Historic Preservation Commission
Public Hearing Application Checklist

Authority
Annapolis City Code 21.56.040 Certificate of Approval and 21.56.060 Application Review A.

Schedule of meetings
Public Hearings are held on the second Tuesday of each month, at 7:00 PM, 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.

General Information
The applicant must schedule a meeting with the Chief of Historic Preservation Roberta Laynor at least 10 business days before the Public Hearing application deadline. The purpose of this meeting is to review application requirements and Design Review Manual guidelines as they relate to the proposed project. Ms. Laynor can be reached at rlaynor@annapolis.gov or 410-260-2200 ext. 7791

Submittal requirements:
9 Collated Packets - in the following order: HPC application, permit application(s), existing condition photos, site plan, drawings, product specifications and any other information pertinent to your submittal.
1 PDF on a Thumb Drive or Disc of the entire application in the same order as above. (Revisions to applications will require the submittal of a newly revised PDF).

Each packet must contain the following:
1. Public Hearing Application.
2. Permit Application - 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 – Labeled with address, date and description of photo - 4” x 6” or larger size color prints or color digital photos which contain the following:
   • General elevation photo of the entire front of building to place the project in context;
   • Elevation photos of all sides of the building where work will take place; and
   • Close-up photos showing additional details of all affected areas of the building or property.
4. Product cut sheets/specifications for all new or replacement material and methods to be used. Use of the terms “in-kind” or “matching” are not sufficient.
5. A Site plan and/or Property Survey to scale indicating property lines and lot dimensions, existing structures and locations of existing features and proposed changes.
6. Scaled dimensioned drawings (1/4” to 1’) for new construction, additions, and major alterations to include: plans, sections, elevations and details. Original scaled drawings only, no copies or reproductions. Dimensions must be exact, not estimated. Drawings must be clear and well-marked. All drawings must be folded, not ROLLED.
7. Copy of approval, if applicable, from the Current Zoning Division for any project exceptions to City zoning codes.

And, if applicable:
Specifications for mortar repointing and brick repair or replacement.
Details of the old and new mechanical equipment in size, location and capacity.
HPC Public Hearing Application
for Certificate of Approval
Per City Code Section 21.56.040

______ Commercial      ______ Residential

Building site address ____________________________________________________________

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

<table>
<thead>
<tr>
<th>Property Owner Information</th>
<th>Contractor’s Information</th>
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<tbody>
<tr>
<td>Name ______________________</td>
<td>Name ____________________</td>
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<td>Address ____________________</td>
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<td>City _______________________</td>
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<td>E-mail ____________________</td>
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<thead>
<tr>
<th>Authorizing Applicant Information</th>
<th>Architect/Engineer Information</th>
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<td>Name ________________________</td>
<td>Name ________________________</td>
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<td>Address _______________________</td>
<td>Address ______________________</td>
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<td>E-mail ____________________</td>
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**Tax Credit**

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 contributing historic 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.

**Easement**

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.
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.

![Description of Work Proposed]

Project Cost and Fees

Estimated cost of the improvement $ ______________________________

Filing Fee

- Public Hearing Application based on 1% of estimated cost. Minimum $35.00 – Maximum $1,000.00
- "After the Fact" Public Hearing Application based on 1% of estimated cost. Minimum $50.00 - Maximum $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 ____________________

Rate x Estimated Cost $ ________________ Application received ________________________________

Date paid __________________ Amendment to COA # ________________________________

HPC Approval ___________________________ Date ____________________

FOR HPC USE ONLY