



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

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

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 Preservation as qualified under the Secretary of the Interior's Standards and Guidelines - Professional Qualifications Standards (Professional Qualifications - 36 CFR Part 61), and with a minimum of five (5) years experience, 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 *Building Towards the Fourth Century: 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.

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 with a minimum of five years experience and City-contracted consultants who meet the Professional Qualifications referenced in 36 CFR Part 61 in the fields of History, Archeology, Architectural History, Architecture, Historic Architecture, Engineering, Historic Landscape Architecture, and Historic Preservation (Qualified Professional).
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.

Categories of Administrative Approval

C. 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 in situ or through photographic documentation.
2. The request will be reviewed by the Chief of Historic Preservation. If repair is not possible, existing material or component must be documented prior to proceeding with replacement- in kind.

D. Restoration and Renovation Projects

1. Removal of asbestos, asphalt, aluminum, or other synthetic siding to expose and repair underlying/original siding. Review by Chief of Historic Preservation after siding has been removed; condition investigated and restoration determined.
2. Repointing and other masonry repairs
 - a. Review by Chief of Historic Preservation
 - b. Any repointing and brick/stone repair must match existing/original
3. Exterior storm doors and storm windows
 - a. Non-contributing resource
 - b. New or replacement storm door and window frames and sash can be wood or powder-coated metal. Storm doors and windows must match the color of the frame and sash.
 - c. The attachment method should be reversible, minimizing damage to historic fabric.
 - d. Window glazing will either include no dividers or match existing rail
4. Doors and windows
 - a. Non-contributing resource
 - b. Non-extant door or window
 - c. Restoration or rehabilitation for historic property based on physical, documentary or pictorial evidence.
 - c. Limited replacement-in-kind when determined to be the appropriate treatment through a conditions assessment conducted by a qualified preservation professional, provided by the applicant and reviewed by the Chief of Historic Preservation
5. Shutters
 - a. Non-contributing resource
 - b. Non-extant shutter
 - c. Restoration or rehabilitation for historic property when physical evidence indicates historical installation (i.e., hinges); requires physical, documentary or pictorial evidence.
6. Street furniture
 - a. Benches and street lamps based on current approved materials
 - b. Planters as specified in design guidelines
7. Utilities, Mechanical Components and Fire Protection Systems
 - a. Includes electric and gas meters, cable boxes, satellite dishes, HVAC condensers, service meters, sprinkler systems, valves, pipes, wiring and any associated screening systems not on principal façade or highly visible from the public right-of-way
8. Roof drainage systems including flashing, downspouts, gutters, snow guards, rain barrels and rain cisterns
9. Porch and balcony stairs, wood platforms and railings
 - a. Non-contributing resource
10. Security devices such as cameras, touch key plates, control panels, and single light installations

E. Signs

1. Must comply with zoning requirements
2. Includes all new and replacement signs which demonstrate compliance with applicable General and Specific Guidelines.
3. The Commission shall review all signs associated with new building construction.
4. Interpretive/Informational Signs
 - a. Must comply with zoning requirements
 - b. Must meet General and Specific Guidelines
 - c. Must have either a historical or educational purpose that contributes to the quality, image and cohesiveness of the entire historic district and increases the efficiency of communication
 - d. Must not contain supplementary advertising
 - e. Reviewed and a recommendation received from the Annapolis Heritage Commission

5. Memorial Plaques
 - a. Constructed of bronze, stone or other high-quality weather-resistant material
 - b. Not to 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 to exceed size dimensions of 16" by 20"
 - c. Be installed in masonry mortar joints (as applicable)
 - d. Text written by a historian who meets Professional Qualification standards
 - e. Reviewed and a recommendation received from the Annapolis Heritage Commission
7. Banners
 - a. For placement on light standards in pre-approved locations
 - b. No larger than 24 inches wide and 48 inches high
 - c. For events directly related to one of the following:
 - i. the history of the Landmark Historic District
 - ii. an educational event related to that history
 - iii. an institution located within the Historic District
 - iv. promotion of the neighborhood business districts within the Historic District
 - d. Non profit organizations must be the dominant logo displayed
 - e. Installations are limited to one banner version per 30 day period
 - f. Wayfinding banners are exempt from the 30 day period.
- F. Minor changes to environmental settings
 1. Fences
 - a. Non-contributing resource
 - b. Restoration or rehabilitation for historic property based on physical, documentary or pictorial evidence.
 - c. Replacement-in-kind or minor alterations to equivalent which do not significantly change the original appearance, height or the material used excepting in the case of existing non-compatible fence types (i.e. chain link, vinyl, shadow box/board on board, and stockade and latticework). Non-compatible fence types will require replacement with a fence which relates to the architectural style of the building.
 2. Gates
 - a. Non-contributing resource
 - b. Same style as existing fencing
 - c. New or replacement alley or passage gates between buildings and over six feet which are replacement-in-kind and compatible with adjacent building types, represent existing types on the streetscape, demonstrate visual permeability from the public right-of-way, or are 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. 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 plantings, planters and plant material changes in existing planters.

- 6 Tree removal
 - a. Diseased trees, certified by independent arborist (not tree removal company) and/or City arborist.
 - b. Trees and overgrown shrubs immediately adjacent to buildings or walls that undermine foundations or threaten roofs.

G. Extension of Certificate of Approval

Prior to the expiration of a Certificate of Approval, an applicant may request a onetime extension of up to twelve (12) months 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.

