



## HARFORD COUNTY CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

If your Historic Landmark is also a **Maryland Historical Trust (MHT) Easement property and/or you plan to apply for Maryland Historic Preservation Tax Credits**, you **MUST** obtain approval from MHT prior to submitting an application for a COA. Easement approval letters from MHT may be submitted to Harford County in lieu of an application form. However, work must **not** start before obtaining approval by the Harford County Historic Preservation Commission.

Please read these instructions before beginning the Application. Fill out each section completely, including the required supporting documentation. Historic Preservation staff and the Historic Preservation Commission (HPC) cannot review incomplete applications. All proposed projects must adhere to the *Harford County Historic Preservation Design Guidelines* (Design Guidelines) and the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (the Standards).

### For Historic Preservation Questions and Submissions:

If you require assistance with submission or have any questions, please contact us at [historic@harfordcountymd.gov](mailto:historic@harfordcountymd.gov) or by phone at (410) 638-3103.

Submission through email is **strongly** preferred. The completed application and supporting documentation must be submitted to [historic@harfordcountymd.gov](mailto:historic@harfordcountymd.gov) before the application deadline.

Applications will be accepted through U.S. mail or in-person drop off at the following location:

Harford County Department of Planning & Zoning  
Attention: Historic Preservation Commission  
220 South Main Street  
Bel Air, MD 21014

Submission Deadlines, Design Guidelines, and the Standards are available online at <https://www.harfordcountymd.gov/2029/Historic-Preservation> under the "Information for Historic Landmark Owners" tab or by contacting Historic Preservation staff.

## The Application Process

1. **Complete the Certificate of Appropriateness Application:** All fields must be completed, and the Mandatory Application Checklist must be signed by the **applicant and owner (if different)** before the application will be accepted by Historic Preservation staff.
  - For the Description of Proposed Work section, describe all work to be undertaken including site work, exterior work, and new construction. Each feature for which work is proposed should be addressed in a separate numbered work item and numbered sequentially. Associated photographs and drawings should be referenced by their number. For projects with multiple phases, please indicate which phase each exterior feature will be addressed.

### Example Description of Proposed Work

<b>Number</b> 1	<b>Exterior Feature</b> Cedar shingle Roof	<b>Date of Feature</b> 1995
<b>Describe existing exterior feature and its condition</b> <i>Cedar shingled hipped roof. The roof is deteriorated because of the general wear and tear of wood roofs. There are cracked, cupped, and split shingles present at various locations.</i>		
<b>Photo numbers</b> 1, 2, 3, 4, 5, 6		<b>Drawing Numbers</b> 1
<b>Describe work on exterior feature</b> <i>Remove existing deteriorated shingle roof and replace with in-kind cedar shingles. All existing copper flashing will be replaced with new copper flashing. All shingles will be “raw”, uncoated, unpainted and without any sealants. There will be no change in the roof design.</i>		

2. **Include Supporting Documentation:** Applications must include supplemental material that illustrates the proposed work and current conditions of the feature(s). Supporting documentation should include:
  - **Photographs:** Printed color photographs (4” x 6” in size) OR high-resolution digital photographs are acceptable. Printed photos must be labeled on the back with the photo number, date, Landmark name, inventory number, and description. Digital image submissions must include a photo log keyed to the file numbers that includes this information.
  - **Historic Images:** For the replacement or reconstruction of missing features, please provide documentary evidence of the appearance of the missing features.
  - **Plans/Drawings/Sketches:** Submit plans, drawings, or sketches that show existing configurations and all proposed changes. All plans/drawings/sketches should be numbered and referenced in the application (see example above).

- **Manufacturers' Specifications:** Attach product manufacturers' cut sheets, specifications, or brochures that illustrate the dimensions, color, materials, etc. of materials to be used in the proposed work.
3. **Submission:** Applications and Supporting Documentation may be submitted electronically or by hard copy to the address on page 1 of these instructions. Submissions must be received by **5 PM on the Submission Deadline** to be reviewed by the HPC. Late submissions will be reviewed at the following HPC meeting.
  4. **HPC Meeting:** Applicants are **required** to attend the HPC meeting at which their application is being reviewed and should be prepared to present their proposed work and answer questions. Applicants may bring samples of materials for examination.
  5. **Approval/Denial Letter:** The applicant will receive a letter and a copy of the Certificate of Appropriateness by U.S. Mail and e-mail as the official record of the HPC's decision.



# Application for Certificate of Appropriateness

(§267- 113. Certificate of Appropriateness Required.)

