

APPLICATION FOR ALTERATIONS / REPAIRS IN UNIONTOWN

The Carroll County Historic Preservation Commission meets the second Tuesday of each month. Your application must be submitted at **least ten (10) calendar days** prior to the next scheduled meeting. Applications received after this deadline will be placed on the agenda for the next meeting.

INSTRUCTIONS

1. Please carefully review the **Carroll County Historic Preservation Commission's DESIGN GUIDELINES**. The Design Guidelines provide guidance on how to make your addition/repair/demolition/removal/etc., conform to the existing historic appearance in Uniontown.

2. Determine from the Carroll County Bureau of Permits and Inspections (410-386-2674) if a building permit is required for the work you wish to do. If a permit is required, you should apply for a permit **prior** to presenting your application to the Historic Preservation Commission.

3. Submit one (1) copy of this Application with all applicable questions completed, along with all required attachments **ten (10) calendar days** prior to the next regular Commission meeting. Applications received after this deadline will be held for review until the next regular meeting. The Commission meets the **2nd Tuesday** of each month.

4. Owner(s) of Property _____
Mailing Address _____
Phone Numbers _____
Address of project (if different from above address) _____

5. Location and size of the property _____
(Tax map, block and parcel numbers)

6. Names of Contractor / Builder _____

7. Detailed description of the project _____

- | 8. Indicate: a) the type of project | b) Proposed Materials |
|---|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Asphalt |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Brick |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Concrete |
| <input type="checkbox"/> Installation | <input type="checkbox"/> Concrete Block |
| <input type="checkbox"/> Siding | <input type="checkbox"/> Stone |
| <input type="checkbox"/> Relocation of Building | <input type="checkbox"/> Stucco |
| <input type="checkbox"/> Removal (including tree removal) | |
| <input type="checkbox"/> Chimney | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Roof | <input type="checkbox"/> Wood Siding |

- | | |
|--|---|
| <input type="checkbox"/> Door(s) | <input type="checkbox"/> Horizontal |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> Vertical |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Asphalt Shingles |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Wood Shingles |
| <input type="checkbox"/> Major Landscaping | <input type="checkbox"/> Other Shingles |
| <input type="checkbox"/> Shutters | <input type="checkbox"/> Standing Seam |
| <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Other Metal |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Slate |
| <input type="checkbox"/> Steps | <input type="checkbox"/> Other |
| <input type="checkbox"/> Windows | |
| <input type="checkbox"/> Other | |

REQUIRED ATTACHMENTS

As part of your application or presentation, the Historic Preservation Commission will expect, at a minimum, the following items be submitted:

- a) photographs of the existing structure(s)
- b) scaled evaluation drawings showing location of existing structure(s), addition(s), alteration(s), and other pertinent details
- c) scaled plot plan showing existing and proposed structure(s), addition(s), alteration(s), and driveway(s) in relation to each other and public roads and other rights of way
- d) Historical documentation (photographs, published information nor other physical evidence) supporting the application
- e) samples of proposed materials

List all adjoining property owners and addresses, including those property owners across the street from property upon which the construction will take place:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

PROPERTY ADDRESS _____ APPLICATION NO. _____

Attached is a sample application for alternations / renovations that was approved by the Commission. The inclusion of this application is solely to provide an applicant guidance regarding the detail that should be contained in your application.

The following websites provide information that may be helpful to you when in completing your application.

<http://www.marylandhistoricaltrust.net/mht-ftp.html>

<http://www.marylandhistoricaltrust.net/tehasst.html>

<http://www.nationaltrust.org/help/downloads/HistoricBuilding.pdf>

PROPERTY ADDRESS _____ APPLICATION NO. _____

Statement: The information on this Application and attachments represent an accurate description of the proposed work and I have omitted nothing which might affect the decision of the Carroll County Historic Preservation Commission. I understand that approval of this application by the Carroll County Historic Preservation Commission does not constitute approval of a "Permit Application and Zoning Certificate," which is administered by the Carroll County Bureau of Permits and Inspections. I acknowledge that I have read the **Carroll County Historic Preservation Commission's DESIGN GUIDELINES**. I understand that the Carroll County Historic Preservation Commission shall act upon a completed application within forty-five (45) days from the date the completed Application was submitted unless an extension is mutually agreed upon, or the application is withdrawn. An application which is identical to a rejected application shall not be resubmitted within a period of one (1) year after the rejection.

Date: _____ Signature (Owner) _____

Date: _____ Signature (Owner) _____

For Commission Use Only

The Carroll County Historic Preservation Commission considered Application No. _____ at its meeting on _____. The application was _____ by a _____ vote, subject to the following conditions: _____

The basis for this decision was: _____

Commissioners:	Approve	Disapprove	Abstain
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>