



City of Annapolis
Department of Planning & Zoning
 Historic Preservation Division
 145 Gorman Street, 3rd Floor
 Annapolis, MD 21401-2535

HistPres@annapolis.gov • 410-260-2200 • Fax 410-263-1129 7961 • TD use MD Relay or 711 • www.annapolis.gov

HPC Administrative Approval Application for Certificate of Approval

Building site address _____

Provide complete information below. Mailing addresses and telephone numbers are *required*.

Property Owner Information	Contractor's Information
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____

Authorizing Applicant Information	Architect/Engineer Information
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____

Submittal Requirements

1. Will you be applying for the City's Historic Preservation Tax Credit? Yes No
 The tax credit is limited to those expenses having to do with the exterior features of a structure and the total estimate of expenses per application must exceed \$5,000. Applications must be submitted prior to start of work. Please refer to the Annapolis City Code [Section 6.04.230](#) – Historic Preservation Tax Credit.
2. Are there any easements or deed restrictions for the exterior of this building or the site? Yes No
 If yes, submit a letter from the easement holder stating their approval of the proposed work.
3. Have you provided all items on the checklist that pertain to your project? Yes No

4. Description of work proposed. **Please be specific and include as much information as possible in the box below.** Attach an extra sheet if more space is needed.

5. Estimated cost of improvement \$ _____

Please note that routine maintenance that does not involve replacing more than 50 square feet of material or does not exceed \$250 of materials, whichever is least, does not require written administrative approval.

Filing Fee

Rate is 1% of the Estimated Cost of Improvement. (Minimum of \$35.00 – Maximum of \$500.00).

Make check payable to *City of Annapolis*.

Signature of owner or authorized agent

The applicant certifies & agrees as follows: (1) that they are authorized by the property owner to make this application; (2) that the information is correct; (3) that they will comply with all regulations of the City of Annapolis which are applicable hereto; (4) that they will only perform work on the above property specifically described in this application; (5) that they are authorized by the property owner to grant City officials the right to enter onto the property for the purpose of inspecting the work permitted.

Owner/Applicant signature _____ Date _____

FOR HPC USE ONLY

Rate x Estimated Cost \$ _____ Application received _____

Date paid _____ Amendment to COA # _____