HOWARD COUNTY HISTORIC PRESERVATION COMMISSION

FOR STAFF USE ONLY

Date

FINAL ASSESSMENT TAX CREDIT CLAIM-SECTION 20.113

A PRE-SUBMISSION MEETING IS REQUIRED prior to submittal of the application. Please contact Yvette Zhou at 410-313-6571 to schedule a meeting with Staff to review submission requirements.	Application #: HPC -		
·	Meeting Date:		
Meeting Information The Historic Preservation Commission (HPC) meets at 7:00 pm generally on the first Thursday of each month 3430 Court House Dr., Ellicott City, MD.	Date Received:		
Questions Please contact Samantha Holmes, Historic Preservation Planner at 410-313-4428 or sholmes@howardcountymd.gov.			
PROPERTY INFORMATION			
Address of Subject Property:			
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			
OWNER APPLICANT INFORMATION			
Name of Property Owner:			
Name of Contact Person for Application Questions:			
Mailing Address:			
Phone No. (W) (H)			
Email:Contact Method Preference:			
AUTHORIZED AGENT INFORMATION			
Name: Phone No			
Mailing Address:			
SIGNATURE(S)/CERTIFICATION:			

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.

Authorized Agent

Date

Owner

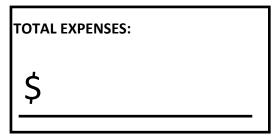
FINAL ASSESSMENT TAX CREDIT CLAIM — SECTION 20.113

The tax credit authorized by Howard County Code § 20.113 is for property tax on the value of an increased assessment due to the expenditure of "qualified expenses" on the restoration or rehabilitation of a historic property. Modern additions to a historic property do not qualify, neither do unnecessary removal of historic features. Guidance on "qualified expenses" is available in the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

ALL APPLICATIONS MUST INCLUDE:
Clearly labeled photos showing building conditions <i>prior to</i> rehabilitation. Photos must show damage and deteriorated conditions. Photos should be labeled "before" and numbered to correspond to the spreadsheet items referenced below. Provide a brief description of the photo. For example, "Before, Item 1, Damaged Wood Flooring".
Clearly labeled photos showing building conditions <i>after</i> rehabilitation. Photos must show repair and restoration. Photos should be labeled "after" and numbered to correspond to the spreadsheet items referenced below. Provide a brief description of the photo. For example, "After, Item 1, Repaired Wood Flooring".
A self supplied, itemized spreadsheet documenting all expenses. The spreadsheet must be numerically listed (i.e. Item 1, Item 2, etc.). The spreadsheet should contain the following information: 1) Item Number for each expense. 2) The cost of each Item Number/expense. 3) A description of each expense (i.e. painting exterior siding, replacing damaged/missing windows, etc). 4) Name of contractor who performed and was paid for the work and MHIC license number if labor costs are being claimed. 5) If materials were purchased from a store, instead of through a contractor, include the name of the store, the name of the item that was purchased and a description of what it was used for. Each receipt should be labeled as its own Item Number.
6) Total of the eligible expenses being claimed (see box at the bottom of this page).
Include receipts or paid invoices for all work being claimed. Receipts and invoices should be labeled per item number as shown on the spreadsheet. For example: - A paid invoice from 'Contractor A' totals \$10,500.00 for various eligible expenses. In the spreadsheet, this item is listed as Item 9. The paid invoice should be marked 'Item 9' and the total of the invoice should be the exact number shown in total in the spreadsheet.
- If a receipt or invoice contains charges for ineligible expenses, the adjusted total should be shown on the invoice or on a paper attached to the receipt. It should be clear to someone not familiar with the project how the total was arrived at. See example in the FAQ's found on the Historic Preservation website.
Copies of cancelled checks or credit card statements showing that the work was paid for.
Completed Part 2 of this document, specifying the materials that existed in or on the building prior to the rehabilitation and the materials that were used and now exist.

Please indicate the total of the eligible expenses being claimed in the box below:

**Other information may be requested as needed.



Include a copy of the before and after SDAT Tax Assessments, showing that the assessment has increased.

PART 2: FINAL ASSESSMENT TAX CREDIT CLAIM — SECTION 20.113

*If the form below does not work for your project, please feel free to provide this information on a separate sheet of paper/different format, using the form below as a guide for information that is needed.

TYPE OF ALTERATION: Please check the appropriate box for the proposed work and fill in required blanks **EXTERIOR PAINT COLORS** Current Color: Previous Color: Area(s) that was painted: Paint Chip Included: Yes No Specs/Photos Included: Yes No **EXTERIOR WALLS/SIDING** Previous Material:_____ Current Material: Previous Color: Current Color: _____ Additional Info Included: Yes No Specs/Photos Included: Yes No **ROOF** Current Material: Previous Material: Previous Color: Current Color: Additional Info Included: Yes No Specs/Photos Included: Yes No **WINDOWS** Previous Material: Current Material: _____ Current Color: _____ Previous Color: Previous Sash Arrangement: Additional Info Included: Yes No Specs/Photos Included: Yes No **SHUTTERS** Previous Type: _____ Current Type: Previous Color: Current Color: Previous Material: Current Material: Additional Info Included: Yes N o Specs/Photos Included: Yes No * 'Type' refers to paneled, louvered, or board and batten

HPC Final Assessment Tax Credit Claim - Page 3 of 4

PART 2 continued: FINAL ASSESSMENT TAX CREDIT CLAIM — SECTION 20.113

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

EXTERIOR DOORS	
Previous Type:	Current Type:
Previous Color:	Current Color:
Previous Material:	Current Material:
Additional Info Included: Yes No	Specs/Photos Included: Yes No
INTERIOR WALLS	
Previous Material:	Current Material:
Additional Info Included: Yes No	Specs/Photos Included: Yes No
INTERIOR FLOORS	
Previous Material: 1st floor	Current Material: 1st floor
Previous Material: 2nd floor	Current Material: 2nd floor
Previous Material: 3rd floor	Current Material:
Additional Info Included: Yes No	Specs/Photos Included: Yes No
INTERIOR DOORS	
Previous Material:	Current Material:
Additional Info Included: Yes No	Specs/Photos Included: Yes No
explain in detail): Please attach additional pages as rand cancelled checks for these items.	mbing, structural repairs, foundations, porches, etc. Please necessary and corresponding images and receipts/paid invoices
Description:	
Specs/Photos Included: Yes No	