



APPLICATION INSTRUCTIONS FINAL TAX CREDIT CLAIM

Submission Instructions

This submission requires **10 printed copies and one emailed pdf**. Full application submission instructions can be found on the Commission's website: www.howardcountymd.gov/Departments/Planning-and-Zoning/Boards-and-Commissions/Historic-Preservation-Commission.

Submit 10 printed copies of this application package, including all supporting materials required on page 3 of this application to Howard County Department of Planning and Zoning, 3430 Court House Drive, Ellicott City, MD 21043.

Email a completed pdf package to preservation@howardcountymd.gov (if you are unable to pdf images, please include in the email as an attached jpg, do not embed pictures in the body of the email).

Deadline - Applications (printed copies and emailed pdf) must be received no later than 5:00 pm 22 calendar days prior to the meeting. Applications can be submitted via mail, but may result in missing the deadline. Applications are not accepted via fax.

Meeting Information

The Historic Preservation Commission (HPC) meets at 7:00 pm generally on the first Thursday of each month. Meetings may be virtual through WebEx or in person. HPC Staff will provide more information prior to the meeting date. If a meeting is cancelled, Applicants will be notified and the cancellation will be posted on the County's website: www.howardcountymd.gov/Departments/Planning-and-Zoning/Boards-and-Commissions/Historic-Preservation-Commission

Applicants are expected to attend the HPC meeting in order to describe the proposed work and to respond to questions. Failure to attend the meeting may delay consideration and approval by the Commission, or result in the application being denied.

Application Information

For questions concerning this application, please contact HPC Staff at preservation@howardcountymd.gov or 410-313-2350. 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. Receiving pre-application advisory comments does not negate the need for a Certificate of Approval when required.

Permit Information

HPC approval does not eliminate the need for a building permit or sign permit. Those permits may be applied for in the Department of Inspections, Licenses and Permits located on the first floor at 3430 Court House Dr., Ellicott City, MD. Any questions regarding the permit process should be directed to the Department of Inspections, Licenses and Permits at 410-313-2455.

HOWARD COUNTY HISTORIC PRESERVATION COMMISSION

FINAL TAX CREDIT CLAIM

SUBMIT 10 COPIES of this application package, including all supporting materials required on page 2 of this application to Howard County Department of Planning and Zoning and **EMAIL a completed PDF version** to preservation@howardcountymd.gov. Applications must be received no later than 5:00 pm 22 days prior to the meeting. Applications can be submitted via mail, but may result in missing the deadline. Applications are not accepted via email or fax. A drop off bin is located in the lobby of the George Howard Building at 3430 Court House Drive, Ellicott City, MD 21043.

Mailing Address: 3430 Court House Dr., Ellicott City, MD 21043

Meeting Information

The Historic Preservation Commission (HPC) meets at 7:00 pm generally on the first Thursday of each month 3430 Court House Dr., Ellicott City, MD.

Questions

Please contact DPZ Resource Conservation Staff at 410-313-2350 or preservation@howardcountymd.gov.

FOR STAFF USE ONLY
Application #: HPC -
MA-
Meeting Date:
Date Received:

PROPERTY INFORMATION

Address of Subject Property: _____

Name of Property Owner: _____

Is this property listed on the Howard County Historic Sites Inventory? Y N #HO- _____

Historic District (please check): Ellicott City Local Historic District Lawyers Hill Local Historic District

APPLICANT INFORMATION

Name of Applicant (please only provide one name for contact purposes): _____

Mailing Address: _____

Phone No. (W) _____ (H) _____

Email: _____ Contact Preference: _____

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

SIGNATURE(S)/CERTIFICATION:

Applicant or Authorized Agent	Date	Owner (if different than Applicant)	Date
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I hereby certify by the above signatures(s) that the information supplied herewith is correct and complete and authorizes such periodic on-site inspections by the Department of Planning and Zoning 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 pertaining to the property have been exhausted.

FINAL TAX CREDIT CLAIM: ATTACH ADDITIONAL COPIES OF THIS PAGE IF NECESSARY

ALL APPLICATIONS MUST INCLUDE:

- Labeled color photographs showing completed work per item number listed below.
- Receipts/paid invoices for all work being claimed—please label per item number as completed below.
- Copies of canceled checks for all work being claimed—please label per item number as completed below.
- Completed pre-approval sheet (this was sent to you when you were pre-approved)
- Completed section below.

TAX CREDIT EXPENSES:

BRIEF DESCRIPTION OF WORK	AMOUNT
Item 1: _____	_____
Item 2: _____	_____
Item 3: _____	_____
Item 4: _____	_____
Item 5: _____	_____
Item 6: _____	_____
Item 7: _____	_____
Item 8: _____	_____
Item 9: _____	_____
Item 10: _____	_____
Item 11: _____	_____
Item 12: _____	_____
Item 13: _____	_____
Item 14: _____	_____
Item 15: _____	_____
TOTAL EXPENSES:	_____
TAX CREDIT CLAIM (25% of above figure):	_____

*****Only applications approved in September 2013 or later are eligible for the 25% tax credit. If you were pre-approved prior to this date, please use for the form for 10%*****