



CITY OF HAVRE DE GRACE

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 City of Havre de Grace in lieu of an application form. However, work must **not** start before obtaining approval by the Historic Preservation Commission.

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

For Historic Preservation Questions and Submissions:

If you require assistance with submission or have any questions, please contact the Department of Planning at historicpreservation@havredegracemd.com or by phone at 410-939-1800.

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

Harford County Historic Preservation Design Guidelines, and the *Secretary of the Interior's Standards for the Treatment of Historic Properties* are available online.

Harford County Historic Preservation Design Guidelines (document) link:

<https://www.harfordcountymd.gov/DocumentCenter/View/17827/Harford-County-Design-Guidelines?bidId=>

The Secretary of the Interior's Standards for the Treatment of Historic Properties
(National Park Service) link:

<https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>

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 the Department of Planning 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

Number:1 Exterior Feature Cedar Shingle Roof	Date of Feature 1995
Describe existing exterior feature and its condition 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.	
Photo numbers: 1, 2, 3, 4, 5	Drawing Numbers 1
Describe work on exterior feature 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.	

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.
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.