## General Property Information

Landmark/District \_\_\_\_\_ Inventory No. \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town, ZIP \_\_\_\_\_  
Tax ID Number \_\_\_\_\_  
MHT Easement \_\_\_\_\_  
Property \_\_\_\_\_ (if yes, please submit approval from easement holder)

## Applicant

Name(s) \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_  
Email Address \_\_\_\_\_  
Applicant Is: \_\_\_\_\_ Owner \_\_\_\_\_ Lessee \_\_\_\_\_ Architect \_\_\_\_\_ Contractor \_\_\_\_\_ Other: \_\_\_\_\_

Applicant shall be in attendance at the HPC meeting: \_\_\_\_\_ (Please Initial)

## Property Owner(s)

(if different from applicant)

Name(s) \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_  
Email address \_\_\_\_\_

## Contractor / Architect / Engineer

Name (s) \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_  
Email Address \_\_\_\_\_

## Historic Preservation Tax Credits

\_\_\_\_\_ Applying for Tax Credits:  
\_\_\_\_\_ Harford County Historic Preservation Tax Credits  
\_\_\_\_\_ Maryland Rehabilitation Tax Credits (please submit approval from MHT)  
\_\_\_\_\_ Federal Investment Tax Credits (please submit approval from NPS)

## Type of Work

\_\_\_\_\_ Exterior Alteration or Repair  
\_\_\_\_\_ New Construction/ Addition  
\_\_\_\_\_ Demolition of a Structure  
\_\_\_\_\_ Relocation of a Structure  
\_\_\_\_\_ Other: \_\_\_\_\_

## Description of Proposed Work

Please use this page to describe all work or create a comparable format with this information. Number items consecutively to describe all work, including exterior alterations or repairs, additions, site work, landscaping, and new construction. All proposed work must adhere to the Design Guidelines and the Standards (see Instructions).

Number		Exterior Feature		Date of Exterior Feature	
<b>Describe existing exterior feature and its condition</b>					
<i>Photo numbers</i>				<i>Drawing Numbers</i>	
<b>Describe work on exterior feature</b>					

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<i>Photo numbers</i>				<i>Drawing Numbers</i>	
<b>Describe work on exterior feature</b>					

## Mandatory Application Checklist

**Instructions:** After completing your application, fill out and sign this checklist to ensure that your application contains the documentation required for Historic Preservation Commission (HPC) review. Read and check each line carefully; the application review period will not begin until a completed application with checklist is submitted.

- ☐ **GENERAL APPLICATION FORM** – I filled in all applicable fields. I understand that missing information will not be filled; therefore if my application is missing information it will be returned.
- ☐ **DESCRIPTION OF PROPOSED WORK**– I have described ALL proposed work planned for the exterior of my property, including those specified in the designation report. I understand that all work must adhere to the *Design Guidelines* and the *Standards*, and be reviewed and approved by the HPC before work can begin.
- ☐ **SUPPORTING DOCUMENTATION** – To illustrate my proposed project, I have attached Photographs, Plans, Elevation & Sections, Material or Color Samples, Site Plans, and/or Manufacturers' Specifications. See "Application Instructions" for details.
- ☐ **SIGNATURE** – I signed and dated the application after printing.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

By signing this application, I hereby acknowledge that the information contained herein or subsequently submitted is true and correct to my knowledge.

### Application Deadline:

Application materials are due by 5 PM on the Application Deadline prior to a regularly scheduled meeting to be reviewed by the Harford County Historic Preservation Commission. Completed applications will be reviewed within 45 days of receipt.

### SEND THE COMPLETED APPLICATION TO:

historic@harfordcountymd.gov

or

Harford County Department of Planning & Zoning  
Attention: Historic Preservation Commission 220  
South Main Street  
Bel Air, Maryland 21014

Landmark/District: \_\_\_\_\_

Inventory No. \_\_\_\_\_

## Harford County Historic Preservation Commission Certificate of Appropriateness

Date of Public Meeting: \_\_\_\_\_

Applicant / Owner in Attendance: \_\_\_\_\_

### Certificate of Appropriateness Required. (§267- 113)

☐ **Approved as submitted** - All proposed work adheres to the requirements of § 267 – 115 of the Harford County Code. Building Permits can be released.

☐ **Approved with Modifications** – The proposed work must be modified as follows to meet the requirements of § 267 – 115 of the Harford County Code. Building Permits can be released with these modifications:

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☐ **Denied** – The proposed undertaking does not adhere to § 267 – 115, of the Harford County Code. Do not release Building Permits for this Historic Landmark.

\_\_\_\_\_  
Chair, Harford County Historic Preservation Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Harford County Historic Preservation Planner

\_\_\_\_\_  
Date