



## APPLICATION INSTRUCTIONS FOR TAX CREDIT PRE-APPROVAL (For tax credit pre-approval to make repairs to a building.)

### **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](http://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](mailto: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](http://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](mailto: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

## APPLICATION FOR CERTIFICATE OF ELIGIBILITY FOR TAX CREDIT PRE-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](mailto: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](mailto:preservation@howardcountymd.gov).

### FOR STAFF USE ONLY

**Application #:**

HPC -

MA -

**Meeting Date:****Date Received:**

### PROPERTY INFORMATION:

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

Tax Account Number: \_\_\_\_\_

Map \_\_\_\_\_ Parcel \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

### PROPERTY OWNER INFORMATION:

Owner Name (please provide one name for contact purposes): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No. (W) \_\_\_\_\_ (H) \_\_\_\_\_

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

### HISTORIC DESIGNATION:

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  N/A

# Application for Certificate of Eligibility for Historic Preservation Tax Credit

## Historic Property Tax Credits 20.112 and 20.113 Eligibility Requirements

Please check the appropriate box:

In accordance with Sections 16.606, 20.112 and 20.113 of the Howard County Code, I request the pre-approval of eligible work to qualify for property tax credit and/or a tax assessment cap for the preservation and restoration work detailed herein.

I seek tax credit pre-approval for the following program:

20.112 Tax Credit (25% tax credit)  
Minimum expenses must total \$500.00  
***This is the most common credit.***

20.113 Tax Credit (Assessment tax credit)  
Minimum expenses must total \$5,000.00  
***It is rare for this credit to apply, please consult with Staff.***

My structure qualifies under the following criteria:

- A structure listed on (or pending addition to) the Howard County Historic Sites Inventory.
- An existing principal structure located within a local historic district that the Commission determines to be of historical or architectural significance or to be architecturally compatible with the historic structures in the district.
- A landscape feature located within a local historic district or listed on the Historic Sites Inventory, which is determined by the Commission to be of historic or architectural significance.
- A cemetery, at least 50 years old, not operated as a business, which is listed on the Howard County Cemetery Inventory under section 16.1303 of the County Code.

### ALL APPLICATIONS MUST INCLUDE:

- A detailed, typed description of the proposed work. Please include this as a separate document, attached to this application form.
- Labeled, color pictures of existing property conditions. These pictures should include a view of each side of the house, taken from a distance so that the entire side is visible and close-up pictures showing the specific damage that needs to be repaired. Please print on 8.5x11 paper, no more than two images per page (double-sided printing is acceptable).
- Product specification sheets/photographs of any product proposed to be used that clearly show materials, colors, and dimensions.
- 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.

### SIGNATURE/CERTIFICATION:

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Owner's Signature

Date

I HEREBY DECLARE AND AFFIRM under penalties of perjury that the facts and matter contained in this application and attachment hereto are true and correct to the best of my knowledge, information and belief. I acknowledge by the above signatures that 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 2: Tax Credit Pre-Approval Checklist

TYPE OF REPAIR: Please check the appropriate box for the proposed work and fill in required blanks. 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 existing/previously existing and proposed features.

### DOORS AND STORMS DOORS:

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

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

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

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

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

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

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:

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

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

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

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

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

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

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:

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

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

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

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

Additional Info Included:  Yes  No

Specs/Photos Included:  Yes  No

Is this item being repaired?  Yes  No

Is this item being replaced?  Yes  No

### PAINTING:

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

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

Paint Chip Included:  Yes  No

Area(s) to be painted: \_\_\_\_\_

Additional Info Included:  Yes  No

\_\_\_\_\_

**For a total color scheme change, please include photos of all sides of the existing structure and mark up the various areas to be painted, referencing the new colors. Be sure to specify areas such as siding, doors, windows, trim, porch ceiling, porch floors, balusters and railings.**

## Part 2: Tax Credit Pre-Approval Checklist

TYPE OF REPAIR: Please check the appropriate box for the proposed work and fill in required blanks. 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 existing/previously existing and proposed features.

### ROOF: .

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

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

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

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

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:

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

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

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

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

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

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

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 porch repair, chimney repair, water infiltration into home, etc. Please explain in detail): Please attach additional pages as necessary or write up separate document.

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

Specs/Photos Included:  Yes  No

Additional Info Included:  Yes  No

Is this item being repaired?  Yes  No

Is this item being replaced?  Yes  No

### OTHER (such as porch repair, chimney repair, water infiltration into home, etc. Please explain in detail): Please attach additional pages as necessary or write up separate document.

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

Specs/Photos Included:  Yes  No

Additional Info Included:  Yes  No

Is this item being repaired?  Yes  No

Is this item being replaced?  Yes  No