



Level 1 – New Construction

For Official Use Only	
HPC Case Number:	Hearing Date:
Date Submitted:	Amt. Paid:
Fee Schedule	
Residential & Duplex (less than \$500 improvement)	\$50.00
All Other (including non-residential outbuildings)	
Commercial & Multi-family (less than \$5000 improvement)	\$100.00
Commercial & Multi-family (greater than \$5000 improvement)	\$1000.00

Planning Department * 140 West Patrick Street * Frederick, Maryland 21701 * 301.600.1499

HISTORIC PRESERVATION COMMISSION APPLICATION LEVEL 1 - NEW CONSTRUCTION

All new construction in the historic district must comply with the *Frederick Town Historic District Design Guidelines* and the *Secretary of the Interior's Standards and Guidelines for Rehabilitation*. The guidelines are available on the City's website (www.cityoffrederick.com/preservation), at the C. Burr Artz Library, and in the Planning Department at Municipal Office Annex, 140 West Patrick Street.

Instructions: Submit the original application, required fees, and FIFTEEN (15) copies of the application and all supporting documents no later than 1:00 p.m. on the first or third Thursday of the month, in order to be heard at the next workshop and hearing. Applications for work that can be approved by staff (administrative approvals) can be submitted at any time and only ONE (1) copy needs to be submitted. **DIGITAL SUBMISSIONS ARE NOT ACCEPTED AT THIS TIME.** **This form must be completed in its entirety, with attachments, before it will be considered by the HPC or reviewed for administrative approval.** **Hearing attendance is mandatory for cases reviewed by the Historic Preservation Commission (HPC).** **For further information, contact the Planning Department at 301-600-1499.**

PROPERTY ADDRESS:	Tax ID:	Lot Number:
OWNER INFORMATION		
Name:		
Address:		
City/State/Zip:		
Phone:	<input type="checkbox"/> Check here if you would like to receive HPC newsletters & information regarding workshops & special events by e-mail..	
Email:		
AGENT INFORMATION		
Contact Name:		
Firm/Company:		
Address:		
City/State/Zip:		
Phone:	<input type="checkbox"/> Check here if you would like to receive HPC newsletters & information regarding workshops & special events by e-mail.	
Email:		
BRIEFLY DESCRIBE EXISTING CONDITIONS & PROPOSED CONSTRUCTION		

OWNER OR AGENT SIGNATURE

I hereby certify that the owner or his/her agent will make every effort to attend the Historic Preservation Commission workshop and hearing for which this application is scheduled. I understand that should the owner or his/her agent fail to attend this meeting, the HPC will continue this case until the next regular public meeting. This certification constitutes my agreement to an extension of the 45-day review period, as set forth in Md. Land Use Code Ann. § 8-307 and § 423(b)(4)(D)(iii) of the Land Management Code, in the event that I fail to attend the aforementioned meetings. My application may be continued no more than two (2) times. If I fail to attend the meeting following the second continuance, I understand that my application will be deemed to be withdrawn and no further action will be taken by the Commission.

I/we have reviewed the *Frederick Town Historic District Guidelines* _____ **(initial)**

I/we agree to post a copy of the Certificate of Approval (COA) along with the required building and/or zoning permit on the subject premises in a place of public view _____ **(initial)**

- Please check here if the HPC and staff have permission to enter the yard to view the project.
- Please check here if this case has been cited by Code Enforcement and attach a copy of the NOV/citation letter.

Property Owner or Agent Signature

Date

HISTORICAL INFORMATION (use additional sheets, if necessary)

Briefly describe what is known about the history of this site.

Describe other buildings on the site and provide information about their history.

PRIOR HPC CASES

Hearing Date	Case Number	Work Approved or Denied

CHECKLIST OF REQUIREMENTS *Level 1 applications must describe proposed construction in terms of the location, footprint, massing, plot plan, setbacks, massing, height, scale, roof form, facades, and materials. The following materials must be submitted by the application deadline. Additional information may be required by staff or HPC. Applicants will be notified if submitted material is inadequate. COPIES MUST BE COLLATED. ALL PLANS AND DRAWINGS MUST BE FOLDED TO 8 1/2 x 11”.*

Check items that are included in the application package.

- Written scope of work.** The scope of work must be a detailed explanation of the proposed new construction. Please describe other buildings on the lot and the affect of new construction on those and other nearby historic structures. Include other information that will help the Commission evaluate the proposal. The explanation of the proposed structure, the design philosophy and the scope of work must be given.
- Photos of existing conditions.** Original images and copies must be clear and must capture **all** sides of the building, the site, and any exterior building elements affected by the proposed rehabilitation. Only one original, color photo of each view is required. The additional copies can be black-and-white or color photocopies. Please label each photo with the address of the property, the view, and the date.
- Drawings. ALL PLANS MUST BE FOLDED TO 8 1/2” x 11”.**
 - **Elevations:** Showing massing, height, scale, façade, roof forms, and materials.
 - **Plot Plan:** Indicating lot lines; adjacent streets, alleys, and buildings; location, footprint, and setback of new construction; proposed site features, such as fences and paving.

AFTER THE LEVEL 1 APPROVAL, THE APPLICANT MUST OBTAIN FINAL SITE PLAN APPROVAL FROM THE PLANNING COMMISSION THEN SUBMIT THE LEVEL 2 NEW CONSTRUCTION APPLICATION TO THE HISTORIC PRESERVATION COMMISSION.

OTHER REQUIREMENTS *A building and/or zoning permit is required in order to begin work on any item approved by the HPC. You may be required to comply with additional codes and regulations in order to obtain a building and/or zoning permit. This includes, but is not limited to, building codes and/or right-of-way (ROW) encroachment agreements. **Contact the Building Department at 301-600-3827** for questions regarding building codes. **Contact the Engineering Department at 301-600-1406** if any aspect of the work will be in the public ROW or to find out if a ROW encroachment agreement is required. Failure to do so may cause delays in the issuance of the building and/or zoning permit. _____ (initial)*