

Office Use Only

Application # _____ Complete App. ____/____/____

CR # _____ Approved ____/____/____

APPLICATION FOR ADMINISTRATIVE APPROVAL FOR CERTIFICATE OF APPROVAL

Please note that upon reviewing an application for administrative approval, Staff may determine that a full application must be made to be heard at a public hearing before the HPC and cannot be administratively approved.

Address of Project: _____

Tax Map and Parcel Number: _____

Property Owner Information

Name _____
Address _____
City _____ State _____ Zip _____
Day Phone _____ Cell _____
E-mail _____

Contractor's Information

Name _____
Address _____
City _____ State _____ Zip _____
Day Phone _____ Cell _____
E-mail _____

Applicant Information (if other than owner)

Name _____
Address _____
City _____ State _____ Zip _____
Day Phone _____ Cell _____
E-mail _____

Architect/Engineer Information

Name _____
Address _____
City _____ State _____ Zip _____
Day Phone _____ Cell _____
E-mail _____

NATURE OF PROPOSED WORK: *Please check all that apply*

- ☐ NEW CONSTRUCTION
- ☐ EXTERIOR ALTERATION: *Please check all that apply*
- ☐ doors ☐ porches ☐ siding ☐ roof
- ☐ windows ☐ trim ☐ other: _____
- ☐ DEMOLITION (Only non-contributing resources* will be considered with this application)
- ☐ SITE WORK

**Non-contributing resource is a building, site, structure, or object that does not add to the historic significance of a property or district.*

DESCRIPTION OF PROPOSED WORK: *Please describe the proposed work in detail (Additional pages may be attached)*

SUBMITTAL REQUIREMENTS:

At a minimum, you will need to include the following:

- Printed color photographs or digital photos of existing conditions must be submitted. Once your project is completed, photos of the completed work must be submitted within 60 days to the Historic Preservation Staff.
- Cut sheets/specifications on materials and methods to be used for the proposed replacement/repair.
- A site plan to scale indicating property lines and lot dimensions, adjacent street and curb cuts, and existing structures when proposal involves new construction, demolition, or additions.
- Elevation drawing and/or detail sketch.

Staff may request additional information as necessary to evaluate the application. Please refer to the relevant section of the *Design Guidelines* for further information on appropriate treatments.

Are there any easements or deed restrictions for the exterior of this building or the site? ☐ Yes ☐ No

If yes, submit a letter from the easement holder stating their approval of the proposed work.

Signature of owner or authorized agent

The applicant certifies & agrees as follows: (1) that they are authorized by the property owner to make this application; (2) that the information provided is true and correct; (3) that they will comply with all regulations and permit requirements of Frederick County which are applicable hereto; (4) that they will only perform work on the above property specifically approved; (5) that the issuance of an Administrative Certificate of Appropriateness is not an authorization to begin work, work may not commence until all necessary permits have been issued; (6) that they are authorized by the property owner to grant County officials the right to enter onto the property for the purpose of inspecting the work permitted.

Owner/Applicant signature _____ Date _____