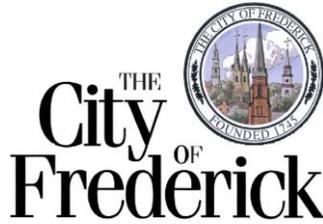


Randy McClement
Mayor



Aldermen

Karen Lewis Young
President Pro Tem

Michael C. O'Connor
Shelley M. Aloï
Carol L. Krimm
Kelly M. Russell

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

**HISTORIC PRESERVATION COMMISSION
REQUEST FOR STAFF APPROVAL
THIS FORM IS A SUPPLEMENT TO PREVIOUS APPROVALS**

Items on the “Categories of Staff Approvals” list can be approved by a City of Frederick Historic Preservation Planner after an approval has been granted by the Historic Preservation Commission. These items are minor additions or changes to work approved by the HPC and can be processed without the need to post a notice for public comment. A building or zoning permit must be obtained and posted at the site. If this application concerns a change of use or a life/safety issue, a current building permit is not needed unless required by the Building Department. **DIGITAL SUBMISSIONS ARE NOT ACCEPTED AT THIS TIME.**

The following attachments must accompany this application:

1. Description of work to be approved by staff.
2. Photographs of the location of all requests on the building or site.
3. Updated drawings showing the additional items.
4. Catalogue cuts or product descriptions.

HPC Case #:		Permit #:	
Name:			
Address:			
City/State/Zip:			
Phone:		<input type="checkbox"/> Please check here if you would like to receive HPC newsletters and information regarding preservation workshops and special events by e-mail.	
Email:			
Describe the items to be approved. Additional sheets can be attached.			

Property Owner or Agent Signature

Date

Historic Preservation Planner Signature

Date

THIS SIGNED FORM AND ANY ATTACHMENTS MUST BE KEPT AT THE PROJECT SITE FOR REVIEW BY CITY INSPECTORS

**CATEGORIES OF STAFF APPROVALS FOR NEW CONSTRUCTION
NOT REQUIRING PUBLIC POSTING**

11 January 2007

The following building details may be approved by the City of Frederick Historic Preservation Planner during construction but prior to their installation, in conjunction with a construction project with a current building or zoning permit. The applicant must complete the application form "Request for Staff Approval" and submit it to the Planning Department with all attachments. If approved, the Historic Preservation Planner will sign the application form and forward it with all attachments to the applicant and the Building Department. If the work is not approved, a letter detailing the staff denial will be issued and the applicant can submit a standard HPC application. If the items are presented after their installation, the historic preservation planner may defer their approval to the HPC.

1. Fireplace vents
2. Dryer vents
3. Range hood vents
4. Bath exhaust fans
5. All vent pipes, including but not limited to: plumbing, furnace, gas, water heater, and radon pipes
6. Vents less than two-feet square
7. Chimney caps
8. Fuel oil fill pipes
9. Gas meters
10. Cable boxes
11. Electric meters
12. Electrical outlets
13. Hose bibs
14. Hose reels on new construction
15. Fire department hose connections
16. Fire alarm bells
17. Knox boxes that exceed 6"x 6" or that are not recessed
18. Shutter hardware
19. Door hardware and locksets
20. Door bells
21. Peep holes
22. House numbers, as required on commercial and new residential properties by fire code
23. Mail boxes attached to structure
24. Directional, health and safety, parking, and handicapped signage
25. Minor modifications to door and window locations
26. Minor modification to the location of light fixtures
27. Minor modifications to fences and gates, such as hardware and post caps
28. Other minor changes that do not substantially alter the fundamental design of the structure