



For Official Use Only	
Case Number:	
Amount Paid:	\$
Date Paid:	
<i>Planning Department</i>	

HISTORIC PRESERVATION COMMISSION APPLICATION

INSTRUCTIONS: This application form and required attachments must be submitted (PDF files only) along with your [Citizen Access Portal](#) account name to HPCdigital@cityoffrederickmd.gov on or before 3:00 PM on the application deadline for HPC hearing review. Applications that qualify for staff review are processed on a rolling basis. You must remove any images from your email signature before submitting. Incomplete applications will not be reviewed.

PROJECT INFORMATION	
Site Address:	
APPLICANT/AGENT INFORMATION (if same as owner information leave this section blank)	
Contact Name:	
Firm/Company:	
Address:	
Phone:	Email:
OWNER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	Email:
All correspondence will be sent to applicant/agent. If owner wishes to receive a copy, please check <input type="checkbox"/>	
TYPE OF APPLICATION	
NOTE: Separate application forms are required if work is from more than one section below.	
Check all that are applicable:	
<input type="checkbox"/> Sign <input type="checkbox"/> Fence <input type="checkbox"/> Addition <input type="checkbox"/> Amendment (Case # to amended: _____)	
<input type="checkbox"/> Rehabilitation	
__ Door(s) __ Window(s) __ Roofing __ Siding/trim __ Masonry __ Shed	
__ Light fixture(s) __ Awnings __ Landscape/hardscape __ Storm/screen doors & windows	
__ Gutters/downspouts __ Porch/stoop/railings __ Parking area __ Tree removal	
__ Painting/coatings __ OTHER: _____	
<input type="checkbox"/> Complete Demolition (__ Primary structure __ Secondary structure _____ ft ²)	
<input type="checkbox"/> Partial Demolition (__ Primary structure __ Secondary structure _____ ft ²)	
<input type="checkbox"/> New Construction– Level 1 OR <input type="checkbox"/> New Construction– Level 2	

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REQUIRED ATTACHMENTS indicated with ✓							
Item Description	Sign	Fence	Rehab	Addition	Demolition	Level 1	Level 2
Written scope of work	✓	✓	✓	✓	✓	✓	✓
Photograph of front elevation*	✓	✓	✓	✓	✓	✓	✓
Photograph of project area*	✓	✓	✓	✓	✓	✓	✓
Product information*	✓	✓	✓	✓			✓
Plans, elevations, & detail drawings with dimensions	✓	✓	✓	✓	✓	✓	✓
Site plan (see checklist below)		✓	✓ (site modifications only)	✓	✓	✓	✓
Dimensions/photos of all existing signs	✓						

***AT LEAST ONE COPY MUST BE IN COLOR.**

SITE PLAN CHECKLIST – FOLD INTO 8 ½" x 11"

<input type="checkbox"/> Scale (1"=10' or 1"=20')	<input type="checkbox"/> Label adjacent streets/alleys
<input type="checkbox"/> North arrow	<input type="checkbox"/> Building footprint
<input type="checkbox"/> Property boundary	<input type="checkbox"/> Site features (fences, structures, parking, etc.)

APPLICATION FEE SCHEDULE (circle fee)

Rehabilitation/Addition		Sign/Fence	\$20.00
Residential/Duplex (less than \$500 improvement)	\$5.00	Complete Demolition	
Residential/Duplex (\$500-\$5,000 improvement)	\$20.00	Primary structure	\$500.00
Residential/Duplex (greater than \$5,000 improvement)	\$50.00	Secondary structure (over 150 ft ²)	\$200.00
Commercial/Multi-family (less than \$500 improvement)	\$10.00	Secondary structure (less than 150 ft ²)	\$50.00
Commercial/Multi-family (\$500-\$5,000 improvement)	\$50.00	Partial Demolition	
Commercial/Multi-family (greater than \$5,000 improvement)	\$250.00	Primary structure	\$200.00
New Construction (Level 1/2)		Secondary structure (over 150 ft ²)	\$200.00
Single family, duplex, residential outbuilding (max 2 units)	\$50.00	Secondary structure (less than 150 ft ²)	\$50.00
Commercial/Multi-family (less than \$5,000 improvement)	\$100.00	Amendment	50% fee
Commercial/Multi-family (greater than \$5,000 improvement)	\$1,000.00		

I hereby certify that the owner or his/her agent will make every effort to attend the Historic Preservation Commission workshop and hearing for which this application is scheduled. I understand that should the owner or his/her agent fail to attend this meeting, the HPC will continue this case until the next regular public meeting. This certification constitutes my agreement to an extension of the 45-day review period, as set forth in Md. Land Use Code Ann. § 8-307 and § 423(b)(4)(D)(iii) of the Land Management Code, in the event that I fail to attend the aforementioned meetings. My application may be continued no more than two (2) times. If I fail to attend the meeting following the second continuance, I understand that my application will be deemed to be withdrawn and no further action will be taken by the Commission.

I/we have reviewed the applicable design guidelines _____ (initial)

I/we agree to post a copy of the Certificate of Approval (COA) along with the required building and/or zoning permit on the subject premises in a place of public view _____ (initial)

Please check here if the HPC and staff have permission to enter the yard to view the project.

Please check here if this case has been cited by Code Enforcement and attach a copy of the NOV/citation letter.

Property Owner or Applicant/Agent Signature

Date