

Township of Moon

Certificate of Appropriateness

Application Packet

1. **Application Packet.** *Be sure to complete and submit all the required materials that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.*

The "Application Packet" for a *Certificate of Appropriateness* includes the following:

- Application Form (*This form must be completed for all applications.*); and
- Checklist (*Use this checklist to assure that you have included all of the required information with your application materials.*)

2. **The Process.** The process for obtaining a *Certificate of Appropriateness* involves the following steps:
 - A ***Pre-application meeting*** with Township staff to discuss applicable design guidelines and other pertinent regulations for the alteration, reconstruction, restoration, repair, erection, addition or demolition of all or a part of any building in the Historic District.
 - ***Complete the Application for Certificate of Appropriateness and submit six copies with the associated materials to the Township Building Code Official.*** A public meeting with the Historic Architectural Review Board will be scheduled in a timely manner.
 - ***At a public meeting the Historical Architectural Review Board (HARB) shall consider the application for a Certificate of Appropriateness according to the Design Guidelines set forth in Chapter 117 of the Moon Township Code of Ordinance*** The HARB can recommend approval of the *Application* as proposed, approve the *Application* with modifications, refer the *Application* back to the applicant, or disapprove the *Application*. HARB shall render a written decision/ recommendation within 45 working days. This decision shall be submitted to the Moon Township Board of Supervisors.
 - ***The Moon Township Board of Supervisors shall consider the Application of Appropriateness with the HARB recommendations at their next regularly scheduled meeting.*** If the Board of Supervisors approves the *Application*, it shall issue a *Certificate of Appropriateness* authorizing the Township Building Code Official to issue a building permit.
 - ***A decision for denial may be appealed*** to the Allegheny County Court of Common Pleas within the time specified by law.

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,
PLEASE CONTACT LORA DOMBROWSKI, Assistant Planning Director
Phone: 412-262-1700 FAX: 412-262-5344 E-mail: ldombrowski@moontwp.com**

Certificate of Appropriateness

Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Location** for this request for a *Certificate of Appropriateness*:

2. **Existing and Proposed Use of the Property:**

3. **Property Owner:**

Address:

Street	City	State Zip
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Telephone:

Home	Business	Fax
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4. **Applicant:**

Address:

Street	City	State Zip
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Telephone:

Home	Business	Fax
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5. **Contact Person:**

Address:

Street	City	State Zip
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Telephone:

Home	Business	Fax
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E-mail address:

Obtaining approval of this *Certificate of Appropriateness* does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, PENNDOT access permits, et cetera.

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the Township of Moon and have submitted all the required information.

Signed by: _____ Date: _____
(Property Owner)

(Note: No other signature may be substituted for the Property Owner's Signature.)

and: _____ Date: _____
(Applicant)

and: _____ Date: _____
(Contact Person)

Original Signatures are Required

Certificate of Appropriateness

Checklist

(This form must be filled out completely and the required information must be attached to this form before your application will be accepted.)

The following information is required as part of the submittal of a request for a Certificate of Appropriateness. Please attach your answers to each item.

- A **written statement** that shall include the following:
 - Description of the project;
 - Types of materials to be used;
 - Dimensions of proposed alterations and new construction; and the
 - Architectural style of alterations and new construction.

- Photographs** showing the existing condition of all structures and areas of the property proposed for alterations and/or new construction.

- Drawings and/or manufacturer's information**, illustrating the design of proposed alterations and new construction.

- For all buildings, a **Site Plan**, drawn to scale, on a sheet no larger than 11 by 17 inches, **including the following information:**
 - Date of preparation;
 - North arrow;
 - Scale;
 - Property address;
 - Name and address of the property owner(s);
 - Name and address of the applicant;
 - Name and address of the person of firm preparing the Site Plan;
 - Dimensions of all property lines, structures, existing setbacks and distances between structures, and paved surfaces to the nearest one-tenth (1/10) of a foot;
 - Locations of all existing and proposed structures, additions to structures, and paved surfaces, including all buildings, fences and other structures on the property;
 - Exterior elevations for all proposed buildings and additions, showing all sides of the proposed construction; and
 - Other pertinent information necessary to fully understand the need for a *Certificate of Appropriateness*.