



City of Annapolis

Department of Planning & Zoning
Historic Preservation Division
145 Gorman Street, 3rd Floor
Annapolis, MD 21401-2535

HistPres@annapolis.gov • 410-260-2200 • Fax 410-263-1129 • TDD use MD Relay or 711 • www.annapolis.gov

Historic Preservation Commission Public Hearing Application Checklist

Authority

Annapolis City Code [21.56.040](#) Certificate of Approval and [21.56.060](#) Application Review A.

Schedule of meetings

Public Hearings are held on the second Tuesday of each month, at 7:00 PM, in the City Council Chamber, 160 Duke of Gloucester Street, Annapolis, Maryland. The applicant or his/her agent **must** attend. Otherwise, if there are questions, the application can be ruled as incomplete and no action will be taken.

General Information

The applicant must schedule a meeting with the Chief of Historic Preservation Roberta Laynor at least 10 business days before the Public Hearing application deadline. The purpose of this meeting is to review application requirements and Design Review Manual guidelines as they relate to the proposed project. Ms. Laynor can be reached at rlaynor@annapolis.gov or 410-260-2200 ext. 7791

Submittal requirements:

- 9 Collated Packets - in the following order: HPC application, permit application(s), existing condition photos, site plan, drawings, product specifications and any other information pertinent to your submittal.
- 1 PDF on a Thumb Drive or Disc of the entire application in the same order as above. (Revisions to applications will require the submittal of a newly revised PDF).

Each packet must contain the following:

1. Public Hearing Application.
2. Permit Application - Building Permit Application, Sign Permit Application, Fence Permit Application, Curb Cut Application, Application for Demolition, and/or Tree Removal Permit Application, **if applicable**.
3. Photographs – Labeled with address, date and description of photo - 4" x 6" or larger size color prints or color digital photos which contain the following:
 - General elevation photo of the entire front of building to place the project in context;
 - Elevation photos of all sides of the building where work will take place; and
 - Close-up photos showing additional details of all affected areas of the building or property.
4. Product cut sheets/specifications for all new or replacement material and methods to be used. Use of the terms "in-kind" or "matching" are not sufficient.
5. A Site plan and/or Property Survey to scale indicating property lines and lot dimensions, existing structures and locations of existing features and proposed changes.
6. **Scaled** dimensioned drawings (1/4" to 1') for new construction, additions, and major alterations to include: plans, sections, elevations and details. **Original scaled drawings only, no copies or reproductions. Dimensions must be exact, not estimated.** Drawings must be clear and well-marked. All drawings must be folded, not ROLLED.
7. Copy of approval, if applicable, from the Current Zoning Division for any project exceptions to City zoning codes.

And, if applicable:

Specifications for *mortar repointing and brick repair or replacement*.

Details of the old and new *mechanical equipment* in size, location and capacity.



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FOR CITY USE ONLY	
AGENDA #	_____
PROJECT #	_____
MEETING DATE	_____

HPC Public Hearing Application for Certificate of Approval

Per City Code [Section 21.56.040](#)

_____ Commercial _____ Residential

Building site address _____

Provide complete information below. Mailing addresses and telephone numbers are *required*.

Property Owner Information	Contractor's Information
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____

Authorizing Applicant Information	Architect/Engineer Information
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day phone _____ Cell _____	Day phone _____ Cell _____
E-mail _____	E-mail _____

Tax Credit

Will you be applying for the City's Historic Preservation Tax Credit? Yes No

The tax credit is limited to those expenses having to do with the exterior features of a contributing historic structure and the total estimate of expenses per application must exceed \$5,000. Applications must be submitted prior to start of work. Please refer to the Annapolis City Code [Section 6.04.230](#) – Historic Preservation Tax Credit.

Easement

Are there any easements or deed restrictions for the exterior of this building or the site? Yes No

If yes, submit a letter from the easement holder stating their approval of the proposed work.

Description of Work Proposed - Please be specific and include as much information as possible in the box below.
Attach an extra sheet if more space is needed.

Project Cost and Fees

Estimated cost of the improvement \$ _____

Filing Fee

- Public Hearing Application based on 1% of estimated cost. Minimum \$35.00 – Maximum \$1,000.00
- "After the Fact" Public Hearing Application based on 1% of estimated cost. Minimum \$50.00 - Maximum \$2,000.00

Make check payable to *City of Annapolis*.

Signature of owner or authorized agent

The applicant certifies & agrees as follows: (1) that they are authorized by the property owner to make this application; (2) that the information is correct; (3) that they will comply with all regulations of the City of Annapolis which are applicable hereto; (4) that they will only perform work on the above property specifically approved by the Historic Preservation Commission; (5) that they are authorized by the property owner to grant City officials the right to enter onto the property for the purpose of inspecting the work permitted.

A Notice of Public Hearing sign will be made available to the applicant. By signing this application, the applicant acknowledges that it is their responsibility to post the sign 15 days before the hearing.

Owner/Applicant signature _____ Date _____

FOR HPC USE ONLY

Rate x Estimated Cost \$ _____ Application received _____

Date paid _____ Amendment to COA # _____

HPC Approval _____ Date _____