



FAST TRACK APPLICATION FOR REPAIR OR REPLACEMENT IN KIND

Use this application if your project meets the following requirements:

- **IN-KIND REPAIR defined as:** A repair is required to fix a deteriorated building or structural component, and the repair incorporates parts and materials which are exactly the same as the original in terms including, but not limited to: *appearance, materials, size, arrangements, proportion, dimensions, color and texture.*
- **IN-KIND REPLACEMENT defined as:** If replacement of a deteriorated building or structure component material is required due to irreversible deterioration, the repair must incorporate parts and materials which are exactly the same as the original in terms including, but not limited to: *appearance, material, size, arrangement, proportion, dimension, color and texture.*

Special Notation: Additions, Alterations, or Changes in Material, Dimensions or Color
DO NOT qualify for Repair/Replacement in Kind and require submission of a HARB Application.

OWNER/APPLICANT INFORMATION:

1. Applicant is: Owner _____ Contractor _____ Other (EXPLAIN) _____
2. Property Owner's contact information:
 - Full name: _____
 - Address: _____
 - Daytime Phone #: _____
 - Email Address: _____
3. Property Address: _____
Tax Map Parcel No. 18- _____
4. Applicant's contact information (if different from owner):
 - Full name: _____
 - Address: _____
 - Daytime Phone #: _____
 - Email Address: _____

Description of Proposed Work: _____

Colors: _____ Materials to be Used: _____

The following items must accompany the application: (Check to verify completed):

- () One signed copy of the application.
- () Photographs of existing work area, items to be repaired or replaced and street view of the structure.
- () Copies of manufacturer's literature/cut sheets of replacement materials or products.
- () Detailed descriptions of materials, paint color samples, and manufacturer's names.

Applicant's Signature: _____ Date: _____

Owner's Signature (if not the applicant): _____ Date: _____

Application Procedure

Submit two (2) signed copies of the application, along with all applicable required checklist items. The Borough will retain one copy and forward the other copy to HARB.

Within ten (10) business days HARB will review the application and determine if all required detail has been provided and that the proposed work meets the fast-track application requirements. If it is determined that additional information, samples, colors, etc. are required, the applicant will be contacted and asked to supply the requested information.

Upon final review, HARB will complete the application, indicate whether it is fast-track appropriate, and return it to the Borough Hall. If NOT considered appropriate, the applicant will be informed that a full HARB submission is needed. If considered appropriate and a building permit is NOT needed, the applicant may proceed with the repairs/replacement in kind. If considered appropriate but requiring a building permit, the applicant will skip the HARB meeting and apply for the building permit.

*****THIS SECTION FOR BOROUGH USE ONLY*****

☐ **APPROVAL RECOMMENDED*** **BUILDING PERMIT NOT REQUIRED**

*RECOMMENDED BY: _____ Date: _____

COMMENTS: _____

☐ **APPROVAL RECOMMENDED*** **BUILDING PERMIT REQUIRED**

*RECOMMENDED BY: _____ Date: _____

COMMENTS: _____

☐ **APPROVAL NOT RECOMMENDED***

*DECISION BY: _____ Date: _____

EXPLANATION: _____

☐ **COUNCIL APPROVAL** **CONDITIONS:** _____

_____ Date: _____

☐ **COUNCIL DISAPPROVAL** **REASONS:** _____

_____ Date: _____