



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

[HistPres@annapolis.gov](mailto:HistPres@annapolis.gov) • 410-263-7961 • Fax 410-263-1129 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## Guidelines for Filing Historic Preservation Commission Public Hearing Application

### Authority

Annapolis City Code: [21.56.040](#) Certificate of Approval and [21.56.060](#) Application Review A.

### General Information

#### Submittal requirements

- 9 Packets Total
- 1 Original master packet + 8 collated additional packets
- 1 PDF on a Thumb Drive or Disc of entire application

Each packet must include the following:

1. Application for Certificate of Approval.
2. Building Permit Application, Sign Permit Application, Fence Permit Application, Curb Cut Application, Application for Demolition, and/or Tree Removal Permit Application if applicable.
3. Photographs or digital images clearly showing the building and the sections to be altered.
4. Drawings and plans of the proposed alteration or improvement that meet the following requirements:
  - a. Minor Alterations (shutters, light fixtures, etc.):
    - i. Brief description, including sizes, type of material (wood, metal, asphalt, etc.) and/or pictures from the builder's catalogues. Drawings and plans may be substituted for this brief description. Drawings shall be clear, well marked and show all dimensions. Dimensions must be exact and not estimated. All drawings and plans must be folded, NOT ROLLED.
    - ii. Drawings must be to scale (1/4" to 1'), dimensions must be exact, not estimated.
  - b. Major Alterations and Improvements (new construction, additions, modifications, renovations)
    - i. Site plan.
    - ii. Drawings to include: plans, sections, elevations and details. They must be scaled and include dimensions and notes describing the materials. Drawings must be clear and well marked. All drawings and plans must be folded, NOT ROLLED.
    - iii. Drawings must be to scale (1/4" to 1'), dimensions must be exact, not estimated.
  - c. Demolition: Applications shall include information, plans, and a schedule for the treatment and improvement of the created space.

#### Schedule of meetings

Public Hearings are held on the 2nd Tuesday of each month, at 7:30 p.m., in the City Council Chamber, 160 Duke of Gloucester Street, Annapolis, Maryland. The applicant or his/her agent **must** attend. Otherwise, if there are questions, the application can be ruled as incomplete and no action will be taken.

**APPLICANTS PLEASE NOTE:** Work may not begin until after receipt of the certificate of approval from the Historic Preservation Staff and the issuance of a permit from the Department of Neighborhood & Environmental Programs. Once approved by the HPC, a copy of the Certificate of Approval and any accompanying paperwork/permit applications will be forwarded to the Department of Neighborhood & Environmental Programs who will notify you when your permit is ready to be picked up.



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**Department of Planning & Zoning**  
 Historic Preservation Division  
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FOR CITY USE ONLY	
AGENDA #	_____
MEETING DATE	_____

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## HPC Public Hearing 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 _____

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

2. Will you be applying for the 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.

3. 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.

4. A site plan to scale indicating property lines and lot dimensions, adjacent street and curb cuts, existing structures and locations for all existing and proposed exterior signs.

If signs are proposed please provide drawings indicating 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. Scaled drawings (1/4" to 1') for new construction, additions, and major alterations must be submitted. Drawings must include: plans, sections, elevations and details.

1 full size to scale set of 11" x 17" or larger plans & 8 reduced sets on 8" x 11" or 8" x 14" to scale.

6. Printed color photographs or digital photos of existing conditions must be submitted in original packet. Photocopies of the photographs may be used in the remaining eight packets. Once your project is completed, photos of the completed work must be submitted to the Historic Preservation Staff within 60 days.

7. Applicant must provide cut sheets/specifications on materials and methods to be used.

- 8. Required permits attached, if applicable:                      Fence                      Tree                      Sign                      Building
- 9. A PDF on a Disc or Thumb Drive of entire application package must be submitted.
- 10. 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.

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

**Filing Fee**

Rate is 1% of Estimated Cost of Improvement. (Minimum of \$25.00 – Maximum of \$1,000.00)

Rate is 2% of Estimated Cost of Improvement for "After the Fact" Approvals (Minimum of \$50.00 – Maximum of \$2,000.00)

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 approved by the Historic Preservation Commission; (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.

**A Notice of Public Hearing sign will be made available to the applicant. By signing this application, the applicant acknowledges that it is their responsibility to post the sign 15 days before the hearing.**

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

FOR HPC USE ONLY

Rate x Estimated Cost \$ \_\_\_\_\_ Application received \_\_\_\_\_

Date paid \_\_\_\_\_ Amendment to COA # \_\_\_\_\_