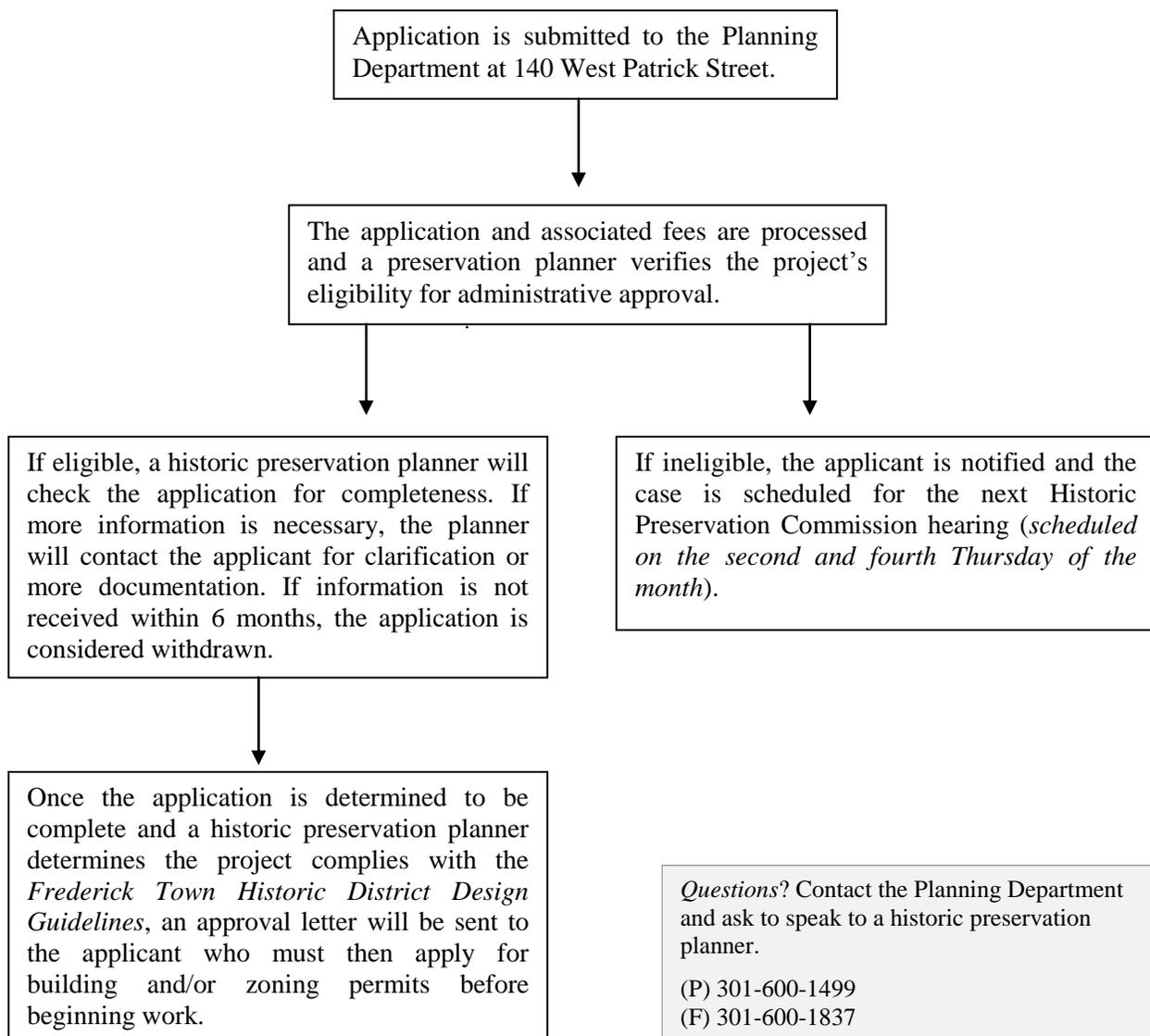
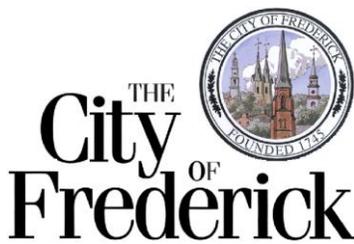


ADMINISTRATIVE APPROVAL PROCESS  
Historic Preservation Commission  
Planning Department \* 140 West Patrick Street  
Frederick, Maryland 21701 \* 301.600.1499

Property owners within a Historic Preservation Overlay zone can obtain administrative approval for signs, fences, certain rehabilitation work, and changes to setting and outdoor features from a historic preservation planner. The categories of work that can be approved by staff are identified on the back of this page. These staff level reviews can reduce the approval time and eliminate the need for applicants to attend Historic Preservation Commission hearings. The same application forms are used for staff level and Commission reviews.

The applicant begins the process by completing the appropriate HPC application form, either “Signs and Fences” or “Exterior Rehabilitation and Additions.” Please note: additions cannot be approved by staff. Bring the completed application form, with the required attachments and fee, to the Planning Department at 140 West Patrick Street (Municipal Office Annex).





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Projects that can be approved by a preservation planner include, but are not limited to, the following types of projects:

**Rehabilitation** is defined as work that preserves features of the property that are significant to its historic, architectural, and cultural values

- The removal of materials and features that are not in compliance with the guidelines;
- The replacement of materials and features not in compliance with the guidelines with materials and features in keeping with the guidelines;
- The repair and replacement of deteriorated materials and features with historically appropriate materials and features. Such work may involve siding, gutters and downspouts, roofs, chimneys, porches, door stoops, and paving;
- The replacement of hardware or the installation of new hardware;
- The installation of missing materials and features, supported by documentation; and
- Repointing and other masonry repairs;

**Signs** are defined as any device, structure, painting or visual image designed to be seen by the public. Signage can incorporate graphics, symbols, letters, or numbers for the purpose of advertising or identifying any business, products, or services.

- Replacement of signs that are incompatible with the guidelines with signs that are compatible; and
- The installation of signs in historically appropriate locations such as signboards, brackets, windows, and awnings.

**Modifications to Settings** include yards, streetscapes, and other open spaces within the historic district.

- Paving, paths, sidewalks, parking areas, patios, and driveways; and
- Sheds, fences and walls and other minor landscape features.

**Other miscellaneous projects**

- Exterior placement of meters, vents, cable or telephone boxes, wiring, antennas, satellite dishes, and components of HVAC systems;
- The installation of security devices, such as control panels, touch key plates, mirrors, cameras, and peepholes;
- The replacement of exterior light fixtures and the installation of new light fixtures, including fixtures to illuminate signage; and
- Other minor exterior modifications, including mail slots and boxes and house numbers.