H. Minor changes to Commission approved applications

If in the process of completion and submission of 100% plans and/or during construction, an applicant with a previously approved Certificate of Approval must modify plans to address issues of code compliance or make minor modifications to building elevations or non-contributing building or site features that are in compliance with design guidelines.

I. 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 ¾ inches height
 - 2) placed within colored-band space not exceeding 2 ½ inches in height above door hinge
 - b. Sides and back
 - 1) will not exceed 2 ½ inches in height
 - 2) placed within a colored-band space not exceeding 4 ½ 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

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, June 24, 2010, and May 23, 2013.



Checklist

Historic Preservation Commission Administrative Approval Application

This checklist addresses requirements for the most common submittals for Administrative Approval. Please refer to the Annapolis Historic District Design Manual for further guidance and additional submittal types.

Two copies are required of all submittals.

For properties with easements, a letter of consent from the easement holder of the property for the proposed changes must be submitted with the application.

BUILDINGS, ADDITIONS, PORCHES, DECKS

HPC Administrative Approval Application with filing fee.

Building Permit Application (if required by Planning & Zoning).

Photographs

1. Color prints at least 4x6--or color digital, minimum 300 dpi resolution, labeled with address & date.
2. General elevation photo of the front of the building to place the project in context.
3. Elevation photos of all sides of the building or property where work will take place.
4. Close-up photos showing additional details of all affected areas of the building or property.

Product specifications and cut sheets for all new or replacement materials.

And, if applicable:

Specification for *mortar repointing and brick repair or replacement*.

Details of the old and new *mechanical equipment* in size, location, and capacity.

Elevation drawings to scale of all *new openings*.

Site plan and dimension drawings to scale of *additions* in elevation and plan, 11x17 or larger, preferably completed by a registered architect.

LANDSCAPING, TREES, DRIVEWAYS

HPC Administrative Approval Application with filing fee.

Building Permit Application and/or Tree Permit Application.

Photographs

1. Color prints at least 4x6--or color digital, minimum 300 dpi resolution, labeled with address & date.
2. General elevation photo of the front of the building to place the project in context.
3. Elevation photos of all sides of the building or photos of the property where work will take place.
4. Close-up photos showing additional details of all affected areas of the building or property.

Product specifications and cut sheets for all new or replacement materials or plantings.

Site plan to scale with dimensions showing location of existing features and proposed changes.

FENCES AND GATES

HPC Administrative Approval Application with filing fee.

Fence Permit Application.

Photographs

1. Color prints at least 4x6--or color digital, minimum 300 dpi resolution, labeled with address & date.
2. General elevation photo of the front of the building to place the project in context.
3. Photos of the property where work will take place.
4. Close-up photos showing additional details of all affected areas of the building or property.
5. Photos of sample fences within a half-block radius.

Product specifications and cut sheets for all new or replacement materials including dimensioned drawings to scale showing height, construction details, openings, etc.

Site plan showing location of existing fence and proposed fence.

SIGNS

HPC Administrative Approval Application with filing fee.

Sign Permit Application.

Photographs

1. Color prints at least 4x6--or color digital, minimum 300 dpi resolution, labeled with address & date.
2. General elevation photo of the front of the building to place the project in context.
3. Photos showing size and position of all other signs on the building.
4. Close-up photos showing additional details of all affected areas of the building or property.

Product specifications and cut sheets for all new or replacement signs, including material, measurements, method of attachment, and position on the building.

A layout of the proposed sign on the building using Photoshop or an elevation drawing to scale indicating lineal footage of the building frontage.

List of size and position of all other signs on the building.

AWNINGS

HPC Administrative Approval Application with filing fee.

Photographs

1. Color prints at least 4x6--or color digital, minimum 300 dpi resolution, labeled with address & date.
2. General elevation photo of the front of the building to place the project in context.
3. Elevation photos of all sides of the building or property where work will take place.
4. Close-up photos showing additional details of all affected areas of the building or property.

Product specifications and cut sheets for all new or replacement materials.

A layout of the proposed awning on the building using Photoshop or an elevation drawing to scale.

SIDEWALK CAFÉ FURNITURE

HPC Administrative Approval Application with filing fee.

Photographs

1. Color prints at least 4x6--or color digital, minimum 300 dpi resolution, labeled with address & date.
2. General elevation photo of the front of the building to place the project in context.
3. Close-up photos showing additional details of all affected areas of the building or property.

Product specifications and cut sheets for all new or replacement materials.

Site plan to scale showing proposed furniture location and clearances to building, curb, etc.



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FOR CITY USE ONLY	
PROJECT #	_____
APPROVED	_____

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HPC Administrative Approval Application for Certificate of Approval

Per City Code [Section 21.56.040](#)
[Fee Schedule](#)

Commercial Residential

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. 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.
 A site plan is not required for the replacement or repair of siding, roofs, windows and doors or miscellaneous repairs such as re-pointing.

4. Printed color photographs or digital photos of existing conditions must be submitted. Once your project is completed, photos of the completed work must be submitted within 60 days to the Historic Preservation Staff.

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

6. 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.

7. Have you provided all the items on the checklist that pertain to your project? Yes No

8. Estimated cost of improvement \$ _____

Filing Fee

Certificate of Approval - Administrative Application Fee (based on 1% of estimated cost) is minimum \$35.00 to maximum \$500.00

Make check payable to *City of Annapolis*.

Please refer to the "Guidelines for Filing A Historic Preservation Commission Public Hearing Application" for additional details on submittal requirements.

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.

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.

Owner/Applicant signature _____ Date _____

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Rate x Estimated Cost \$ _____ Application received _____

Date paid _____ Amendment to COA # _____

HPC Approval _____ Date _____