

City of Reading Historical Architectural Review Board

COA Application Checklist

The Reading Historical Architectural Review Board (HARB) has provided this checklist to assist you in completing the Certificate of Appropriateness Application (COA).

Photographs

- ☐ Photographs must be submitted with ALL applications. Include the entire side of the building that is being worked on as well as adjacent buildings and objects.
- ☐ Include close up photos with details of the proposed work.
- ☐ Include photos of the future location of new construction or addition of a structure or sign.

Drawings

Drawings must be included with the application.

- ☐ Except for signs, drawings should be in the scale of $1/8'' = 1'$. Signs should be at a large enough scale so that text can be read clearly.
- ☐ All drawings must include dimensions.
- ☐ Provide original copy and one PDF copy of drawings.

Descriptions

Describe your project as clearly and comprehensively as possible.

- ☐ State whether the type of work is an alteration, renovation or restoration; a new addition; or an addition or alteration of a sign and type of brackets or mounting.
- ☐ Provide the details of your project including paint color chips, material samples, pictures of fixtures, manufacturer's specifications and product information.

Signature & Dates

- ☐ Sign and date your application.
- ☐ Submit your application at least 10 business days before the next meeting.
- ☐ The HARB meets on the third Tuesday of each month, and it is strongly advised that the applicant attend. Meetings are held at 6:30pm in the Penn Room on the first floor of City Hall, 815 Washington St, Reading PA 19601.

For any questions regarding HARB or the COA application, please call (610) 655-6414 or (610) 655-6445.