



APPLICATION INSTRUCTIONS
FOR ADVISORY COMMENTS/PRE-APPLICATION ADVICE
(As required for subdivision and site development plans or pre-application submission advice prior to submitting an Application for Certificate of Approval.)

SUBMIT 10 COPIES of this application package, including all supporting materials required on page 3 of this application to Howard County Department of Planning and Zoning. Applications 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 email or fax.

Address: 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 Drive, Ellicott City, MD. If a meeting is cancelled, applicants will be notified and the cancellation will be posted on the County's website at:

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

Additional Information

Proposed changes not listed on the application cannot be reviewed by the Commission. Receiving pre-application advisory comments does not negate the need for a Certificate of Approval when required.

Please note there are separate applications for sign applications, general work approval and tax credit pre-approval. Applications can be found: www.howardcountymd.gov/Departments/Planning-and-Zoning/Conservation-and-Preservation/Historic.

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 Drive, 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

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Questions

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FOR STAFF USE ONLY

Application #:

HPC -

Meeting Date:

Date Received:

PROPERTY INFORMATION:

Address of Subject Property: _____

Name of Property Owner: _____

Map _____ Parcel _____

APPLICANT INFORMATION:

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

Mailing Address: _____

Phone No. (W) _____ (H) _____

Email: _____ Contact Preference: _____

APPLICATION INFORMATION:

Please indicate if you are seeking Advisory Comments as required for subdivision and site development plans or pre-application submission advice prior to submitting an Application for Certificate of Approval.

Subdivision and site development plans

Pre-application advice

SIGNATURE/CERTIFICATION:

Applicant's Signature

Date

Owner's Signature (if different than Applicant)

Date

I hereby certify by the above signature(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.

Application for Advisory Comments/Pre-Application Advice:

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 or fill in the blanks to confirm you have provided this information.

ALL APPLICATIONS MUST INCLUDE:

Please indicate below if this plan has been, or is required to be, submitted to any DPZ or County Board and Commission for review. Provide the name of the Board/Commission, any applicable case numbers and meeting dates.

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 None

- For any property located in the Ellicott City or Lawyers Hill Historic District: Reference the design guidelines and provide a brief description of how the proposal meets the recommendations of the Guidelines, including the applicable chapter and section. Please provide this as a separate document.
- 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 description of the proposed work, including the reason why the work is proposed. This should be included as a separate document.

APPLICATIONS FOR SUBDIVISION AND SITE DEVELOPMENT PLAN REVIEW:

(for properties that contain a historic structure and will be submitting plans to DPZ for review and approval, Advisory Comments from the HPC are required prior to submittal to DPZ.)

- Detailed site plans (similar to initial Division of Land Development submission)
Total acreage of site: _____ Number of buildable lots: _____
Zoning classification: _____ Number of structures to be retained: _____
Acreage in preservation parcels: _____ Number of structures to be demolished: _____

PRE-APPLICATION ADVICE:

(for properties in a local historic district seeking HPC advice prior to submitting an application for Certificate of Approval)

- Conceptual drawings of proposed changes, additions and new construction (architectural drawings will be required when applying for Certificate of Approval)
- A detailed description of proposed changes—please list point by point on a separate document or use page 5 from the “General Work Certificate of Approval” form.
- Manufacturers specification sheets or samples of materials and colors.