

HISTORIC PRESERVATION COMMISSION
NEW CONSTRUCTION AND DEMOLITION: PRINCIPAL STRUCTURES AND OUTBUILDINGS
APPLICATION FOR CERTIFICATE OF APPROVAL
APPLICATION INSTRUCTIONS

(This application is only for the demolition and/or new construction of new buildings.
It is not for alterations to existing buildings.)

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/boards-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/boards-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.

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HOWARD COUNTY HISTORIC PRESERVATION COMMISSION

NEW CONSTRUCTION AND DEMOLITION: PRINCIPAL STRUCTURES AND OUTBUILDINGS APPLICATION FOR CERTIFICATE OF APPROVAL

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.

Meeting Information

The Historic Preservation Commission (HPC) meets at 7:00 pm generally on the first Thursday of each month at 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 -

Meeting Date:**Date Received:**

PROPERTY INFORMATION

Address of Subject Property: _____

Name of Property Owner: _____

Map _____ Parcel _____

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: _____

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

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.

Part 1: New Construction and Demolition: Principal Structures and Outbuildings

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

- Labeled, color photographs of existing property conditions, printed on 8.5x11 paper, no more than two images per page. Do not submit individual 4x6 photographs.
- A detailed description of the proposed work (see below or provide separate sheet of paper if needed).
- Product specification sheets/photographs of product that clearly shows materials, colors, and dimensions.
- Plot plan of property or site plans showing location and dimension of new construction.
- Elevation drawings of proposed structure(s) indicating dimensions, design, height, color, and materials. Product spec sheets are required for all new elements.
- Product spec sheets for all items approval is sought for.
- A completed Part 2 of this application (page 3-4). 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.
- I have read the Ellicott City or Lawyers Hill Design Guidelines and find my proposal complies with the recommendations in the Guidelines.
- Completed Demolition Checklist (below)

DESCRIPTION OF PROPOSAL: If more room is required, please provide write up on a separate sheet of paper to best organize proposed work. Continue to Part 2 (page 3-4) to complete required checklists.

DEMOLITION CHECKLIST:

Does this project involves demolition of a principal structure? Yes No

If yes, what is the age of the structure? _____

Does this project involve demolition of outbuildings? Yes No

If yes, how many outbuildings are proposed for demolition? _____

If yes, what is the age of the structure(s)? _____

I understand that any application for demolition of a structure is subject to the procedure established in Section 300 of the Historic preservation Commission's Rules of Procedure and the documentary evidence requested therein and confirm this application contains that information. I understand that failure to provide this information will result in an incomplete application that could be rejected for consideration.

Yes No

Part 2: New Construction Checklist

Please check the appropriate box for the proposed work and fill in required blanks. Color specs 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 proposed features.

FRONT DOOR

Proposed Type: _____

Proposed Color: _____

Proposed Material: _____

Specs/Photos Included: Yes No

STORM DOOR: circle if the storm door is located on the front, side or rear of the house

Proposed Type: _____

Proposed Color: _____

Proposed Material: _____

Specs/Photos Included: Yes No

SIDE DOOR

Proposed Type: _____

Proposed Color: _____

Proposed Material: _____

Specs/Photos Included: Yes No

REAR DOOR

Proposed Type: _____

Proposed Color: _____

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 house and proposed panel and window arrangement must be provided on a separate document.

WINDOWS

Proposed Material: _____

Proposed Sash Arrangement Shown on Elevations:

Yes No

Proposed Color: _____

Specs/Photos Included: Yes No

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

PRIMARY SIDING

Proposed Material: _____

Proposed Color: _____

Proposed Style: _____

Specs/Photos Included: Yes No

ACCENT SIDING

Proposed Material: _____

Proposed Color: _____

Proposed Style: _____

Specs/Photos Included: Yes No

Part 2: New Construction Checklist

TYPE OF ALTERATION: Please check the appropriate box for the proposed work and fill in required blanks. 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.

ROOF

Proposed Product and Material: _____

Proposed Color: _____

Specs/Photos Included: Yes No

SHUTTERS

Proposed Type: _____

Proposed Color: _____

Proposed Material: _____

Specs/Photos Included: Yes No

EXTERIOR LIGHTS

Proposed Type: _____

Proposed Color: _____

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 house/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: _____

Specs/Photos Included: Yes No

Additional Info Included: Yes No

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: _____

Specs/Photos Included: Yes No

Additional Info Included: Yes No