

HOWARD COUNTY HISTORIC PRESERVATION COMMISSION

FINAL ASSESSMENT TAX CREDIT CLAIM—SECTION 20.113

FOR STAFF USE ONLY

A PRE-SUBMISSION MEETING IS REQUIRED prior to submittal of the application. Please contact Yvette Zhou at 410-313-6571 to schedule a meeting with Staff to review submission requirements.

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 Samantha Holmes, Historic Preservation Planner at 410-313-4428 or sholmes@howardcountymd.gov.

Application #:

HPC -

Meeting Date:

Date Received:

PROPERTY INFORMATION

Address of Subject Property: _____

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

OWNER APPLICANT INFORMATION

Name of Property Owner: _____

Name of Contact Person for Application Questions: _____

Mailing Address: _____

Phone No. (W) _____ (H) _____

Email: _____ Contact Method Preference: _____

AUTHORIZED AGENT INFORMATION

Name: _____ Phone No. _____

Mailing Address: _____

SIGNATURE(S)/CERTIFICATION:

Owner

Date

Authorized Agent

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.

FINAL ASSESSMENT TAX CREDIT CLAIM — SECTION 20.113

The tax credit authorized by Howard County Code § 20.113 is for property tax on the value of an increased assessment due to the expenditure of “qualified expenses” on the restoration or rehabilitation of a historic property. Modern additions to a historic property do not qualify, neither do unnecessary removal of historic features. Guidance on “qualified expenses” is available in the U.S. Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

ALL APPLICATIONS MUST INCLUDE:

- Clearly labeled photos showing building conditions **prior to** rehabilitation. Photos must show damage and deteriorated conditions. Photos should be labeled “before” and numbered to correspond to the spreadsheet items referenced below. Provide a brief description of the photo. For example, “Before, Item 1, Damaged Wood Flooring”.
- Clearly labeled photos showing building conditions **after** rehabilitation. Photos must show repair and restoration. Photos should be labeled “after” and numbered to correspond to the spreadsheet items referenced below. Provide a brief description of the photo. For example, “After, Item 1, Repaired Wood Flooring”.
- A self supplied, itemized spreadsheet documenting all expenses. The spreadsheet must be numerically listed (i.e. Item 1, Item 2, etc.). The spreadsheet should contain the following information:
 - 1) Item Number for each expense.
 - 2) The cost of each Item Number/expense.
 - 3) A description of each expense (i.e. painting exterior siding, replacing damaged/missing windows, etc).
 - 4) Name of contractor who performed and was paid for the work and MHIC license number if labor costs are being claimed.
 - 5) If materials were purchased from a store, instead of through a contractor, include the name of the store, the name of the item that was purchased and a description of what it was used for. Each receipt should be labeled as its own Item Number.
 - 6) Total of the eligible expenses being claimed (see box at the bottom of this page).
- Include receipts or paid invoices for all work being claimed. Receipts and invoices should be labeled per item number as shown on the spreadsheet. For example:
 - A paid invoice from ‘Contractor A’ totals \$10,500.00 for various eligible expenses. In the spreadsheet, this item is listed as Item 9. The paid invoice should be marked ‘Item 9’ and the total of the invoice should be the exact number shown in total in the spreadsheet.
 - If a receipt or invoice contains charges for ineligible expenses, the adjusted total should be shown on the invoice or on a paper attached to the receipt. It should be clear to someone not familiar with the project how the total was arrived at. See example in the FAQ’s found on the Historic Preservation website.
- Copies of cancelled checks or credit card statements showing that the work was paid for.
- Completed Part 2 of this document, specifying the materials that existed in or on the building prior to the rehabilitation and the materials that were used and now exist.
- Include a copy of the before and after SDAT Tax Assessments, showing that the assessment has increased.

**Other information may be requested as needed.

Please indicate the total of the eligible expenses being claimed in the box below:

TOTAL EXPENSES: \$ <hr/>

PART 2 : FINAL ASSESSMENT TAX CREDIT CLAIM — SECTION 20.113

*If the form below does not work for your project, please feel free to provide this information on a separate sheet of paper/different format, using the form below as a guide for information that is needed.

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

EXTERIOR PAINT COLORS

Previous Color: _____

Current Color: _____

Paint Chip Included: Yes No

Area(s) that was painted: _____

Specs/Photos Included: Yes No

EXTERIOR WALLS/SIDING

Previous Material: _____

Current Material: _____

Previous Color: _____

Current Color: _____

Additional Info Included: Yes No

Specs/Photos Included: Yes No

ROOF

Previous Material: _____

Current Material: _____

Previous Color: _____

Current Color: _____

Additional Info Included: Yes No

Specs/Photos Included: Yes No

WINDOWS

Previous Material: _____

Current Material: _____

Previous Color: _____

Current Color: _____

Previous Sash Arrangement: _____

Current Sash Arrangement: _____

Additional Info Included: Yes No

Specs/Photos Included: Yes No

SHUTTERS

Previous Type: _____

Current Type: _____

Previous Color: _____

Current Color: _____

Previous Material: _____

Current Material: _____

Additional Info Included: Yes No

Specs/Photos Included: Yes No

* 'Type' refers to paneled, louvered, or board and batten

PART 2 continued: FINAL ASSESSMENT TAX CREDIT CLAIM — SECTION 20.113

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

EXTERIOR DOORS

Previous Type: _____

Current Type: _____

Previous Color: _____

Current Color: _____

Previous Material: _____

Current Material: _____

Additional Info Included: Yes No

Specs/Photos Included: Yes No

INTERIOR WALLS

Previous Material: _____

Current Material: _____

Additional Info Included: Yes No

Specs/Photos Included: Yes No

INTERIOR FLOORS

Previous Material:
1st floor _____

Current Material:
1st floor _____

Previous Material:
2nd floor _____

Current Material:
2nd floor _____

Previous Material:
3rd floor _____

Current Material:
3rd floor _____

Additional Info Included: Yes No

Specs/Photos Included: Yes No

INTERIOR DOORS

Previous Material: _____

Current Material: _____

Additional Info Included: Yes No

Specs/Photos Included: Yes No

OTHER (such as mechanical systems, electrical, plumbing, structural repairs, foundations, porches, etc. Please explain in detail): Please attach additional pages as necessary and corresponding images and receipts/paid invoices and cancelled checks for these items.

Description: _____

Specs/Photos Included: Yes No