



APPLICATION INSTRUCTIONS
GENERAL APPLICATION FOR CERTIFICATE OF APPROVAL
(For approval to makes changes to the exterior of a building or property.)

SUBMIT 10 COPIES of this application package, including all supporting materials required on page 3 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 Dr., Ellicott City, MD 21043

Meeting Information

The Historic Preservation Commission (HPC) 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:

www.howardcountymd.gov/servicespage.aspx?ID=6442460809 and
www.howardcountymd.gov/Historic_Preservation_Commission.htm.

Applicants are expected to attend the HPC 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 HPC 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.

Please note there are separate applications for general work, tax credit pre-approval and advisory comments. For more information about work that may be eligible for tax credits, please visit the County's Historic Preservation page: http://www.howardcountymd.gov/historic_preservation.htm .

Permit Information

If HDC Approval is received, it does not eliminate the need for a building permit or sign 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.

HOWARD COUNTY HISTORIC PRESERVATION COMMISSION

GENERAL APPLICATION FOR CERTIFICATE OF APPROVAL

SUBMIT 10 COPIES of this application package, including all supporting materials required on pages 3-5 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 Preservation Commission (HPC) meets at 7:00 pm generally on the first Thursday of each month at 3430 Court House Dr., Ellicott City, MD.

Questions

Please contact Samantha Holmes, Historic Preservation Planner at 410-313-4428 or sholmes@howardcountymd.gov.

FOR STAFF USE ONLY

Application #:

HPC -

Meeting Date:

Date Received:

PROPERTY INFORMATION

Address of Subject Property: _____

Name of Property Owner: _____

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

Historic District (please check): Ellicott City Local Historic District Lawyers Hill Local Historic District

APPLICANT INFORMATION

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

Mailing address: _____

Phone No. (W) _____ (H) _____

Email: _____ Contact Preference: _____

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

SIGNATURE(S)/CERTIFICATION:

Applicant or Authorized Agent

Date

Owner (if different than Applicant)

Date

I hereby certify by the above signatures(s) 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.

General Application for Certificate of Approval: Part 1

ALL APPLICATIONS MUST INCLUDE:

- Labeled photograph(s) of existing property conditions.
- A detailed description and samples/photographs of materials, colors, and dimensions for proposed work.
- Plot plans, site plans, or elevations (as applicable to proposal).
- A completed Part 2 of this application (page 4-5). Application may be rejected if not complete. If Part 2 is not suitable for your project, please type up a detailed explanation on a separate piece of paper.

DESCRIPTION OF PROPOSAL: Attach additional pages if necessary. Continue to Part 2 (page 4-5) to complete required checklists.

DESIGN GUIDELINES: Consult the Ellicott City or Lawyers Hill Design Guidelines on the Howard County website at <http://www.howardcountymd.gov/DPZ/historicpreservation.htm> and provide a brief description of how the proposal meets the recommendations of the Guidelines, including the applicable chapter and section.

NEW CONSTRUCTION/ADDITIONS: Such as construction of principal structure; major addition to principal structure, including room additions and attached garages; or construction of decks, porches, and detached accessory structures (i.e., fences, sheds, barns, detached garages, swimming pools, etc.). Please consult the appropriate guidelines. **Please complete Part 2 Checklist (pages 4-5) as applicable to additions/new construction and submit additional pages if necessary.**

- Scaled plot plan of property, showing clearly labeled existing and proposed structures, parking areas, fences, landscaping and other significant features.
- Elevation drawings of proposed structure or addition indicating dimensions, design, height, color, and materials.
- Manufacturer's literature for proposed features (window, siding, roof, etc. spec sheets/photos). **Photos required.**

Description:

General Application for Certificate of Approval: Part 2

TYPE OF ALTERATION: Please check the appropriate box for the proposed work and fill in required blanks

PAINTING: Refer to page 50 of the Ellicott City Guidelines and page 31 of the Lawyers Hill Guidelines.

Existing Color: _____

Proposed Color: _____

Paint Chip Included: Yes No

Area(s) to be painted: _____

Additional Info Included: Yes No

ROOF: Refer to page 31 of the Ellicott City Guidelines and page 26 of the Lawyers Hill Guidelines.

Existing Material: _____

Proposed Material: _____

Existing Color: _____

Proposed Color: _____

Additional Info Included: Yes No

Specs/Photos Included: Yes No

WINDOWS: Refer to page 38 of the Ellicott City Guidelines and page 26 of the Lawyers Hill Guidelines.

Existing Material: _____

Proposed Material: _____

Existing Color: _____

Proposed Color: _____

Existing Sash Arrangement: _____

Proposed Sash Arrangement: _____

Additional Info Included: Yes No

Specs/Photos Included: Yes No

SHUTTERS: Refer to page 42 of the Ellicott City Guidelines and page 28 of the Lawyers Hill Guidelines.

Existing Type: _____

Proposed Type: _____

Existing Color: _____

Proposed Color: _____

Existing Material: _____

Proposed Material: _____

Additional Info Included: Yes No

Specs/Photos Included: Yes No

WALLS/SIDING: Refer to pages 25-30 of the Ellicott City Guidelines and pages 21-24 of the Lawyers Hill Guidelines.

Existing Material: _____

Proposed Material: _____

Existing Color: _____

Proposed Color: _____

Additional Info Included: Yes No

Specs/Photos Included: Yes No

DOORS AND STORMS DOORS: Refer to page 35 of the Ellicott City Guidelines and pages 26-29 of the Lawyers Hill Guidelines.

Existing Type: _____

Proposed Type: _____

Existing Color: _____

Proposed Color: _____

Existing Material: _____

Proposed Material: _____

Additional Info Included: Yes No

Specs/Photos Included: Yes No

General Application for Certificate of Approval: Part 2

TYPE OF ALTERATION: Please check the appropriate box for the proposed work and fill in required blanks

LIGHTING: Refer to page 71 of the Ellicott City Guidelines and page 47 of the Lawyers Hill Guidelines.

Type: _____

Location: _____

Color: _____

Installation Method: _____

Material: _____

Specs/Photos Included: Yes No

SITE LANDSCAPE FEATURES (tree removal, fences, walls, terraces, paving): Refer to Chapters 9 & 10 of the Ellicott City Guidelines and Chapter 9 of the Lawyers Hill Guidelines.

Description: _____

Plans/Specs/Photos Included: Yes No

DEMOLITION: Refer to Section 300 of the Howard County Historic District Commission Rules of Procedure. Provide justification for proposed demolition, including, reports on structural conditions and feasibility of repairs, cost estimates, pictures, and plans for the proposed treatment of the site after demolition.

Structure: _____

Reports Included: Yes No

Photos Included: Yes No

Future Plans Included: Yes No

Description: _____

OTHER (such as porch, foundation, etc. Please explain in detail): Refer to applicable Guidelines. For signs please use separate Sign Application. Please attach additional pages as necessary.

Description: _____

Specs/Photos Included: Yes No

PLEASE SUBMIT ADDITIONAL PAGES AS NECESSARY (you may create your own document if it better explains the project)