

# HISTORIC PRESERVATION COMMISSION ADMINISTRATIVE APPROVAL GUIDELINES

Historic district residents and property owners may obtain administrative approval from Historic Preservation Commission staff for selected building projects. The Chief of Historic Presentation and/or the Historic Preservation Commission architectural consultant will review the application for an administrative Certificate of Approval and issue an Administrative Certificate of Approval prior to approving a building permit. Historic Preservation staff will base approval on the Historic Preservation Commission's guidelines, *Building Towards the Fourth Century: The Annapolis Historic District Design Manual* (most recent edition), *The Secretary of the Interior's Standards for the Rehabilitation of Historic Properties*, and the guidelines listed below.

The following is an explanation of procedures and projects eligible for the **Administrative Certificate of Approval**.

## I. General Policies, Conditions and Procedures

### A. Policies and Conditions

1. Administrative approval for the items included herein is authorized by the Historic Preservation Commission (Commission) provided that the Historic Preservation staff includes a full-time, qualified historic preservation planner and National Park Service 36CFR61 certified architectural consultant and 36CFR61 certified archaeological consultant.
2. Administrative approval authority will be reviewed and renewed annually from the date of adoption (August 1995); however, changes may be made on an as needed basis at any public hearing of the Commission.
3. Historic Preservation staff will provide a quarterly update of Administrative Approvals to the Historic Preservation Commission.
4. The applicant has the right to appeal denial of administrative approval by staff and file an application, except in the case of zoning non-compliance.

### B. Procedures

1. The applicant will file for administrative approval using an application for

Administrative Certificate of Approval.

2. Historic Preservation staff will provide the Commission with a quarterly report of administrative approvals.
3. Staff has the option to refer a request for administrative approval to the Commission if uncertainty exists as to whether or not the application meets the criteria for issuing a Certificate of Approval.

## II. Categories of Administrative Approval

### A. *Replacement-in-kind*

1. Replacement-in-kind means a process of rehabilitation utilized only where materials are extensively deteriorated or damaged and cannot be repaired. Deteriorated materials or features are repaired with the same materials. This process is based on physical evidence of essential form and detailing of historic materials or features.
2. The request will be reviewed by the Chief of Historic Preservation and the Architectural Consultant. If repair is not possible, existing material or component must be documented prior to proceeding with replacement-in-kind.

### B. *Restoration and Renovation Projects*

1. Removal of asbestos, asphalt, aluminum, or other synthetic siding to expose and repair underlying/original siding.  
Review by Architectural Consultant and Chief of Historic Preservation after siding has been removed; condition investigated and restoration determined.
2. Repointing and other masonry repairs
  - a. Review by Architectural Consultant and Chief of Historic Preservation
  - b. Any repointing and brick/stone repair must match existing/original
3. Storm doors, storm windows
  - a. Frames: wood, baked white aluminum, or match existing color of window frames or sash
  - b. Glazing: no dividers, or match existing rails
4. Door replacement
  - a. Non-contributing
  - b. Restoration for historic property based on the following: photographic evidence and appropriate restoration for period building

5. Shutters
  - a. Replacement-in-kind with documentation (photos or *in situ*)
  - b. Replacement when physical evidence indicates historical installation; i.e., hinges. Type would be based on research, period of house
  - c. Appropriate replacement for non-contributing property
6. Street furniture
  - a. Benches and street lamps from a catalog of previously approved materials
  - b. Planters: as specified in design guidelines
7. Utilities
  - a. Includes electric and gas meters, cable boxes, satellite dishes, HVAC condensers, service meters and wiring
  - b. Not on principal façade or highly visible from the public right-of-way
8. Roof drainage systems (downspouts and gutters) and snow guards
9. Electronic security devices such as cameras, touch key plates and control panels
10. Porch stairs and railings with the condition that the railing design corresponds with existing porch railing
11. Rain cisterns not visible from the public-right-of way

### ***C. Signs***

1. Must comply with zoning requirements
2. Replacement-in-kind, with the exception of neon
  - a. Must maintain material design
  - b. Must maintain scale and proportion of lettering of original sign
3. Use of existing signboard or exact replica with the following conditions:
  - a. Signboard is appropriate to building
  - b. Pre-approved typeface is used
  - c. Lettering is professionally executed in paint, stencil, wood or metal on studs.
  - d. Lettering is in proportion to sign area.
4. Signs with corporate logos must be referred to the Commission.
5. Memorial Plaques:
  - a. Constructed of Bronze, stone or Corian

- b. Not exceed size dimensions of 6” high by 12” wide
  - c. Be installed either at grade, or on small single post stand
  - d. Contain Standard text: “In memory of \_\_\_\_\_” with option to add dates (year only)
  - e. Be associated with trees, benches (approved design), or sculptures (approved separately)
6. Historical Markers
- a. Constructed of bronze
  - b. Not exceed size dimensions of 16” by 20”
  - c. Be installed in masonry mortar joints (as applicable)
  - d. Text written by a historian who, at a minimum, meets standards as specified in 36CFR61
  - e. Any other historical plaques or markers that are of different design, material, wording, size, etc. may be submitted for review to the Historic Preservation Commission

