



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	
Describe existing exterior feature and its condition					
<i>Photo numbers</i>				<i>Drawing Numbers</i>	
Describe work on exterior feature					

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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 John Doe

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

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:

☐ **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

BON AIR (HA-006) Photo Log*
COA Application March 31, 20XX

Photo 1: March 20XX, North Roof Elevation

Photo 2: March 20XX, North Roof Elevation detail

Photo 3: March 20XX, West Roof Elevation

Photo 4: March 20XX, West side of the South elevation

Photo 5: March 20XX, East side of the South elevation

Photo 6: March 20XX, South elevation detail

Photo 7: March 20XX, South elevation roof detail looking west

Photo 8: March 20XX, East elevation

* Photos for this project were submitted digitally via email. This PDF of the photographs is purely for example purposes. Project completed in 2017.

Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8

