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## APPLICATION FOR CERTIFICATION OF APPROVAL

### Application Instructions

#### **Submission Instructions**

Completed applications may be submitted in hard copy form or emailed.

**Submit a hard copy**, including all supporting materials, to Frederick County Division of Planning & Permitting, Historic Preservation, 30 N. Market Street, Frederick, MD 21713.

**Email a completed PDF package** to [historic@frederickcountymd.gov](mailto:historic@frederickcountymd.gov).

**Deadline** – Applications (hard copy or emailed PDF) must be received no later than 4:00 pm, four weeks prior to the meeting at which the Historic Preservation Commission (HPC) will consider the application.

#### **Meeting Information**

The Historic Preservation Commission (HPC) meets at 6:30 pm generally on the first Wednesday of each month. Meetings are held virtually through WebEx and applicants will receive a WebEx link a week prior to the scheduled meeting.

Applicants are expected to attend the HPC meeting to describe the proposed work and to respond to questions. Failure to attend the meeting may delay consideration and approval by the Commission.

#### **Application Information**

For questions concerning this application, please contact HPC staff at 301-600-1138 or [historic@frederickcountymd.gov](mailto:historic@frederickcountymd.gov). Applications will be reviewed for completeness and applicants will be notified if additional information is required to complete the application. Failure to provide all required information may result in the rejection of the application.

Proposed changes not listed on the application or in the agenda cannot be reviewed by the Commission.

#### **Permit Information**

HPC approval does not eliminate the need for a building permit. Those permits may be applied for in the Frederick County Department of Permits & Inspections. Any questions regarding the permitting process should be directed to the Department of Permits & Inspections at 301-600-6766.

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# CERTIFICATE OF APPROVAL APPLICATION

**SUBMIT A HARD COPY** of this application package, including all supporting materials required on page 2 of this application to Frederick County Livable Frederick Planning and Design Office or **email a completed PDF copy** to [historic@frederickcountymd.gov](mailto:historic@frederickcountymd.gov). Applications must be received no later than 4:00 pm four weeks prior to the meeting at which the Historic Preservation Commission (HPC) will consider the application. Applications can be submitted via mail but may result in missing the deadline.

## Meeting Information

The HPC meets virtually via WebEx at 6:30 pm generally on the first Wednesday of each month.

## Questions

Please contact Historic Preservation Staff at 301-600-1138 or [historic@frederickcountymd.gov](mailto:historic@frederickcountymd.gov).

### PROPERTY INFORMATION

Address of Subject Property: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Inventory No.: CR# \_\_\_\_\_ Easement Property: ☐ Yes (please submit approval from easement holder)

Historic District (please check if applicable): ☐ Peace & Plenty Rural District

Applying for Tax Credits (Maryland Rehabilitation or Federal Investment) ☐ Yes (please submit approval)

### APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Preference: \_\_\_\_\_

### BELOW IS FOR STAFF USE ONLY

Date Application Received: \_\_\_\_\_ Pre-Application Review: \_\_\_\_\_

Application is for: ☐ Administrative Review ☐ HPC Review

Case No.: \_\_\_\_\_ Meeting Date, if HPC Review: \_\_\_\_\_

Tax Account Number: \_\_\_\_\_ Map: \_\_\_\_\_ Parcel: \_\_\_\_\_

## Part 1: General Application for Certificate of Approval

**ALL APPLICATIONS MUST INCLUDE:** The information required in this checklist must be provided or the application will be incomplete and may be rejected. Please check each box below to confirm you have provided this information.

- ☐ Labeled, color photographs of existing property conditions, on 8.5x11 paper or inserted on a Word or PDF document, no more than two images per page. Do not submit individual 4x6 photographs. Alternatively, digital photographs may be submitted on a flash drive or via cloud service along with a photo-log in Word that organizes the photos by number and a brief description of what is shown (*e.g. Photo1, West Elevation*)
- ☐ A detailed description of the proposed work (include below or provide a separate sheet of paper if more space is needed – do not add proposed work into the Guidelines justification section below).
- ☐ Product specifications sheets/photographs that clearly shows materials, colors, and dimensions.
- ☐ Plot plan of property, site plans, elevations, or landscape plans (as applicable to proposal; but required for any new construction). Must be dimensioned and scaled. Existing and proposed work to be shown.
- ☐ For major alterations: elevation drawings of proposed structure indicating dimensions, design, height, and materials. Product sheets are required for all new elements.
- ☐ A completed Part 2 of this application (pages 3-7). Application may be rejected if not complete. If Part 2 is not suitable for your project, please type up a detailed explanation on a separate piece of paper.
- ☐ A completed Part 3 of this application (page 8). If the owner is not the applicant, the owner's signature is also required.
- ☐ I have read the Frederick County or Peace and Plenty Design Guidelines and find my proposal complies with the recommendations in the Guidelines, as indicated below.

