

GUIDELINES FOR FILING HISTORIC PRESERVATION COMMISSION APPLICATIONS

Authority

Extract from Annapolis City Code:

21.62.070 Certificate of Approval

Before a person may undertake the construction, alteration, reconstruction, rehabilitation, restoration, moving, or demolition of a designated landmark, site, or structure, or a site or structure within a designated historic district, if any exterior change is made which would affect the historic, archaeological, architectural, or cultural significance of a site or structure within a designated district or a designated landmark, site, or structure any portion of which is visible or intended to be visible from a public way, the person, individual, firm, or corporation proposing to make the construction or change shall file an application for a Certificate of Approval with the Commission for permission to construct, alter, rehabilitate, restore, reconstruct, move, or demolish the landmark, site, or structure.

21.62.100 Application Review

A. In reviewing applications, the Commission shall give consideration to the historic, cultural, archaeological, or architectural significance of the landmark, site, or structure and its relationship to the historic, cultural, archaeological, or architectural significance of the surrounding area; the relationship of the exterior architectural features of a landmark, site, or structure to the remainder of the landmark, site, or structure and to the surrounding area; the general compatibility of proposed exterior design, scale, proportion, arrangement, texture, and materials to the landmark, site, or structure and to the surrounding area; and any other factors including aesthetic factors which the Commission deems to be pertinent.

Note

Applicants need to be aware that changes and alterations are construed to mean any deviation from the original structure or part of the building. ANY change in location, material and/or size would require approval of the Commission. Any new lettering on an existing sign is a change and requires staff approval. Replacement in kind is construed to mean exact replacement, including but not limited to size, shape, material, texture and method of attachment. The replacement item cannot merely look like the original, it must duplicate it exactly in all specifications. Any contemplated deviation from the approval granted by the Commission requires a re-submission to the Commission, even if a change is required by another City department.

Please do not hesitate to contact the Historic Preservation Office at 410-263-7941 if you have any questions.

GENERAL INFORMATION

APPLICANTS PLEASE NOTE: Work may not begin until after receipt of the certificate of approval, and the issuance of a building permit.

Pursuant to *Section 17.12.022* Building permit - Required of the Annapolis City Code, alterations costing less than \$200.00 do not require a building permit. **However, this does not exempt persons from obtaining a certificate of approval from the Historic Preservation Commission.**

If you submit any additional material, clarifications, or addendum to your application, please mark all material with the applicant's name, address, and date.

Filing Fee

Make check payable to *City of Annapolis*:

From	To	Fee
\$ 0.00	\$ 249.00	\$ 25.00
\$ 250.00	\$ 2,499.00	\$ 60.00
\$ 2,500.00	up	\$ 110.00

Submittal requirements

15 Packets

- 1 Original master packet
- 14 Additional packets

Each packet must include the following:

1. Application for Certificate of Approval.
2. Building Permit Application, Sign Application, Fence Application, Curb Cut Application, Application for Demolition, and/or Tree Removal Permit Application.
3. Photographs (4" x 6" prints) or digital images clearly showing the building and the sections (s) to be altered.
 - a. All original photographs shall be mounted on 8-1/2" x 11" white paper, and clearly identified.
 - b. Photocopies of the photographs may be used in the remaining fourteen packets.
4. A site plan to scale indicating property lines and lot dimensions, adjacent streets and curb cuts, existing structures and locations for all existing and proposed exterior signs.
5. Drawings and plans of the proposed alteration or improvement that meet the following requirements:
 - a. Minor Alterations (shutters, light fixtures, etc.):
 - i. Brief description, including sizes, type of material (wood, metal, asphalt, etc.) and/or pictures from the builder's catalogues. Drawings and plans may be substituted for this brief description. Drawings shall be clear, well marked and show all dimensions. Dimensions must be exact and not estimated. All drawings and plans must be folded, NOT ROLLED.
 - ii. Drawings must be to scale (1/4" to 1'), dimensions must be exact, not estimated.
 - b. Major Alterations and Improvements:
 - i. Drawings must include: plans, sections, elevations and details. They must be scaled and include dimensions and notes describing the materials. Drawings must be clear and well marked. All drawings and plans must be folded, NOT ROLLED.
 - ii. Drawings must be to scale (1/4" to 1'), dimensions must be exact, not estimated.

- c. Demolition: Applications shall include information, plans, and a schedule for the treatment and improvement of the created space.
- d. Signs
 - i. A site plan to scale indicating property lines and lot dimensions, adjacent streets and curb cuts, existing structures and locations for all existing and proposed exterior signs.
 - ii. An indexed list corresponding to the site plan for all signs on the property (size - length x height); whether single or double faced.
 - iii. Current photographs of the site with all signs clearly visible.
 - iv. Indicate if any signs are to be removed as a result of the application.
 - v. Include the typeface of the signs proposed.
 - vi. A layout of the proposed sign is required with the application. Location of the sign on the building must also be shown. Please refer to the sample drawing on page 5.
In order for the sign to receive ZONING approval, all of the information required must be provided for all businesses (not just your own) which are located on the same zoning lot as your business.

Schedule of meetings

Regular meetings are held on the 2nd Tuesday of each month, at 7:30 p.m., in the City Council Chamber, 160 Duke of Gloucester Street, Annapolis, Maryland. The applicant or his/her agent must attend. Otherwise, if there are questions, the application can be ruled as incomplete and no action will be taken.

Filing deadline

Complete applications must be filed **25 days prior to the meeting**. (See attached schedule)

The applicant will be given written comments 11 days before the hearing and may:

- (a) elect to withdraw the application;
- (b) proceed without change; or
- (c) modify the application.

Should the applicant elect to modify the application, the amended plans must be submitted **within seven days** prior to the meeting date.

Certificates of Approval or Rejection

Certificates of Approval or Rejection will be mailed within one (1) week of the meeting to the persons listed in Section 1 of the application.

Your application materials and permit applications will be forwarded to the Department of Neighborhood and Environmental Programs who will notify you when your permits are ready to be picked up.

For further information

Please contact the City of Annapolis' Historic Preservation staff at 410-263-7941.



City of Annapolis
Planning and Zoning Department
 145 Gorman Street, 3rd Fl
 Annapolis, Maryland 21401-2535

FOR CITY USE ONLY	
AGENDA #	_____
MEETING DATE	_____

Phone 410-263-7961 • Fax 410-263-1129 • TDD 410-263-7943 • www.annapolis.gov

**HPC APPLICATION
 FOR CERTIFICATE OF APPROVAL**

Address _____

1. Provide complete information below. Mailing addresses and telephone numbers are *required*.

a. Owner _____ Phone _____

Address _____

b. Applicant _____ Phone _____

Address _____

c. Contractor _____ Phone _____

Address _____

d. Architect/Designer _____ Phone _____

Address _____

2. Are there any easements or deed restrictions for the exterior of this building? Yes No

If yes, submit a letter from the easement holder stating their approval of the proposed work.

3. A site plan must be submitted.

4. Photographs (4" x 6" prints) must be submitted. Polaroids are *not* acceptable.

5. Description of work proposed. Please be specific. Attach an extra sheet if more space is needed.

If signs are proposed, indicate material, method of attachment, position on building, size and front lineal feet of building, size and position of all other signs on building, and a layout of the sign.

6. Estimated cost of improvement \$ _____

 Owner/Applicant Signature Date

OFFICE USE ONLY

Filing fee \$ _____ Application received _____

Date paid _____ Amendment to COA # _____