

Certificate of Appropriateness Application Frederick County Historic Preservation Commission

For Office Use Only		
Building Permit # (if applies): _____	Certificate Application #: _____	Date Received: ____/____/____
HPC Hearing Date: ____/____/____	Application Accepted as Complete: ____/____/____	
HPC Decision:	Certificate of Appropriateness Granted: ____/____/____	
	Rejected: ____/____/____	
	Deferred for Information/Consultation: ____/____/____	

Please print or type. Applications must be received by the 15th of the month preceding the hearing.

1. APPLICANT

Name: _____

Address: _____

Home Phone: (____) _____ - _____ Work Phone: (____) _____ - _____

Owner Name and Address (if other than applicant): _____

2. HISTORIC PROPERTY

Name (as listed in Frederick Co. Register of Historic Places): _____

Street Address: _____

Tax Map & Parcel Number: _____ Zoning Classification: _____

3. TYPE OF CHANGE (check all that apply)

- | | | | | |
|-------------------------------------|---|-------------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Excavation | <input type="checkbox"/> Repair | <input type="checkbox"/> Grading | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Moving | <input type="checkbox"/> New Construction | <input type="checkbox"/> Demolition | <input type="checkbox"/> Sign | <input type="checkbox"/> Other |

4. WORK BEING PERFORMED BY:

Architect or Engineer: _____

Building Contractor: _____

Other: _____

5. REQUIRED ATTACHMENTS TO THIS APPLICATION:

- | | | |
|--|--|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Elevation | <input type="checkbox"/> Detail Drawing(s) or Sketch(es) |
| <input type="checkbox"/> Materials Sample(s) | <input type="checkbox"/> Photographs (4x6 or larger) | <input type="checkbox"/> Other |

(Please discuss appropriate photographs/materials with Historic Preservation Planner prior to application submission)

6. FOR PROPERTIES UNDER EASEMENT FROM A HISTORIC PRESERVATION ORGANIZATION:

Please provide written approval of requested change from easement holder.

7. A. I plan to apply for a Federal tax credit for this project:

Yes No

B. I plan to apply for a State tax credit for this project:

Yes No

C. I plan to apply for a Frederick County Property tax credit for this project:

Yes No

8. I have applied for another Frederick County permit, approval, or license regarding this property:

Yes No

9. DESCRIPTION OF PROPOSED WORK: (attach extra sheets as needed)

10. POSTING OF PROPERTY:

Placards will be provided by the Planning & Zoning Department and must be placed in full view near the principal public road(s) bordering the property for 14 days prior to the scheduled date of the public hearing before the Historic Preservation Commission. Placards should be reasonably weatherproofed and on a stiff backing.

11. PLEASE READ AND INITIAL THE FOLLOWING STATEMENTS:

_____ I am the owner of this property, or

_____ I am acting on behalf of the owner(s) of this property and have attached a letter from the owner(s) indicating their knowledge of this application.

_____ The information on this application represents an accurate description of the proposed work. I have omitted nothing that might affect the decision of the Historic Preservation Commission.

_____ I understand that the approval of this application by the Frederick County Historic Preservation Commission does not constitute approval of other required federal, state, or local permit applications.

_____ I agree to supply two additional photographs of appropriate representative views of the proposed work when the job is completed.

_____ I will attend (or send a representative to attend) the public hearing of this application before the Historic Preservation Commission.

_____ I understand that issuance of a Certificate of Appropriateness is not an authorization to begin work.

***Applications must be received by the 15th
of the month preceding the hearing.***

Signature of Applicant

Date