**DESCRIPTION OF PROPOSAL:** If more room is required, please provide a write up on a separate sheet of paper to best organize proposed work. Continue to Part 2 (pages 3-7) to complete required checklists.

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**DESIGN GUIDELINES JUSTIFICATION:** Consult the Frederick County or Peace and Plenty Design Guidelines on the Frederick County website at <https://www.frederickcountymd.gov/8555/Design-Guidelines> and provide a brief description of how the proposal meets the recommendations of the Guidelines, including the applicable chapter(s) and section(s). Please type up on a separate sheet of paper if more space is needed.

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## PART 2: General Application for Certificate of Approval Checklist

**TYPE OF ALTERATION:** Please check the appropriate box(es) for the proposed work and fill in required blanks. Spec sheets and photos must be provided, or the application may be considered incomplete and rejected for consideration by the Commission.

You may create your own document if it better explains the project. Be sure to include details such as materials and colors for all existing/previously existing and proposed features.

☐ **DOORS AND STORM DOORS:** Refer to pages 53-56 of the Frederick County Guidelines and pages 50-53 of the Peace and Plenty Guidelines.

Existing Type: \_\_\_\_\_ Existing Material: \_\_\_\_\_

Describe Existing Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Type: \_\_\_\_\_ Proposed Material: \_\_\_\_\_

Describe Work on Feature: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Info Included: ☐ Yes ☐ No

Specs/Photos Included: ☐ Yes ☐ No

Is this item being repaired? ☐ Yes ☐ No

Is this item being replaced? ☐ Yes ☐ No

**For any proposed door replacement – the spec sheets must show the actual panel and window arrangement of new doors. Photos of existing doors should indicate the location on the house of any door proposed to be replaced.**

☐ **WINDOWS:** Refer to pages 50-53 of the Frederick County Guidelines and pages 47-50 of the Peace and Plenty Guidelines.

Existing Material: \_\_\_\_\_ Existing Sash Arrangement: \_\_\_\_\_

Describe Existing Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Material: \_\_\_\_\_ Proposed Sash Arrangement: \_\_\_\_\_

Describe Work on Feature: \_\_\_\_\_

## PART 2: General Application for Certificate of Approval Checklist

Additional Info Included: ☐ Yes ☐ No

Specs/Photos Included: ☐ Yes ☐ No

Is this item being repaired? ☐ Yes ☐ No

Is this item being replaced? ☐ Yes ☐ No

**For any proposed window replacement – the spec sheets must show the actual sash arrangement of the new windows. Photos of existing windows should indicate the location on the house of any window proposed to be replaced.**

☐ **WALLS/SIDING:** Refer to pages 58-70 of the Frederick County Guidelines and pages 53-62 of the Peace and Plenty Guidelines.

Existing Material: \_\_\_\_\_

Proposed Material: \_\_\_\_\_

Describe Existing Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe Work on Feature: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Info Included: ☐ Yes ☐ No

Specs/Photos Included: ☐ Yes ☐ No

Is this item being repaired? ☐ Yes ☐ No

Is this item being replaced? ☐ Yes ☐ No

☐ **ROOF:** Refer to pages 39-48 of the Frederick County Guidelines and pages 39-45 of the Peace and Plenty Guidelines.

Existing Material: \_\_\_\_\_

Existing Color: \_\_\_\_\_

Describe Existing Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Material: \_\_\_\_\_ Proposed Color: \_\_\_\_\_

Describe Work on Feature: \_\_\_\_\_

## PART 2: General Application for Certificate of Approval Checklist

Additional Info Included: ☐ Yes ☐ No

Specs/Photos Included: ☐ Yes ☐ No

Is this item being repaired? ☐ Yes ☐ No

Is this item being replaced? ☐ Yes ☐ No

☐ **SHUTTERS:** Refer to page 51 of the Frederick County Guidelines and page 48 of the Peace and Plenty Guidelines.

