



APPLICATION INSTRUCTIONS

ROUTE 1 PROPERTY TAX CREDIT

APPLICATION INFORMATION

Applications will be reviewed for completeness and applicants will be notified if additional information is required to complete the application. The proposed improvements must comply with the Route 1 Manual, as applicable. A list of eligible work must meet the definition of eligible work (See Appendix A). Failure to provide all required information may result in rejection of the application. Applicants are encouraged to schedule a pre-application meeting to review their proposal. For questions concerning this application, please contact Kristin O'Connor at 410-313-2350 or koconnor@howardcountymd.gov.

THE DESIGN ADVISORY PANEL (DAP) reviews development, redevelopment and construction projects within the US Route 1 Corridor. Depending on the size and complexity, some Route 1 Tax Credit improvements will have to be reviewed by DAP as part of the Certificate of Eligibility process. Upon initial review of the project, the Department of Planning and Zoning (DPZ) will determine whether you will need to appear before the DAP to present your project. See <https://www.howardcountymd.gov/Departments/Planning-and-Zoning/Boards-and-Commissions/Design-Advisory-Panel> for more information on DAP.

SUBMIT 4 COPIES of this application package, including all supporting materials required, to Howard County Department of Planning and Zoning. Applications may be submitted in person, or by mail to Howard County Department of Planning and Zoning, 3430 Court House Dr., Ellicott City, MD 21043 and should include an electronic copy.

PROCESS INFORMATION

The Program Review Committee (Committee) will meet to review the application for a Tax Credit. The Committee will make a recommendation for approval of a Certificate of Eligibility (Certificate) to the County Executive who will sign the Certificate.

In order to receive a tax credit, no work can proceed until the Certificate of Eligibility is issued. Once work is complete, the applicant will be required to submit a Route 1 Final Tax Application no later than April 1 prior to the first tax year for which the credit is being requested (see Appendix B). Verified expenses must have been incurred within the 12 months prior to the application date. A representative of the county will inspect the work to verify that the completed work was approved for the tax credit.

Upon approval of the Tax Credit, the property owner will be required to enter into an agreement with the County regarding maintenance of the improvements for which the credit is received (See Appendix C for sample agreement).

Permit Information

Approval for project eligibility does not eliminate the need for any building permit or sign permit that may be required. Those permits may be applied for in the Department of Inspections, Licenses and Permits located on the first floor of the Howard Building at 3430 Court House Dr., Ellicott City, MD. Any questions regarding the permit process or requirements should be directed to the Department of Inspections, Licenses and Permits at (410) 313-2455.

HOWARD COUNTY ROUTE 1 TAX CREDIT

APPLICATION FOR CERTIFICATE OF ELIGIBILITY PRE-APPROVAL

SUBMIT 4 COPIES of this application package, including all supporting materials required to Howard County Department of Planning and Zoning. Applications may be submitted in person or by mail to:

3430 Court House Dr., Ellicott City, MD 21043

Please also submit an electronic copy to Kristin O'Connor at 410-313-2350 or koconnor@howardcountymd.gov.

For questions, please contact Kristin O'Connor at 410-313-2350.

FOR STAFF USE ONLY

Date Received:

Application #:

Need DAP:

PROPERTY INFORMATION:

Address of Subject Property: _____

Tax Account Number: _____

Map _____ Parcel _____ Block _____ Lot _____

PROPERTY OWNER INFORMATION:

Owner Name _____

Contact Person if different from owner: _____

Phone No. (W) _____ (H) _____ (C) _____

Email: _____ Contact Preference _____

ELIGIBILITY REQUIREMENTS: Please check appropriate box.

In accordance with §20-129D of the Howard County Code, I request a certificate of eligible work to qualify for a property tax credit on an eligible property that is a commercial or industrial property that is less than 10 acres and includes no residential component and

- Directly fronts Route 1.
- Is readily visible from the nearest road edge on Route 1 and adjoins a parcel that fronts Route 1.
- Is located within specified expanded boundaries in Elkrige, MD.

ALL APPLICATIONS MUST INCLUDE:

- Labeled color photographs of existing property conditions (final application must show completed work).
- A detailed description and samples of materials, colors and dimensions of proposed work. You are encouraged to submit renderings and/or elevations as well.

DESCRIPTION OF PROPOSED PROJECT: Attach additional pages if necessary

ELIGIBLE IMPROVEMENTS: Check all that apply

- Exterior renovations to a building façade
- Exterior painting and cleaning of a building façade
- Structural improvements to a building facade
- Removal, replacement, or rehabilitation of false façades, architectural features or siding
- Restoration, enhancement, or addition of primary architectural features
- Installation, replacement, or enhancement of streetscape amenities (e.g. landscaping, walkways seating areas, bike racks, lighting, etc.)

