



# FREDERICK

## PLANNING

### **Historic Preservation Digital Submittals:**

The City of Frederick Planning Department is **ONLY** accepting digital submittals of applications, plans and documents, unless otherwise directed by Staff. Payment of fees by credit card is preferred via our [Citizen Access Portal](#). If paying by check, the check made payable to City of Frederick with a copy of your application form must be received in the front vestibule planning box at 140 W. Patrick Street on or before the submittal deadline. Place the check in a sealed envelope to the attention of Shannon Pyles. Questions, please contact Shannon Pyles at [spyles@cityoffrederickmd.gov](mailto:spyles@cityoffrederickmd.gov).

For **Historic Preservation Applications**, the completed [application form](#), supporting plans and other documentation in PDF form **ONLY**, as well as your citizen portal account name must be sent to [HPCdigital@cityoffrederickmd.gov](mailto:HPCdigital@cityoffrederickmd.gov). Any files that are larger may be sent via a shared link. You will need to remove your email signature image before submitting. Please note in the e-mail if you have communicated with a HPC Planner prior to submittal so it is made clear that the application should be forwarded to that planner for review. If you have any questions, please contact [spyles@cityoffrederickmd.gov](mailto:spyles@cityoffrederickmd.gov).

- **The subject line of the email should clearly state type of project and property address; emails will be returned if identification is not clear.**
- **All files sent must be clearly labeled.**
- **Maximum file size is 20 MB.**
- **Do Not copy (Cc) individual staff members in your submittal emails.**

### **Subject line example:**

- Exterior Rehabilitation – [**property address**]
  - Example: Exterior Rehabilitation – 140 W. Patrick Street

### **Project type examples:**

- Exterior Rehabilitation, Addition, Sign, Fence, etc.

For **Archeological Applications**, the completed form and any supporting documentation must be sent to [archdigital@cityoffrederickmd.gov](mailto:archdigital@cityoffrederickmd.gov) as a PDF; **no other file types will be accepted**. If you have any questions, please contact [spyles@cityoffrederickmd.gov](mailto:spyles@cityoffrederickmd.gov).

For **Demolition Review Applications**, the completed form and any supporting documentation must be sent to [HPCdigital@cityoffrederickmd.gov](mailto:HPCdigital@cityoffrederickmd.gov) as a PDF; **no other file types will be accepted**. If you have any questions, please contact [spyles@cityoffrederickmd.gov](mailto:spyles@cityoffrederickmd.gov).

The City Planning Department reserves the right to reject any digital file submitted which is not compatible with the City's listed requirements for submittal. The Contractor, Developer or Consultant would then be required to resubmit the files in an acceptable format.