Existing Type: \_\_\_\_\_

Existing Material: \_\_\_\_\_

Describe Existing Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Type: \_\_\_\_\_

Proposed Material: \_\_\_\_\_

Describe Work on Feature: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Info Included: ☐ Yes ☐ No

Specs/Photos Included: ☐ Yes ☐ No

Is this item being repaired? ☐ Yes ☐ No

Is this item being replaced? ☐ Yes ☐ No

☐ **OTHER (such as fencing, tree removal, demolition, other repairs, etc. Please explain in detail):** Refer to the applicable Guidelines. Please attach additional pages as necessary or write up separate document.

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Info Included: ☐ Yes ☐ No

Specs/Photos Included: ☐ Yes ☐ No

Is this item being repaired? ☐ Yes ☐ No

Is this item being replaced? ☐ Yes ☐ No

## PART 2: New Construction/Addition Checklist

Please check the appropriate box for the proposed work and fill in required blanks. Spec sheets, photos, a site plan, and elevations must be provided, or the application may be considered incomplete and rejected for consideration by the Commission.

You may create your own document if it better explains the project, be sure to include details such as materials and colors for all proposed features. Refer to Chapter 7 in the Frederick County Guidelines or Chapters 5 and 6 in the Peace and Plenty Guidelines.

### ☐ FRONT DOOR

Proposed Type: \_\_\_\_\_ Proposed Material \_\_\_\_\_

Specs/Photos Included: ☐ Yes ☐ No

### ☐ STORM DOOR: circle if the storm door is located on the front, side, and/or rear of the building

Proposed Type: \_\_\_\_\_ Proposed Material \_\_\_\_\_

Specs/Photos Included: ☐ Yes ☐ No

### ☐ SIDE DOOR

Proposed Type: \_\_\_\_\_ Proposed Material \_\_\_\_\_

Specs/Photos Included: ☐ Yes ☐ No

### ☐ REAR DOOR

Proposed Type: \_\_\_\_\_ Proposed Material \_\_\_\_\_

Specs/Photos Included: ☐ Yes ☐ No

**For all doors - if the panel and window arrangement is not shown on the elevations, a list of all doors, their location on the building and proposed panel and window arrangement must be provided on a separate document.**

### ☐ WINDOWS

Proposed Type: \_\_\_\_\_ Proposed Sash Arrangement Shown on Elevations

☐ Yes ☐ No

Proposed Material: \_\_\_\_\_

Specs/Photos Included: ☐ Yes ☐ No

**If the sash arrangement is not shown on the elevations, a list of all windows, their location on the building and proposed sash arrangement must be provided on a separate document.**



## PART 2: New Construction/Addition Checklist

### ☐ PRIMARY SIDING

Proposed Style: \_\_\_\_\_

Proposed Material \_\_\_\_\_

Specs/Photos Included: ☐ Yes ☐ No

### ☐ ACCENT SIDING

Proposed Style: \_\_\_\_\_

Proposed Material \_\_\_\_\_

Specs/Photos Included: ☐ Yes ☐ No

### ☐ ROOF

Proposed Product and Material: \_\_\_\_\_

Proposed Color: \_\_\_\_\_

Specs/Photos Included: ☐ Yes ☐ No

### ☐ SHUTTERS

Proposed Type: \_\_\_\_\_

Proposed Material \_\_\_\_\_

Specs/Photos Included: ☐ Yes ☐ No

### ☐ EXTERIOR LIGHTS

Proposed Type: \_\_\_\_\_

Proposed Material \_\_\_\_\_

Specs/Photos Included: ☐ Yes ☐ No

If the location of exterior lighting is not shown on the elevations, a list of all exterior lights, their location on the building/property and type of light (wall sconce, step light, pathway light) must be provided on a separate document.

☐ **OTHER (such as decking, walkways and patios, railings etc. Please explain in detail):** Refer to applicable Guidelines. Please attach additional pages as necessary or write up separate document.

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Info Included: ☐ Yes ☐ No

Specs/Photos Included: ☐ Yes ☐ No

**PART 3: Authorizing Signature to Submit Application:**

I/we hereby certify by the below signature(s) that the information supplied herewith is correct and complete and authorize such periodic on-site inspections by the Division of Planning and Permitting and its agents as may be necessary to review this application and any petitions filed in connection herewith and to enforce the Historic District Guidelines and other applicable laws. This right-of-entry shall continue until all administrative appeals or appeal periods pertaining to this Application have been exhausted.

**SIGNATURE(S)**

**If the Applicant is not the owner of the subject property, the owner’s signature authorizing the proposed work is required.**

_____	_____
Applicant or Authorized Agent	Date
_____	_____
Owner (If different than applicant)	Date