submission to the City of Greensburg Planning Department at least eight (8) days prior to the next scheduled HARB meeting:

1. _____ **Map:** Circle your location on the map of the City of Greensburg. (Free maps are available at the City Administrator's office or you can go on line to the City's web site www.city.greensburg.pa.us to print out a map of the City.
2. _____ **Photographs:** 4"x6" (or larger) labeled photographs showing:
 - a. All public views of the building
 - b. If your building is in the Downtown District, show the next door neighbors' buildings
3. _____ **Scaled Drawings:** (at least 1/4"=1' of the building) showing:
 - a. Proposed improvements, location on the building of said improvements, if there is an exterior sign, exterior lighting, window advertisement, and/or a door advertisement
 - b. Elevation (front view) drawing of the building showing all improvements
 - c. Detail on the improvements, with samples,
 - d. Detail on the type of illumination, either internal or external, to be used if any
(For your further information a sample of a scaled drawing is attached.)

Signs/Awnings:(see Check list #1 for further information)

4. _____ **Samples** of the specific type face to be used and the exact size of the letters
5. _____ **Samples** of the sign or awning materials.
6. _____ **Color chips** of ALL the sign or awning's colors.
7. _____ **Additional information** required by HARB after initial consultation or preliminary review. (only if you have previously appeared before the HARB)

Important Notice: Your application **MUST** include all of the above information for your request to appear on the HARB agenda. If you have not checked each item above and provided the required attachments please know that the City will reject your application until it is completed in full.

The HARB must have ALL this information in order to perform a proper plan review for a Certificate of Appropriateness for your project.

Note: Uniform Construction Code (UCC) Permits, Compliance Permits, and Sign permits must be filed and approved by the Planning Department after an approval is given by the HARB. Work may not begin until you are issued a permit.