



City of Annapolis

DEPARTMENT OF PLANNING AND ZONING

HISTORIC PRESERVATION DIVISION

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401

Chartered 1708 Annapolis 410-260-2200 • FAX 410-263-1129 • MD Relay (711)

C. PETE GUTWALD, AICP
DIRECTOR

***CHECKLIST FOR SUBMITTAL OF
HISTORIC PRESERVATION TAX CREDIT APPLICATION***

HPC, Building and/or Occupancy permits must be finalized before tax credit will be approved.

Please supply the following with your Historic Preservation Tax Credit Application:

Before work begins, submit:

- Historic Preservation Tax Credit Application;
- Estimated Cost Proposal form which includes a description of work to be completed. You may provide a separate sheet for the description if more space is needed;
- Estimate from the contractor.

* * * * *

After work is completed, submit:

- List of work completed with breakdown of costs;
- Proof of Payment - Accepted proofs of payment include: Copies of cancelled bank checks (*both sides*); paid credit card receipts from the Internet or a credit card statement (*any charges not applicable to the project must be blacked out*); or legal affidavit.
- “After” Photograph Requirements:
 1. After photos submitted should match the same view as before work photos.
 2. Close up photos showing details of all completed work, including elevation photos if applicable.
 3. Printed 4x6 color or larger (*color digital is acceptable*), at least 300 dpi.
 4. Photos must be clearly labeled with building address, view (*front, back, etc*), brief description, and date photo was taken.

Tax Credits shall only be allowed after compliance and certification that the project was completed according to qualified specifications approved for the *Certificate of Approval*.

Examples of qualified expenses subject to approval by the Historic Preservation Division

For both residential and income-producing properties:

Qualified: work for exterior features of a contributing building in the Historic District.

Not qualified: painting, landscaping, fencing, driveways, curb cuts, permit fees, attorney fees.

For life/safety or hazard mitigation:

Qualified life safety: sprinkler systems, wiring upgrade, fire alarms, lead abatement, mold remediation, asbestos abatement, smoke detectors & CO2 detectors.

Qualified hazard mitigation: flood vents, flood proofing.

Not qualified: framing.

For removal of a non-historic feature and replacement with a documented historic feature:

Qualified: restoration based on physical or photographic evidence of a missing or historic feature.

Not qualified: conjectural replacement.



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HPC APP #
TAX CREDIT #

Historic Preservation Tax Credit Application

The tax credit is limited to those expenses related to: (1) exterior features; (2) interior life safety; and/or (3) hazard mitigation of a structure. The total 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.

Address of Property _____
 Residential () Commercial () Tax ID # _____

Applicant(s)

Name(s) _____
 If contractor, company name _____
 Mailing address _____
 City _____ State _____ Zip _____
 Phone _____ Email _____

Property Owner(s) (If corporation, include name of contact person)

Name(s) _____
 Mailing address _____
 City _____ State _____ Zip _____
 Phone _____ Email _____

I/We understand that approval of this application is a preliminary determination that the work described in this application is eligible for a tax credit. The application will not be recommended for final approval until all work is completed and receipts for actual expenditures have been submitted to, reviewed, and approved by the Historic Preservation Commission. I/We also understand that the work must be in conformity with building permit requirements as stipulated by the Department of Planning and Zoning and the Historic Preservation Commission. I/We further understand that this tax credit, if approved, applies to the City of Annapolis real estate taxes only, commencing with the City tax year immediately subsequent to the year in which the improvement work, as set forth herein, is completed, and that any unused portion of the tax credit may be carried forward to subsequent tax years, not to exceed five (5) subsequent tax years. I/We hereby declare and affirm under penalties of perjury that the facts and matters contained in the application are true and correct to the best of my/our knowledge

APPLICANT PRINTED NAME _____

APPLICANT SIGNATURE _____

Application Submittal Date: _____

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Application Qualifies for Tax Credits: () YES () NO <i>(explain reason for denial)</i>	
Approved by: _____	Date: _____
Comments: _____	



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**HPC TAX CREDIT APPLICATION
ESTIMATED COST PROPOSAL**

for work to be done at

_____ Property Address

Item	Description of work to be completed	Estimated Cost
#1		
#2		
#3		
#4		
#5		
TOTAL ESTIMATED COST OF IMPROVEMENTS		



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SUBMIT THIS PAGE WHEN JOB IS COMPLETE ALONG WITH PROOF OF PAYMENTS

**HPC TAX CREDIT APPLICATION
ACTUAL COSTS**

for work to be done at

Property Address

Item	Description of work completed	Cost
#1		
#2		
#3		
#4		
#5		
TOTAL COST OF IMPROVEMENTS		