



APPLICATION INSTRUCTIONS

FAÇADE IMPROVEMENT PROGRAM AND HISTORIC DISTRICT COMMISSION SIGN APPLICATION

SUBMIT 12 COPIES of this application package, including all supporting materials required on page 2 of this application to Howard County Department of Planning and Zoning. Applications must be received no later than 5:00 pm 22 days prior to the meeting. Applications can be submitted via mail, but may result in missing the deadline. Applications are not accepted via email or fax.

Address: 3430 Court House Drive, Ellicott City, MD 21043

Meeting Information

The Historic District Commission (HDC) meets at 7:00 pm generally on the first Thursday of each month at 3430 Court House Dr., Ellicott City, MD. If a meeting is cancelled, Applicants will be notified and the cancellation will be posted on the County's website at:

<http://www.howardcountymd.gov/servicespage.aspx?ID=6442460809> and

http://www.howardcountymd.gov/Historic_District_Commission.htm.

Applicants are expected to attend the HDC meeting in order to describe the proposed work and to respond to questions. Failure to attend the meeting may delay consideration and approval by the Commission, or result in the application being denied.

Application Information

For questions concerning this application, please contact Samantha Holmes, Historic Preservation Planner, at 410-313-4428 or sholmes@howardcountymd.gov. Applications will be reviewed for completeness and Applicants will be notified if additional information is required to complete the application. Failure to provide all required information may result in the rejection of the application.

Additional Information

No work requiring HDC approval can proceed until the Certificate of Approval is issued. Proposed changes not listed on the application or for legal advertisement cannot be reviewed by the Commission.

Permit Information

If HDC Approval is received, it does not eliminate the need for a building permit. Those permits may be applied for in the Department of Inspections, Licenses and Permits located on the first floor at 3430 Court House Dr., Ellicott City, MD. Any questions regarding the permit process should be directed to the Department of Inspections, Licenses and Permits at (410) 313-2455.

Façade Improvement Program Information

Funds are available on a first-come first-serve basis. Applications must be approved by the Historic District Commission before funds will be awarded. Two contractor bids are required. For more information on the funding process, please see: www.howardcountymd.gov/historic_preservation.htm.

ELLICOTT CITY FACADE IMPROVEMENT PROGRAM

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FOR STAFF USE ONLY

Application #:

HDC -

FIP -

Meeting Date:**Date Received:**

PROPERTY INFORMATION

Address of Subject Property: _____

Name of Property Owner: _____

Name of Business: _____

Is this property listed on the Howard County Historic Sites Inventory? Y N #HO- _____

APPLICANT INFORMATION

Name of Applicant (please only provide one name for contact purposes): _____

Mailing address: _____

Phone No. (W) _____ (H) _____

Email: _____ Contact Preference: _____

TENANT INFORMATION

Please list all current tenants or number of apartment units in the building:

PROJECT INFORMATION

Bid #1: _____ Bid #2: _____ Proposed Start Date: _____ Estimated Completion Date: _____

Sign Application for Certificate of Approval: **ATTACH ADDITIONAL COPIES OF THIS PAGE FOR EACH**

ALL APPLICATIONS MUST INCLUDE:

- A labeled photograph of proposed sign location on building.
- An illustration of sign graphic or sign makers proof with dimensions.
- Samples of proposed paint colors.
- Manufacturer's literature/pictures of brackets or posts used to display sign.
- Completed sections below.
- Two bids on contractor letterhead.
- Signatures on page 3

TYPES: Refer to page 79 of the Ellicott City Guidelines for general sign guidelines; specifics indicated below.

DIMENSIONS: Refer to Guidelines for each type (as indicated to the left) for size recommendations.

- | | |
|---|----------------------------|
| <input type="checkbox"/> Flat Mounted (more details on page 82) | Height _____ |
| <input type="checkbox"/> Projecting/Hanging (more details on page 83) | Width _____ |
| <input type="checkbox"/> Freestanding (more details on page 84) | Total Square Footage _____ |

COLORS: The Ellicott City Guidelines recommend using a minimum number of colors, **generally no more than 3** (refer to page 80). Background colors are typically off-white; if using a colored background, please limit to two accent colors. **Color samples are required.**

Background Color _____ Accent Color #2 _____
Accent Color #1 _____ Accent Color #3 _____

SIGN AND INSTALLATION MATERIALS:

Describe material of sign and materials used to install sign, such as brackets or posts (**include materials, colors, and a photograph**).

ADDITIONAL INFORMATION: Please include any other additional information (such as additional colors beyond the recommended 3, etc.).

Facade Improvement Program General Conditions

It is expressly understood and agreed that the Applicant is not an agent, employee or subcontractor of Howard County Government.

It is expressly understood and agreed that the Applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, building permits, HDC requirements, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to the receipt of a Letter of Commitment is ineligible for funding.

It is expressly understood and agreed that the Applicant will not seek to hold Howard County Government and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Project.

The Applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury relating to the Façade Improvement Project.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.

The applicant authorizes Howard County Government to promote an approved project, including, but not limited to, displaying Ellicott City Façade Improvement Program signage at the site, during and after construction, and using photographs and descriptions of the project in Partnership materials and press releases.

HISTORIC DISTRICT COMMISSION GENERAL CONDITIONS:

I hereby certify by the signatures(s) below that the information supplied herewith is correct and complete and authorizes such periodic on-site inspections by the Department of Planning and Zoning and its agents as may be necessary to review this application and any petitions filed in connection herewith and to enforce the Historic District Guidelines and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted.

If the Applicant is not the owner of the subject property, the owner's signature authorizing the proposed work is required .

SIGNATURE(S):

Applicant or Authorized Agent

Date

Owner (if different than Applicant)

Date