

# So, you're doing a project in the Historic District. How should you begin?

## Step 1:

Make sure your property is in the Historic District.

A PDF of the town's Zoning map is on the New Hope Borough website [here](#). See if your property is within the Historic District.

## Step 2:

Determine whether your project is a "replacement in kind."

A "replacement in kind" is a project where you are simply replacing something without making any changes to material or aesthetics. *\*See examples.*

**If yes,** your project is a replacement in kind, please submit a detailed letter describing the project for the Borough's files.

*\*Examples:* repainting a house the same color, replacing a window with one the same size and materials, installing a new roof in the same color and materials as the old one, etc.

## Step 3:

For all other projects that make changes to a property's exterior, apply for a Certificate of Appropriateness (COA). *+See examples.*

The COA application form is on the website [here](#); you may also pick up the form from Borough Hall (123 New Street).

Applicants are required to submit copies of the completed application form, along with all necessary support documents, plans, and specifications.

**Remember:** if your project requires permits, you must also apply for those: check [here](#) for forms.

*+Examples:* painting a house a new color, changing roofing materials, installing a new fence, building an expansion, putting up a sign for a business, adding a deck, etc.

## Step 4:

Appear before the Historic Architectural Review Board (HARB)

1. The HARB meets at 125 New Street on the first Tuesday of each month at 6:30 p.m. and will make a recommendation for each application. At the meeting, applicants are allowed to make a presentation and/or answer questions.

All materials must be submitted 15 business days prior to the HARB meeting. Remember: any relevant personnel attached to your project (contractor, architect, etc.) are welcome to attend and help you present at the meeting as well.

## Step 5:

Borough Council approval

The New Hope Borough Council meets at 125 New Street the third Tuesday of each month at 7 p.m. They will review the HARB's recommendations and determine final approval for each application (pending approval by Zoning if necessary).

**You're Ready!** Confirm you have all relevant paperwork and permits before begin. Good luck!

## Any Questions?

Contact Sr. Administrative Assistant,  
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