***D. Minor changes to environmental settings***

- 1. Fences
  - a. In-kind replacement of existing fences or minor alterations to same which do not significantly change the original appearance or the material used, with the exception of stockade or chain link fences.
  - b. Replacement of existing fence, different type or style, in the same location, provided the fence does not exceed 48 inches.
  - c. Front yard fences to be no higher than 42", with minimum 1/4" spacing between vertical members, must not obscure character defining features
- 2. Gates
  - a. Non-contributing property
  - b. Same style as previously approved existing fencing
  - c. Alley or passage gates between buildings and over six feet with following conditions: replacement-in-kind and compatible with adjacent building types, existing types on streetscape, appropriate based on available evidence
- 3. The construction or replacement of brick, stone, concrete or gravel driveways, parking areas, patios, driveways or other paved areas which are not readily visible from a public right-of-way and are compatible in material, location and design with the visual character of the Historic District; also minor repairs to the above which do not significantly change their appearance or the material used.
- 4. Pre-approved brick paving patterns as illustrated in the Historic Preservation Commission's design guidelines:

- a. Historic brick, curbs, and historic sidewalk features will be retained and reinstalled
  - b. Brick paving patterns will vary from property to property
  - c. Running bond will run between property lines
5. Minor landscape features including planters and plant material changes in existing planters.
6. Tree removal
- a. Diseased trees, certified by independent arborist (not tree removal company). City arborist will review evaluation of trees.
  - b. Trees and overgrown shrubs immediately adjacent to buildings or walls that are undermining foundations or threaten roofs.

### ***E. Extension of Certificate of Approval***

Prior to the expiration of a Certificate of Approval, an applicant may request a one-time extension in writing to the Chief of Historic Preservation. As long as the parameters of the project have not changed, one extension may be administratively granted.

### ***F. Newsracks in the Annapolis Historic District, Article III 21.56.230***

1. Locations: consistent with Section 21.56, Article 3, as reflected in the attached map dated 5/13/10, developed by Department of Public Works. Locations herein are acceptable locations and a maximum number per location has been identified
2. Types or Brands (see attached illustrations)
  - a. Single Pedestal
  - b. TK-80 or K-80PM Sho-Rack
  - c. TK-80 or K-80 Sho-Rack with special pedestal and 14-inch square base plate (allowed only if demand warrants at the installation location)
  - d. Or equivalent to the above
3. Color
  - a. Beige
  - b. Brown
  - c. Blue
  - d. White
  - e. Black
  - f. Or combinations of the above
4. Lettering
  - a. Front

1. will not exceed 1 <sup>3</sup>/<sub>4</sub> inches height
  2. placed within colored-band space not exceeding 2 <sup>1</sup>/<sub>2</sub> inches in height above door hinge
- b. Sides and back
1. will not exceed 2 <sup>1</sup>/<sub>2</sub> inches in height
  2. placed within a colored-band space not exceeding 4 <sup>1</sup>/<sub>2</sub> inches in height and beginning one inch from top of newsrack
5. Mounts (if applicable)
- a. Bolted in place through four standard holes in base



TK-80 Sho-Rack brand

These guidelines were adopted by the Historic Preservation Commission on August 23, 1995;  
revised November 24, 1998, November 30, 2000, March 27, 2008, November 10, 2009, and June 24, 2010.



**City of Annapolis**  
**Planning & Zoning Department**  
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## HPC Administrative Approval Application For Certificate of Approval

### Part I. Applicant Information

Address \_\_\_\_\_

Mailing address \* \_\_\_\_\_

Phone number(s) \* \_\_\_\_\_

Property owner \_\_\_\_\_

Applicant/Agent to receive comments \_\_\_\_\_

Contact for any additional information \_\_\_\_\_

Contractor \_\_\_\_\_

Architect/Designer \_\_\_\_\_

\* Mailing addresses and telephone numbers are *required*.

### Part II. Submittal Requirements

1. Are there any easements or deed restrictions for the exterior of this building? Yes      No  
 If yes, submit a letter from the easement holder stating their approval of the proposed work.
2. A site plan must be submitted.
3. Photographs must be submitted.
4. Description of work proposed. Please be specific. Attach an extra sheet if more space is needed.  
 If signs are proposed, indicate material, method of attachment, position on building, size and front lineal feet of building, size and position of all other signs on building, and a layout of the sign.

5. Estimated cost of improvement      \$ \_\_\_\_\_

Owner/Applicant signature \_\_\_\_\_ Date \_\_\_\_\_