

**BOROUGH OF ALLENTOWN**  
**APPLICATION FOR HISTORIC PRESERVATION**

Application Date \_\_\_\_\_

Indicate the best term to describe your position:

**OWNER**

**AGENT**

**PROPERTY + CONTACT INFORMATION**

Name of Property Owner \_\_\_\_\_

Name of Applicant (if different from property owner): \_\_\_\_\_

Street Address \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zone District \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

Applicant Email \_\_\_\_\_

Owner Phone Number \_\_\_\_\_

Owner Email \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

## Application for Historic Preservation Review

The Historic Preservation Review Commission (HPRC) is responsible for protecting Allentown Borough's architectural heritage, increasing awareness of its unique historical properties, documenting historically significant properties and advising the Zoning / Planning Board on all matters which have potential impact on the historic buildings, structures and sites located within Allentown's Historic District. In accordance with Section 2-49 of the Allentown Borough Ordinance, property owners wishing to take any action which affects or alters the exterior of a property located within the Historic District must review proposed work with the HPRC and obtain a Determination of Appropriateness. If you need a construction permit or zoning approval for your project, then you are also required to make an application to the HPRC. It should be noted that certain alterations do not require a construction permit. In those cases, the HPRC requests voluntary compliance with the intent of the Historic Element of the Allentown Borough Master Plan and associated ordinances.

Please refer to the Allentown Historic District Map and associated spreadsheet on file with the Borough Clerk to determine if your property falls within the District. If you are a property owner whose property is located within the Allentown Historic District and you plan to alter any structure on your property, please fill in the application below and submit it to the Allentown Borough Clerk at Borough Hall on 8 North Main Street. You may also email a .PDF file to the Borough Clerk who will record your application and will submit it to the HPRC. The Borough Clerk will then notify each applicant of the HPRC meeting date during which the applicant's proposed project will be heard. Applicant's or agent's attendance is required.

The HPRC meets once a month, on the third Thursday, at 7pm in the Council Chambers of the Borough Hall. Please check online at [www.allentownboronj.com](http://www.allentownboronj.com) or at the Borough Hall to confirm meeting agenda. Applications must be received at the Allentown Borough Hall at least ten (10) days prior to the HPRC meeting for administrative review in order to be placed on the agenda. The HPRC may waive the ten (10) day review period for emergency repairs and if the agenda will allow for the applicant to be heard or if a Chairperson determines that a Commission review is not required. During the meeting, you will have the opportunity to discuss project details with the Commission.

As a guide for evaluating applications, the HPRC follows *The Secretary of the Interior's Standards* as directed in the historic element of the Allentown Borough Master Plan. A list of these standards and links to additional information can be found as Addendum 1 of this application. The HPRC recommends that the applicant use these standards as a guide for a successful application. Once an application has been processed, the building / permit process may continue. If the application is not deemed appropriate for the Historic District, the HPRC will work with the applicant to reach an appropriate solution.

The HPRC has a digital Inventory of the properties and sites located within the Historic District. The Inventory is available at the Allentown Public Library and on-line. The HPRC Inventory contains a description of each property, highlights specific features and photographs. It serves as an educational resource and is useful to Historic District property owners when considering alterations to their property. As part of the HPRC Educational and Preservation Initiative, the HPRC intends to maintain and improve the Inventory.

**HISTORIC PRESERVATION PLAN REVIEW REQUEST:** Please describe the scope of work below and indicate the type of project proposed. Project types can include: new building, building addition, emergency repair, alteration, fence, roof, etc.

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**SUPPLEMENTAL DOCUMENTS:** Every application for Preservation Plan Review must be accompanied by two (2) copies of the entire construction drawing set. In addition, include supplemental documents which sufficiently provide a comprehensive description of the project. Applications should include but are not limited to a brief written description, accompanied by photographs and the following product specifications and/or samples where applicable:

- Finish materials or samples (i.e. siding, shingles, roof materials, paving, trim profiles, etc.)
- light fixture catalogue pages
- scaled plan drawings
- elevations of facade improvements
- signage details, style of letters, color
- size of letters, illumination or non-illumination
- signage materials, samples
- landscape plan with planting detail(s)
- door and window replacement details
- site plan/plot plan or street plan
- images or other visual material may be included to provide design intent.

**SIGNAGE:** Signage on a property within the Allentown Historic District needs to adhere to the guidelines listed below. See Section 32-9, Borough Ordinance Signs.

- Signs shall conform to the Borough of Allentown Ordinance respective size, placement and illumination. For example, backlit signs, neon and internally lit signs are prohibited by code. Flood lights are discouraged.
- Design, background color and letters should be harmonious with the architectural style of the building and the streetscape.
- Lettering may be flat, raised or incised.
- Placement and alignment of signs should be related to the architectural elements.

**STATEMENT:** In addition to the submission documents above, any application concerning a **new structure, addition and/or facade alteration** please include a brief written statement about the project's historic appropriateness and compatibility with the Historic District's existing structures and streetscapes. Please use the back of the page if you need more room to write.

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Application for Historic Preservation Review

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For official use only:

**ZONING OFFICIAL: THIS APPLICATION IS FOR:**

- ZONING
- NEW CONSTRUCTION

**HPRC OFFICIAL: APPLICATION DETERMINATION:**

For the Historic District this application is deemed  Appropriate  
 Inappropriate

Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments, recommendations and/or conditions of approval:

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Having acknowledged the comments of the HPRC, I am aware that I shall do nothing other than what is presented on this application. If I intend to alter my plans, I understand that I will be required to submit a new application and not proceed with the changes until this application is reviewed by the HPRC.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDENDUM 1**

**Secretary of the Interior's Standards for Rehabilitation**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Deteriorated materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old design, color, texture, and where possible, materials, replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Additional information

The Secretary of the Interior's Standards, National Park Service  
[www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm)

Allentown Borough Website: [www.allentownboronj.com](http://www.allentownboronj.com)

National Trust for Historic Preservation: <https://savingplaces.org>