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Borough of Lititz, Pennsylvania

Historic Area Advisory Committee Project Submittal Process

The following information has been compiled as a guideline to help property owners with parcels within the designated Historic District through the process of changing your building's exterior architectural features and colors, including signage or demolition of your building. In deciding whether your change fits into the historic character of the town, the HAAC considers the general design, arrangement, texture, material and color the building or structure and the relation of such factors to similar features of buildings or structures in the area. Additionally the HAAC uses the *Secretary of the Interior standards* to determine the appropriateness of your request.

An application for submittal is provided for completion. Please complete the "Historic District Application" and submit to the Zoning Officer by no later than _____.

After the application is submitted to the Zoning Officer, a mandatory on site visit will be scheduled with the applicant, Zoning Officer and members of the HAAC. Please note there will be a \$35 fee to apply to the HAAC. The HAAC will then hold a public meeting on the 3rd Monday of the month at 6 pm to entertain comments or questions regarding the proposed changes. You (or someone on your behalf) are required to attend the public meeting. Please feel free to include other professional who may be assisting you with your project.

The HAAC will make their recommendation to the Zoning Officer for approval or denial of the request. You will be notified in writing of the decision of the Zoning Officer, specifying all details of the project which fall under the requirements of the Historic District.

No changes to the property may begin until written approval has been received.