



# Exterior Rehabilitation and Additions

| For Official Use Only  |               |
|--|---------------|
| HPC Case Number:   | Hearing Date: |
| Date Submitted:  | Amt. Paid:    |
| Fee Schedule   |               |
| Residential & Duplex (less than \$500 improvement)           | \$5.00        |
| Residential & Duplex (between \$501-\$5000 improvement)      | \$20.00       |
| Residential & Duplex (greater than \$5000.00 improvement)    | \$50.00       |
| Commercial & Multi-family (less than \$500 improvement)      | \$10.00       |
| Commercial & Multi-family (between \$501-\$5000 improvement) | \$50.00       |
| Commercial & Multi-family (greater than \$5000 improvement)  | \$250.00      |

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

## HISTORIC PRESERVATION COMMISSION APPLICATION EXTERIOR REHABILITATION AND ADDITIONS

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](http://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.**

|   |  |                    |
|---|--|--------------------|
| <b>PROPERTY ADDRESS:</b>  | <b>Tax ID:</b>   | <b>Lot Number:</b> |
| <b>OWNER INFORMATION</b>  |  |                    |
| 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:  |  |                    |
| <b>AGENT</b>  |  |                    |
| 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:  |  |                    |
| <b>BRIEFLY DESCRIBE ALL PROPOSED WORK</b> <i>(Written scope of work also required, details on page 2)</i> |  |                    |
|   |  |                    |

### 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

**CHECK IF APPLICABLE**

- Owner will apply for Federal Rehabilitation Tax Credits
- Owner will apply for Maryland Heritage Preservation Tax Credits  
If either box above is checked, has the Maryland Historical Trust been contacted? Yes No
- Owner will apply for City of Frederick Historic Preservation Property Tax Credits

**HISTORICAL INFORMATION- OPTIONAL** *Please provide as much of the following information as possible. Provide additional history, if known, and sources of information on additional sheets. Leaving this section incomplete will not delay the application.*

1. Date of construction \_\_\_\_\_ Source of information \_\_\_\_\_
2. Former uses, if different from present use, and approximate dates of those uses. \_\_\_\_\_  
\_\_\_\_\_
3. Major additions and alterations to building, including date of work. \_\_\_\_\_  
\_\_\_\_\_

**PRIOR HPC CASES**

| Hearing Date | Case Number | Work Approved or Denied |
|--------------|-------------|-------------------------|
|              |             |                         |
|              |             |                         |

**REQUIRED ATTACHMENTS FOR ALL APPLICATIONS** *The following materials must be submitted by the application deadline. Applicants will be notified if the application is incomplete or if submitted material is inadequate. Please check items that are attached. IF MULTIPLE COPIES ARE REQUIRED, THEY MUST BE COLLATED.*

- Photos of existing conditions.** Images must be clear and must cover the front of the building, the rear of the building, and any site or building elements directly 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 date, and the elevation or view.
- Written scope of work.** The scope of work must be a detailed explanation of the proposed modifications to the building and a description of the proposed work. **The scope of work must include a list of all construction materials and products.** Please include repair and cleaning techniques that will be used and other information that will help the Commission evaluate the proposal. The scope of work can be a detailed proposal from a contractor.
- Product descriptions.** Attach copies of catalog cut sheets or other product literature for all proposed products.
- Plans, elevations, and detail drawings, with dimensions.** Rehabilitation work that results in a modification to any elevation or the landscape must be accompanied by drawings that show the proposed work. **ALL PLANS MUST BE FOLDED TO 8 ½" x 11".**

**REQUIRED ATTACHMENTS FOR ADDITIONS**

- Site plan.** The site plan must show the location of the addition. It must indicate lot lines, adjacent streets and alleys, the footprint of all buildings and structures, and site features such as fences and parking. The adjacent walls of neighboring buildings and structures also must be shown. If possible, please scale drawings to 1"=10' or 1"=20'. **PLANS MUST BE FOLDED TO 8 ½" X 11".**

**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)*