



Application for Certificate of Appropriateness

(§97-7 Application for Certificate of Appropriateness and Commission Review)

General Property Information

Landmark/District _____ Inventory No. _____

Address _____

Tax ID Number _____

MHT Easement Property Yes No (if yes, please submit approval from easement holder)

Applicant

Name(s) _____ Telephone _____

Street Address _____ Cell Phone _____

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) _____ Telephone _____

Street Address _____ Cell Phone _____

City/Town _____ State _____ Zip Code _____

Email Address _____

Contractor/Architect/Engineer

Name(s) _____ Telephone _____

Street Address _____ Cell Phone _____

City/Town _____ State _____ Zip Code _____

Email Address _____

Historic Preservation Tax Credits

Applying for 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:		
Photo Numbers:	Drawing Numbers:	
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 *Harford County Historic Preservation Design Guidelines* and the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, 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.

Submission through email is **strongly** preferred. The completed application and supporting documentation must be submitted to historicpreservation@havredegracemd.com.

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

City of Havre de Grace Department of Planning
Attention: Planner, Historic Preservation Commission
City Hall
711 Pennington Avenue
Havre de Grace, MD 21078

For Office Use Only – Department of Planning

Havre de Grace Historic Preservation Commission Certificate of Appropriateness

Date of Public Meeting: _____

Applicant/Owner in Attendance: _____

Certificate of Appropriateness Required (§97-7)

- Approved as Submitted** – All proposed work adheres to the requirements of §97-7 of the Havre de Grace City Code. Building Permits can be released.
- Approved with Modifications** – The proposed work must be modified as follows to meet the requirements of §97-7 of the Havre de Grace City Code. Building Permits can be released with these modifications:

- Denied** – The proposed undertaking does not adhere to §97-7 of the Havre de Grace City Code. Do not release Building Permits for this Historic Landmark.

Chair, Havre de Grace Historic Preservation Commission

Date

Director, City of Havre de Grace Planning Department

Date