

Historic Area Advisory Committee Application/Submission Guidelines Supplement to the Historic District Application Form

The intent of the guidelines is to assist the applicant in providing the Advisory Committee comprehensive information with regards to any changes or improvements to the applicants' property. The detailed information will help expedite the Historic District application process. The applicant's information will be provided to the Advisory Committee at least one (1) week prior to the site meeting (which normally takes place the second Monday of every month – dates vary month to month) so as to give the Advisory Committee time to review the application.

The guidelines refer to the following items:

1. Location (Please indicate where on the property the changes/addition/new signage will be located.)
2. Images/graphics/designs/pictures of the proposed changes/improvements (Please provide rendering of any changes to the exterior of the building, including signage. In the alternative, please provide photos of existing building showing changes superimposed.)
3. Colors – Pantone Matching System (PMS) or historic color pallet (Please provide specific colors (Include PMS or similar) and type (flat, semi-gloss, gloss) for all paint colors
4. Materials (Please provide the type of material used for any changes, including signage.)
5. Dimensions – size and scope (Please provide size of all portions of new construction and/or signage size.)
6. Height – width – depth – size – if applicable - from the ground up (Please provide drawing showing height of new construction or signage from grade level.)
7. Lighting – size – wattage – projection area – image/graphic/picture of the lighting (Please provide detail as indicated for new lighting.)

NOTE: If the applicant is unable to provide detailed information by the pre-determined date, the application will be postponed to the following month.

These guidelines are not codified as application requirements. The guidelines provide a model process for the applicant and assist in listing requirements that help define historical features pertaining to the Historic District of Lititz. The guidelines provide a basic treatment plan in identifying visual aspects of building features in the Historic District in hopes of preserving their character.