 City of Cambridge

HPC - CoA#

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ARC #

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EAR #

# PLANNING AND ZONING

1025 Washington street

Cambridge, Maryland 21613

Telephone: 410-228-1955

Fax: 410-228-1474

MD RELAY (V/TTY) 7-1-1 or 1-800-735-2258

**Application to the Historic Preservation Commission**

**Check the Appropriate Requested Action:**

* Informal Review
  + Discuss with Staff and the Commission preliminary design ideas for a project. The Commission will address the appropriateness of the proposal and provide guidance.
* Administrative Review Certificate (ARC)
  + Meet with staff to discuss projects eligible for administrative review, such as in-kind replacement of deteriorated features, minor work not impacting the architectural character, or repairs and in-kind restorations etc. (see attached Minor Work Items Chart attached)
* Emergency Approval Review (EAR)
  + Meet with staff to qualify the level of emergency of the repairs and replacements
  + One or more Commissioner will confirm (site visit may be required) in addition to Staff
* Formal Review- (Certificate of Appropriateness / HPC-CoA)
  + Requires a full review by the Historic Preservation Commission
  + Typical projects that apply (please check relevant sections below)
    - Construction of any new buildings, additions, or accessory structures
    - Exterior Building Alteration (facades, roof, porches, entrance stoops…)
    - Signage or Graphics
    - Landscaping/Fencing/Patios/Paving
    - Demolition/Moving a Structure/Removal of a character defining feature
    - Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Please refer to Administrative / Minor Works Item chart attached for details on HPC-CoA requirements**

**PROPERTY INFORMATION:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address City State Zip Code

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Map/Parcel Number Current Zoning Year Built

**APPLICANT INFORMATION:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

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Street Address City State Zip Code

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E-Mail Address

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Phone Number Fax Number

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**PROPERTY (LAND) OWNER: (IF DIFFERENT THAN APPLICANT)**

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Name

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Street Address City State Zip Code

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E-Mail Address

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Phone Number Fax Number

**CONTRACTOR/ARCHITECT** (if applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Address

Daytime phone number

Email address

MHIC or Registration #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please indicate below which sides of the building are impacted and provide documentation as applicable:**

* **Main street front façade**
* **Side yard facades**
* **Rear façade and rear side of house**
* **Outbuildings**

**Please use the table below to indicate the existing elements that will be affected by the project.**

**Scope of Work: Describe the proposed project *in detail*, including all changes to the building, site, or lot. Include all features to be removed, replaced, altered, repaired, and/or added. Attach more sheets to provide all drawings and to describe all proposed, elements, materials and their specifications.**

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**Please complete the following checklist of required elements to complete your application.**

**Attachments Checklist:** In order to ensure completeness of your application, please complete the following checklist of required documentation. ***Any application without the necessary documentation and deemed incomplete by staff will not be accepted nor presented at the HPC hearing****.*

**Required Documentation:**

**For All Applications (HPC-CoA, ARC and EAR):**

\_\_\_ **Completed/ signed application form**

\_\_\_ **“Before”** **photos** of existing conditions, should show the entire site, plan and elevation where the work is to be completed.

\_\_\_ **“After”** **photos**/drawings/renderings; should indicate what the property will look like after proposed work is completed.

\_\_\_ **Specifications** and/or materials brochures describing in detail the manufacture, material, proportions and details of all new proposed elements of repair, replacement or new construction

**For New Construction, Addition or Demolition**

\_\_\_ **Site plan, to scale**. A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-way or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

\_\_\_ **Floor Plans** (showing existing conditions, demolition and new construction)

\_\_\_ **Dimensioned elevation drawings** of all sides affected (including any demolition & new construction)

\_\_\_ **Construction Details** (including all materials specifications, ornamental elements, special features)

**For Fences, Porches and Site Improvements (decks, garages, sheds, pergolas)**

\_\_\_ **Site plan, to scale**. A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-way or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

\_\_\_ **Drawings/photographs** of proposed alteration and modifications to site

\_\_\_ **Material specifications** including picture or product brochure of proposed product, as well as specification sheet for construction materials and pre-fabricated elements

**Solar Panels**

\_\_\_ **Roof plan, to scale,** showing the location of all panels on the roof

\_\_\_ **Elevations** of locations with solar panels

\_\_\_ **Photos** of “before”, and if possible “after” conditions viewed from street level or rights-of-way

**Signage**

\_\_\_ **Dimensioned drawing/rendering** of proposed sign and placement on the building

\_\_\_ **Photos** of streetscape, including surrounding signage if applicable.

**Modifications to mature trees and significant natural landscape features**

\_\_\_ **Photos of existing conditions** as they relate to the streetscape

I have reviewed, and I understand the applicable HPC guidelines for my project.

Applicant/Owner Signature Date

**office use only**

Date Received:\_\_\_\_\_\_\_\_\_ Taken By:\_\_\_\_\_\_\_\_ Receipt #:\_\_\_\_\_\_\_\_ HPC Application #:\_\_\_\_\_\_\_\_\_

Documents provided: 1 original \_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Filing Fees-Residential \_\_\_\_\_$50.00 Commercial & Non-Residential\_\_\_\_$100.

Administrative Review \_\_\_\_ (No charge) Request for Extension :\_\_\_\_( No charge if filed before expiration date).

**Note: Make Checks Payable to the City of Cambridge**.