Historic Preservation Commission
New construction and Demolition: principal structures and outbuildings
APPLICATION FOR CERTIFICATE OF APPROVAL

SUBMIT 10 COPIES of this application package, including all supporting materials required on pages 2-4 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: Howard County Department of Planning and Zoning, 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. If a meeting is cancelled, Applicants will be notified and the cancellation will be posted on the County’s website: www.howardcountymd.gov/Departments/Planning-and-Zoning/Boards-and-Commissions/Historic-Preservation-Commission and www.howardcountymd.gov/Departments/Planning-and-Zoning/Conservation-and-Preservation/Historic

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 cannot be reviewed by the Commission.

Permit Information
If HPC 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.
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Meeting Information
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Questions
Please contact Samantha Holmes, Historic Preservation Planner at 410-313-4428 or sholmes@howardcountymd.gov.

PROPERTY INFORMATION
Address of Subject Property: ________________________________

Name of Property Owner: ______________________________________

Map _____________  Parcel ________________

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: ________________________________

SIGNATURE(S):
If the Applicant is not the owner of the subject property, the owner’s signature authorizing the proposed work is required.

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.
Part 1: New Construction and Demolition: Principal Structures and Outbuildings

ALL APPLICATIONS MUST INCLUDE: The information required in this checklist must be provided or the application will be incomplete and may be rejected for consideration by the Commission. Please check each box below to confirm you have provided this information.

☐ Labeled, color photographs of existing property conditions, printed on 8.5x11 paper, no more than two images per page. Do not submit individual 4x6 photographs.

☐ A detailed description of the proposed work (see below or provide separate sheet of paper if needed).

☐ Product specification sheets/photographs of product that clearly shows materials, colors, and dimensions.

☐ Plot plan of property or site plans showing location and dimension of new construction.

☐ Elevation drawings of proposed structure(s) indicating dimensions, design, height, color, and materials. Product spec sheets are required for all new elements.

☐ Product spec sheets for all items approval is sought for.

☐ A completed Part 2 of this application (page 3-4). 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.

☐ I have read the Ellicott City or Lawyers Hill Design Guidelines and find my proposal complies with the recommendations in the Guidelines.

☐ Completed Demolition Checklist (below)

DESCRIPTION OF PROPOSAL: If more room is required, please provide write up on a separate sheet of paper to best organize proposed work. Continue to Part 2 (page 3-4) to complete required checklists.

________________________________________________________________________________________________________

________________________________________________________________________________________________________

DEMOLITION CHECKLIST:

Does this project involves demolition of a principal structure? ☐ Yes ☐ No

If yes, what is the age of the structure? ________________

Does this project involve demolition of outbuildings? ☐ Yes ☐ No

If yes, how many outbuildings are proposed for demolition? ________________

If yes, what is the age of the structure(s)? ________________

I understand that any application for demolition of a structure is subject to the procedure established in Section 300 of the Historic preservation Commission’s Rules of Procedure and the documentary evidence requested therein and confirm this application contains that information. I understand that failure to provide this information will result in an incomplete application that could be rejected for consideration.

☐ Yes ☐ No
Part 2: New Construction Checklist

Please check the appropriate box for the proposed work and fill in required blanks. Color specs sheets and photos must be provided or the application may be considered incomplete and rejected for consideration by the Commission.

You may create your own document if it better explains the project, be sure to include details such as materials and colors for all proposed features.

☐ FRONT DOOR
  Proposed Type: ____________________________  Proposed Color: ____________________________
  Proposed Material: ________________________  Specs/Photos Included: ☐ Yes ☐ No

☐ STORM DOOR: circle if the storm door is located on the front, side or rear of the house
  Proposed Type: ____________________________  Proposed Color: ____________________________
  Proposed Material: ________________________  Specs/Photos Included: ☐ Yes ☐ No

☐ SIDE DOOR
  Proposed Type: ____________________________  Proposed Color: ____________________________
  Proposed Material: ________________________  Specs/Photos Included: ☐ Yes ☐ No

☐ REAR DOOR
  Proposed Type: ____________________________  Proposed Color: ____________________________
  Proposed Material: ________________________  Specs/Photos Included: ☐ Yes ☐ No

For all doors—If the panel and window arrangement is not shown on the elevations, a list of all doors, their location on the house and proposed panel and window arrangement must be provided on a separate document.

☐ WINDOWS
  Proposed Material: ________________________  Proposed Sash Arrangement Shown on Elevations:
  Proposed Color: ____________________________  ☐ Yes ☐ No
  Specs/Photos Included: ☐ Yes ☐ No

If the sash arrangement is not shown on the elevations, a list of all windows, their location on the house and proposed sash arrangement must be provided on a separate document.

☐ PRIMARY SIDING
  Proposed Material: ________________________  Proposed Color: ____________________________
  Proposed Style: ____________________________  Specs/Photos Included: ☐ Yes ☐ No

☐ ACCENT SIDING
  Proposed Material: ________________________  Proposed Color: ____________________________
  Proposed Style: ____________________________  Specs/Photos Included: ☐ Yes ☐ No
Part 2: New Construction Checklist

TYPE OF ALTERATION: Please check the appropriate box for the proposed work and fill in required blanks. You may create your own document if it better explains the project, be sure to include details such as materials and colors for all proposed features.

☐ ROOF

- Proposed Product and Material: ________________________________
- Proposed Color: ________________________________
- Specs/Photos Included:  □ Yes  □ No

☐ SHUTTERS

- Proposed Type: ________________________________
- Proposed Color: ________________________________
- Proposed Material: ________________________________
- Specs/Photos Included:  □ Yes  □ No

☐ EXTERIOR LIGHTS

- Proposed Type: ________________________________
- Proposed Color: ________________________________
- Proposed Material: ________________________________
- Specs/Photos Included:  □ Yes  □ No

If the location of exterior lighting is not shown on the elevations, a list of all exterior lights, their location on the house/property and type of light (wall sconce, step light, pathway light) must be provided on a separate document.

☐ OTHER (such as decking, walkways and patios, railings, etc. Please explain in detail): Refer to applicable Guidelines. Please attach additional pages as necessary or write up separate document.

- Description: ____________________________________________
  ____________________________________________
  ____________________________________________
  ____________________________________________
- Specs/Photos Included:  □ Yes  □ No  Additional Info Included:  □ Yes  □ No

☐ OTHER (such as decking, walkways and patios, railings, etc. Please explain in detail): Refer to applicable Guidelines. Please attach additional pages as necessary or write up separate document.

- Description: ____________________________________________
  ____________________________________________
  ____________________________________________
  ____________________________________________
- Specs/Photos Included:  □ Yes  □ No  Additional Info Included:  □ Yes  □ No