

Howard County Historic Preservation Commission

General Application for Certificate of Approval and Tax Credit Pre-Approval

SUBMITTAL PROCESS

Submit 10 copies of this application package, including all supporting materials required on page 2 of this application, to Department of Planning and Zoning Staff and email a completed PDF version to:

preservation@howardcountymd.gov.

Applications must be received no later than 5:00 pm, 22 days prior to the meeting. A drop off bin for printed copies is located in the lobby of the George Howard Building at 3430 Court House Drive, Ellicott City, MD 21043.

[Review meeting and application deadline schedule on HPC's website: www.howardcountymd.gov/HPC.](#)

QUESTIONS

Please contact DPZ Resource Conservation Division Staff at 410-313-2350 or email preservation@howardcountymd.gov

PROPERTY INFORMATION

Address of Subject Property:

Name of Property Owner:

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

Is this property listed on the Howard County Historic Sites Inventory? Yes No # HO-

APPLICANT INFORMATION

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

Mailing Address:

Phone:

Email:

FOR STAFF USE ONLY

Application #:

HPC-

MA-

Meeting Date:

Date Received:

Part 1: General Application for Certificate of Approval

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.

DESCRIPTION OF PROPOSAL — Applications must contain a typed, detailed description of the proposed project, including all materials and colors to be used. Existing materials and color must be stated; please do not write “to match existing” without specifying what the existing material and colors are.

PICTURES — Labeled, color pictures of existing property conditions, printed on 8.5x11 paper, no more than two images per page. Do not submit individual 4x6 photographs. Pictures must be in color.

PRODUCT SHEETS — Product specification sheets/photographs of product that clearly shows materials, colors, and dimensions of new products to be used.

PLANS — Plot plan of property, site plans, elevations or renderings. This will vary depending upon the proposal, but are required for any new construction, additions or major alterations. Proposals to add fences must submit a plot plan showing proposed location of fence.

Elevation drawings must show existing conditions and proposed alterations, noting dimensions, height, color and materials.

PART 2 PROPOSED WORK — 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, include similar detailed existing and proposed information to the “Description of Work” above.

PART 3 TAX CREDITS — If you seek tax credit pre-approval for any work, complete Part 3.

PART 4 SIGNATURE PAGE — A completed Part 4 of this application (page 5). If the owner is not the applicant, the owner’s signature is also required (in addition to the applicant).

DESIGN GUIDELINES — Consult the Ellicott City or Lawyers Hill Historic District Design Guidelines on the Commission’s website. Type a brief description of how the proposal meets the recommendations of the Guidelines, including the applicable chapter and section. Do not add proposed work into the Guidelines justification section—all work explaining the project must be in the “Description of Work” section.

Part 2: General Application for Certificate of Approval Checklist

TYPE OF ALTERATION:

Please check the appropriate box for the proposed work and fill in required blanks. Product specification sheets and photos must be provided or the application may be considered incomplete and rejected for consideration by the Commission. You may add this information to the “Description of Work” write up if the below form does not work for your project; be sure to include details such as materials and colors for all existing/previously existing and proposed features.

DOORS AND STORM DOORS

Existing type:

Proposed type:

Existing color:

Proposed color:

Existing material:

Proposed material:

Is this item being repaired? Yes No

Is this item being replaced? Yes No

I seek tax credit pre-approval for this item.

Product specs/photos included Yes No

For any proposed door replacement—the spec sheets must show the actual panel and window arrangement of new doors. Photos of existing doors should indicate the location on the house of any door proposed to be replaced.

WINDOWS

Existing material:

Proposed material:

Existing color:

Proposed color:

Existing sash arrangement:

Proposed sash arrangement:

Is this item being repaired? Yes No

Is this item being replaced? Yes No

I seek tax credit pre-approval for this item.

Product specs/photos included Yes No

For any proposed window replacement —the spec sheets must show the actual sash arrangement of the new windows. Photos of existing windows should indicate the location on the house of any window proposed to be replaced.

