Application Instructions
Final Façade Improvement Claim

Submit 5 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 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: www.howardcountymd.gov/servicespage.aspx?ID=6442460809 and 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.

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.
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Questions
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PROPERTY INFORMATION
Address of Subject Property: 
Name of Property Owner: 

APPLICANT INFORMATION
Name of Applicant (please provide name the check should be made out to): 
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.
ALL APPLICATIONS MUST INCLUDE:

☐ A labeled 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 section below.

FAÇADE IMPROVEMENT EXPENSES:

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<th>BRIEF DESCRIPTION OF WORK</th>
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**TOTAL EXPENSES:**

**FAÇADE IMPROVEMENT CLAIM**

(50% of above figure):

**BELOW FOR STAFF USE ONLY**

FIP -

**TOTAL AMOUNT APPROVED:**