



**City of Annapolis**  
Department of Planning & Zoning  
145 Gorman Street, 3<sup>rd</sup> Fl  
Annapolis, MD 21401-2535

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## Applicant Checklist

Meeting date \_\_\_\_\_

Address \_\_\_\_\_

Applicant \_\_\_\_\_

Description of work \_\_\_\_\_

Date application received \_\_\_\_\_

### **HPC Application completely filled out**

Building Permit Application (if applicable)

Sign Permit Application (if applicable)

Fence Application (if applicable)

Photographs, current. labeled with address and date of meeting

Site Plan

Catalog Cut Sheet, with measurements, clearly showing proposal (light fixtures, windows, doors, etc.), labeled with address and date of meeting

Photographs and descriptions of all signs on property, labeled with address and date of meeting

Typeface and layout of signs, including measurements, labeled with address and date of meeting

Packets to include the following: copies of plans, drawings, with measurements of additions, alterations, etc.: **1 master packet and 13 additional packets.**

Filing Fee (please see application for appropriate amount)

Yes      No      Applying for Federal or State Tax Credit