



Signs and Fences

For Official Use Only	
HPC Case Number:	Hearing Date:
Date Submitted:	Amt. Paid:
Fee Schedule	
Signs	\$20.00
Fences	\$20.00

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

HISTORIC PRESERVATION COMMISSION APPLICATION- SIGNS AND FENCES

All work 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 140 West Patrick Street.

Instructions: This form must be completed in its entirety, with attachments, before it will be considered. Incomplete applications can result in project delays. Submit the application with supporting documents to the Planning Department. **DIGITAL SUBMISSIONS ARE NOT ACCEPTED AT THIS TIME.** Since most sign and fence applications can be approved through the administrative approval process, they can be submitted at any time. If this application does not meet the *Guidelines*, it will be forwarded to the HPC and additional copies (14) will be required. 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 ALL PROPOSED WORK		
BRIEFLY DESCRIBE EXISTING SIGN OR FENCE (<i>materials, dimensions, locations</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

HISTORICAL INFORMATION - OPTIONAL

Please provide as much of the following information as possible.

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; include dates in parentheses. _____

Provide additional history, if known, and sources of information. Use additional sheets if necessary.

PRIOR HPC CASES

Hearing Date	Case Number	Work Approved or Denied

CHECKLIST OF REQUIRED MATERIALS

SIGNS *(Check items that are attached)*

- Scale drawing** of each proposed sign, including dimensions, construction materials, finish, font size and style of lettering, and color.
- Hardware.** Details about attachment hardware. For hanging signs include an illustration of the bracket with dimensions.
- Photos** of the building façade(s) where the sign(s) will be attached. One original color photo is required; the copy can be black-and-white or color. All photos must be labeled with address, date, and HDC case number.
- Elevation** of façade showing sign placement, building dimensions, and existing sign(s) that will remain.

FENCES *(Check items that are attached)*

- Site plan.** The site plan must include lot lines, adjacent streets and alleys, the footprint of all buildings and structures, and existing and proposed fencing. The plan must clearly indicate the proposed placement of gates. Walls of neighboring buildings and structures must also be shown. If possible, please scale drawings to 1"=10' or 1"=20'.
- Photos.** One set of color photos must show where the proposed fence will be installed, the back and front facades of the major building on the site, and adjacent lots that will be affected by the fence. A black-and-white or color photocopy of the photographs also must be submitted. Please label each photo with the address, date, identification of the view, and HPC case number.
- Product Information.** A catalogue cut, picture or photo of the proposed fence and gates must be included. The construction materials, dimensions, and style must be indicated.

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)*