



HISTORICAL COMMISSION APPLICATION CHECKLIST

The Historical Commission reviews proposed repairs, renovations, alterations, and demolitions that will impact the exterior of the Township's designated historic resources and properties. Interior renovations are not subject to Historical Commission review. Before "Building Permits" can be approved by the Township's Codes Department, all permits involving a Township designated historic resource(s) must be approved by the Historical Commission. Permits on proposed improvements to any historic resource should be submitted to the Codes Department and the Township's Historical Commission's Liaison two (2) full weeks prior to a Historical Commission Meeting for review. Historical Commission Meetings are held the second Monday of each month at 7:00 PM at the Township Building at 101 Commerce Drive, Exton, PA 19341. For additional questions please contact the [Historical Commission's Liaison](#).

1. REPAIR AND REPLACEMENT PROJECTS NOT REQUIRING A BUILDING PERMIT

- a) Residential or Commercial Building Permit
- b) 3"x 5" (or larger) labeled photographs showing:
 - All sides of the existing building or structure
 - The streetscape
 - Detail photographs of the affected area
- c) Detailed written description of all proposed work, describing:
 - The existing materials and building construction
 - The proposed new work and materials
 - The proposed alterations or replacement of historic features and materials
- d) Product samples or catalogue cuts of proposed new materials to be used.
- e) Scaled drawings or annotated photos as needed to fully describe proposed work.
- f) Historical background information regarding the subject properties when available.

2. RENOVATIONS, ALTERATIONS, ADDITIONS, NEW CONSTRUCTION PROJECTS REQUIRING A BUILDING PERMIT

- a) Submit all items required under item No. 1 above, plus the following items:
- b) Scaled construction drawings illustrating the proposed work, to include:
 - Floor plans, roof plans, and exterior elevations illustrating changes
 - Construction detail drawings with dimensions of new exterior elements
 - Site plan including adjacent sites, buildings. Google Earth type images can be used.
 - Drawings must be drawn to scale to correctly illustrate the impact of the proposed work on the existing building or structure

3. DEMOLITION APPLICATIONS

- a) Comply with application requirements per the Township's Historic Preservation Ordinance ([§325-85](#))