SIDING

Existing material:

Proposed material:

Existing color:

Proposed color:

Existing siding type:

Proposed siding type:

Existing siding exposure:

Proposed siding exposure:

Is this item being repaired? Yes No

Is this item being replaced? Yes No

I seek tax credit pre-approval for this item.

Product specs/photos included Yes No

Proposed siding type refers to whether the siding is wood German lap, clapboard or board and batten. Exposure refers to the vertical height of each individual piece of siding.

Part 2: General Application for Certificate of Approval Checklist

PAINTING

Existing color: _____ Proposed color: _____
Paint chip included: Yes No Area to be painted: _____
Labeled picture of building included: Yes No

I seek tax credit pre-approval for this item.

Applications must contain manufacturer paint chips for new colors and a labeled picture of the building identifying where each paint color will be used (i.e, doors, windows, siding and various types of trim).

ROOF

Existing material: _____ Proposed material: _____
Existing color: _____ Proposed color: _____
Is this item being repaired? Yes No Is this item being replaced? Yes No

I seek tax credit pre-approval for this item.

Product specs/photos included Yes No

Applications for standing seam metal roofs should include seam type, image of the seam type, seam height and panel width, in addition to manufacturer's product specification information.

SHUTTERS

Existing type: _____ Proposed type: _____
Existing material: _____ Proposed material: _____
Existing color: _____ Proposed color: _____
Is this item being repaired? Yes No Is this item being replaced? Yes No

I seek tax credit pre-approval for this item.

Product specs/photos included Yes No

Shutter type refers to whether the shutters have blinds/louvered or are paneled. Applications should indicate how the shutters will be sized to each window, and how they will be installed, i.e, whether they will be on hinges and operable or mounted flat against building facade.

MORTAR REPOINTING FOR STONE AND BRICK

Existing type: _____ Proposed type: _____
Existing color: _____ Proposed color: _____
Photos included: Yes No Product specs included: Yes No

I seek tax credit pre-approval for this item.

Mortar types include M, S, N and O or custom lime mortar mix. The type of mortar should be specific to the type of masonry being repointed, such as historic stone or brick. Images of existing and proposed mortar color must be submitted to ensure mortar will match. Description of work should specify if the project is spot repointing or complete repointing.

Part 3: Historic Property Tax Credits

HISTORIC PROPERTY TAX CREDITS 20.112 AND 20.113 ELIGIBILITY REQUIREMENTS

In accordance with Sections 16.606, 20.112 and 20.113 of the Howard County Code, I request the pre-approval of eligible work to qualify for property tax credit and/or a tax assessment cap for the preservation and restoration work detailed herein. I understand new construction and interior finishes are not eligible expenses.

I seek tax credit pre-approval for the following program (please check the appropriate box):

20.112 Tax Credit (25% tax credit)

Minimum expenses must total \$500.00

This is the most common credit.

[Review 20.112 tax credit criteria.](#)

20.113 Tax Credit (Assessment tax credit)

Minimum expenses must total \$5,000.00

This credit is rare, please consult with Staff.

[Review 20.113 tax credit criteria.](#)

My structure qualifies under the following criteria:

A structure listed on (or pending addition to) the Howard County Historic Sites Inventory.

An existing principal structure located within a local historic district that the Commission determines to be of historical or architectural significance or to be architecturally compatible with the historic structures in the district.

A landscape feature located within a local historic district or listed on the Historic Sites Inventory, which is determined by the Commission to be of historic or architectural significance.

A cemetery, at least 50 years old, not operated as a business, which is listed on the Howard County Cemetery Inventory under section 16.1303 of the County Code.

Part 4: Authorizing Signature to Submit Application

I hereby certify by the below 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. I have read and understand the above terms regarding the Historic Property Tax Credit Programs.

SIGNATURE(S):

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

Applicant or Authorized Agent

Date

Owner (if different than Applicant)

Date