- Repair or replacement of doors, windows, and trim work
- Structure-mounted signage, canopies and awnings
- On-site free-standing signage
- Cornices, parapets, and other visible roof repairs
- Screening of Utility, trash and storage enclosures
- Enhanced exterior building lighting that creates a noticeably enhanced appearance
- Fencing that does not obscure the building
- Sidewalks
- New construction that enhances the building or property and is visible
- Interior work necessary to maintain the structural integrity of the building
- Other _____

SIGNATURE/CERTIFICATION:

I HEREBY DECLARE AND AFFIRM under penalties of perjury that I am the owner of the real property in Howard County identified above, and the facts and matter contained in this Application for Certificate of Eligibility Pre-Approval and attachment(s) hereto are true and correct to the best of my knowledge, information and belief. I also authorize such periodic on-site inspection(s) by the Department of Planning and Zoning and its agents as may be necessary to (a) review this application and any petitions filed in connection herewith and (b) to enforce Route 1 Manual and other applicable laws.

Owner's Signature

Date

Appendix A

Route 1 Tax Credit Program

- Eligible improvements include:
 - i. Exterior renovations to a building façade;
 - ii. Exterior painting and cleaning of a building façade;
 - iii. Structural improvements to a building facade
 - iv. Removal, replacement, or rehabilitation of false façades, architectural features or siding;
 - v. Restoration, enhancement, or addition of primary architectural features;
 - vi. Installation, replacement, or enhancement of streetscape amenities (e.g. landscaping, walkways, seating areas, bike racks, lighting, etc.);
 - vii. Repair or replacement of doors, windows, and trim work;
 - viii. Structure-mounted signage, canopies and awnings;
 - ix. On-site free-standing signage;
 - x. Cornices, parapets, and other visible roof repairs;
 - xi. Screening of Utility, trash and storage enclosures ;
 - xii. Enhanced exterior building lighting that creates a noticeably enhanced appearance.
 - xiii. Fencing that does not obscure the building
 - xiv. Sidewalks
 - xv. New construction that enhances the building or property and is visible
 - xvi. Interior work necessary to maintain the structural integrity of the building
 - xvii. Other upgrades, renovations or improvements made to a property deemed appropriate by the Program Review Committee.

- Ineligible improvements include:
 - i. Improvements to building interiors;
 - ii. Refinancing existing debt, permit, legal and loan fees, etc.;
 - iii. Installation or repair of mechanical equipment, the installation or repair of electrical or plumbing systems, and the installation, relocation or repair of utilities;
 - iv. Routine maintenance;
 - v. Removal of architecturally significant features;
 - vi. Security enhancements;
 - vii. demolition
 - viii. Replacements of existing fixtures that constitute repairs.
 - ix. Other work deemed inappropriate by the Program Review Committee.

Appendix B

HOWARD COUNTY ROUTE 1 TAX CREDIT
FINAL TAX CREDIT CLAIM

SUBMIT ONE COPY of this application package, including all supporting materials required, to Howard County Department of Finance no later than April 1 prior to the first taxable year for which the credit is sought . Applications may be submitted in person or by mail to:

3430 Court House Dr., Ellicott City, MD 21043

For questions concerning this application, please contact Joanne Egnell at 410-313-4074 or jegnell@howardcountymd.gov.

FOR STAFF USE ONLY

Date Received:

Application #:

PROPERTY INFORMATION:

Address of Subject Property: _____

Tax Account Number: _____

Map _____ Parcel _____ Block _____ Lot _____

PROPERTY OWNER INFORMATION:

Owner Name _____

Contact Person if different from owner: _____

Phone No. (W) _____ (H) _____ (C) _____

Email: _____ Contact Preference _____

FINAL TAX CREDIT CLAIM: ATTACH ADDITIONAL COPIES OF THIS PAGE IF NECESSARY

ALL APPLICATIONS MUST INCLUDE:

- A labeled color photograph showing completed work per item number listed below.
- Receipts for all work being claimed – please label receipts per item number as completed below.
- Completed certificate of eligibility sheet (this was mailed to you when you were pre-approved)
- Completed section below.

TAX CREDIT EXPENSES:

BRIEF DESCRIPTION OF WORK	AMOUNT
Item 1: _____	
Item 2: _____	
Item 3: _____	
Item 4: _____	
Item 5: _____	
Item 6: _____	
Item 7: _____	
Item 8: _____	
Item 9: _____	
Item 10: _____	
Item 11: _____	
Item 12: _____	
Item 13: _____	
Item 14: _____	
Item 15: _____	

TOTAL EXPENSES _____

TAX CREDIT CLAIM
(125% of above figure) _____

SIGNATURE/CERTIFICATION:

I HEREBY DECLARE AND AFFRIM under penalties of perjury that I am the owner of the real property in Howard County identified above and have incurred the costs set forth herein within the 12 months preceding submission of this Final Tax Credit Claim application, and that the contents of this application and any attachment(s) hereto are true and correct to the best of my knowledge, information, and belief. I also authorize such periodic on-site inspection(s) by the Department of Planning and Zoning and its agents as may be necessary (a) to review this application and any petitions filed in connection herewith and (b) to enforce the Route 1 Manual and other applicable laws.

Owner's Signature

Date