



APPLICATION INSTRUCTIONS FOR TAX CREDIT PRE-APPROVAL (For tax credit pre-approval to make repairs to a building.)

SUBMIT 10 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 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 at:

www.howardcountymd.gov/servicespage.aspx?ID=6442460809 and
www.howardcountymd.gov/Historic_District_Commission.htm.

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 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 HPC 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.

HOWARD COUNTY HISTORIC PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF ELIGIBILITY FOR TAX CREDIT PRE-APPROVAL

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Questions

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FOR STAFF USE ONLY

Application #:

HPC -

Meeting Date:

Date Received:

PROPERTY INFORMATION:

Address of Subject Property: _____

Tax Account Number: _____

Map _____ Parcel _____ Block _____ Lot _____

PROPERTY OWNER INFORMATION:

Owner Name (please provide one name for contact purposes): _____

Mailing Address: _____

Phone No. (W) _____ (H) _____

Email: _____ Contact Preference: _____

HISTORIC DESIGNATION:

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

Any work in the Ellicott City or Lawyers Hill Local Historic Districts must be accompanied by a General Application for Certificate of Approval.

This form must be submitted with the Historic District or Historic Sites Inventory Supplemental Tax Sheet.

Application for Certificate of Eligibility for Historic Preservation Tax Credit

ELIGIBILITY REQUIREMENTS: Please check appropriate box.

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 following preservation and restoration work:

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

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 for proposed work.
- A completed supplemental tax credit worksheet— please fill appropriate sheet for properties listed on Historic Sites Inventory or properties located in the Ellicott City or Lawyers Hill Historic Districts.

DESCRIPTION OF PROPOSAL: Attach additional pages if necessary. **If you are located in a historic district and filled out an application for Certificate of Approval, do not fill this section out.**

SIGNATURE/CERTIFICATION:

Owner’s Signature Date

I HEREBY DECLARE AND AFFIRM under penalties of perjury that the facts and matter contained in this application and attachment hereto are true and correct to the best of my knowledge, information and belief. I acknowledge by the above signatures that 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.