



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 2 NEW CONSTRUCTION
Submit after Final Site Plan Approval by the Planning Commission

All work in the historic district must comply with the *Frederick Town Historic District Design Guidelines*. 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 the 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 ITEMS TO BE REVIEWED		

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

PRIOR HPC CASES

Hearing Date	Case Number	Work Approved or Denied
Level 1		

CHECKLIST OF REQUIREMENTS *Level 2 applications must describe proposed construction in terms of the texture, openings/fenestration, lighting, detailed façade elevations, final articulation, site plan, and landscaping. Level 1 variables are subject to further review. 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 ½ x 11”.*

Check items that are included in the application package.

- Written scope of work.** Describe the proposed construction in terms of the following Level 2 conditions: texture, openings/fenestration, lighting, detailed façade elevations, final articulation, site plan, and landscaping.
- Elevation drawings with dimensions and finished floor elevations.**
- Floor plans.**
- Site plan.** The site plan must show the location of the new construction and the relationship between the building and the site. It must show spot elevations and indicate lot lines, adjacent streets and alleys, the footprint of all buildings and structures, landscaping and site features such as walks, fences, and parking. The adjacent walls of neighboring buildings and structures must also be shown.
- Cut sheets and product information.** Manufacturers’ descriptions and illustrations of project details must be submitted.
- Material samples of building elements.** Samples can be brought to the workshop. Do not submit samples to the Planning Department.
- Attend workshop and hearing.** Hearing attendance is mandatory for a case to be heard by the HPC. The staff, in consultation with the HPC Chairman, will determine if a case will be scheduled for a workshop prior to the hearing. It is expected the most applications for new construction will require at least one workshop.

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)*