



Barry Glassman  
Harford County Executive

## CERTIFICATE OF APPROPRIATENESS APPLICATION

### *HARFORD COUNTY HISTORIC PRESERVATION COMMISSION*

*c/o Harford County Department of Planning and Zoning*  
220 South Main Street • Bel Air, Maryland 21014

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### APPLICATION INSTRUCTIONS

Please fill out each section according to the information below so that staff has enough material to review the application. All proposed projects must adhere to the *Harford County Historic Preservation Design Guidelines* and the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (the Standards) as required by section § 267-115 *Guidelines and Standards for Review* of the County Code. Most projects submitted fall within the *Standards for Rehabilitation* chapter of the Standards. **Staff assistance is available to answer any questions you may have in regards to this application:**

#### *Standards for Rehabilitation*

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New Additions and adjacent or related new construction shall be undertaken in a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

1. **General Property Information:** Enter the name of the County Historic Landmark and its historic inventory number in the space provided. Enter the name and number of the street or road where the property is located. Enter the name and zip code of the city or town where the property is located.

Please indicate if the historic landmark is a Maryland Historical Trust (MHT) easement property. Easement properties should get approval from MHT prior to applying for a Certificate of Appropriateness (COA). Please attach approval with this application.

2. **Applicant:** Enter the name or names of the applicant. Enter the applicant's address and contact information. Mark the appropriate field to indicate the applicant's relationship to the Historic Landmark (e.g. Owner, Lessee, Architect, Contractor, Other).

Applicants are required to attend the meeting and present their application to the Historic Preservation Commission (HPC). Depending on the type of project, applicants can bring in samples of materials, examples of deteriorated features, photographs, etc. Enter the applicant's initials on the line provided to confirm that the applicant understands this and will be in attendance.

3. **Property Owner (s):** Enter the name of the property owner, if different from the applicant. Enter the owner's address and contact information.
4. **Contractor/ Architect/ Engineer:** Enter the name of the contractor, architect, engineer, or firm if different from the applicant. Enter their address and contact information.
5. **Historic Preservation Tax Credits:** Mark the box to indicate if the applicant will be applying for Historic Preservation Tax Credits. Indicate the type of tax credit. For State or Federal Tax Credits please attach a copy of the approval notification.
6. **Type of Work:** Mark the box next to the appropriate type of work being proposed in the application: Exterior Alteration or Repair; New Construction/ addition; Demolition of a Structure; Relocation of a Structure; or Other.
7. **Description of Proposed Work:** Describe all work to be undertaken on the Historic Landmark. Describe site work, exterior work, and any new construction. All proposed work must adhere to the Secretary the Interior's Standards for the Treatment of Historic Properties. Most projects will use the Standards for Historic Rehabilitation.

*Exterior Features* are the elements that create the overall shape and visual qualities of a building, its materials, craftsmanship, decorative details, as well as the various aspects of its site and environment (e.g. roof, windows, siding, shutters, chimney, or porches). Each feature for which work is proposed should be addressed in a separate numbered work item in the application, as provided. Number the feature sequentially, if there is more than one. Enter the feature and the approximate feature date. First describe the current condition of the feature. Second, describe the proposed work. When

applicable, reference, by number, associated photographs or drawings. For projects with multiple phases, please indicate which phase each exterior feature will be addressed.

<b>Number</b> 1	<b>Exterior Feature</b> Cedar shingle Roof	<b>Date of Feature</b> 1995
<b>Describe existing exterior feature and its condition</b> Cedar shingled hipped roof. The roof is deteriorated because of the general wear and tear of wood roofs. There are cracked, cupped, and split shingles present at various locations.		
<b>Photo numbers</b> 1, 2, 3, 4, 5, 6	<b>Drawing Numbers</b> N/A	
<b>Describe work on exterior feature</b> Remove existing deteriorated shingle roof and replace with in-kind cedar shingles. All existing copper flashing will be replaced with new copper flashing. All shingles will be "raw", uncoated, unpainted and without any sealants. There will be no change in the roof design.		

For more information about photographs and other supporting documentation, see the Supporting Documentation section, below.

- 8. Mandatory Application Checklist:** After completing your application, fill out this checklist to ensure that your application at least contains the minimum documentation required for HPC review. Read and check each line carefully; the application review period will not begin until a completed application with checklist is submitted.

## SUPPORTING DOCUMENTATION

**Photographs (Required):** The application must include printed color photographs OR high resolution digital photographs showing the specific areas of proposed work. Detailed close-up photographs of exterior features affected by the proposed work, such as windows, doors, balustrades, trim, etc., may be needed. In some cases, it may be helpful to mark directly on the photographs the areas of proposed work. Submitting representative photographs of multiple features, such as windows, is acceptable, provided that the photographs adequately capture conditions throughout the structure.

Printed color photographs must be "4 x 6" in size. Photocopies of photographs will not be accepted. Please label the back of the photographs with the photo date, the Historic Landmark name, inventory number, and a brief description of what is shown.

High resolution digital photographs may be submitted on a CD or flash drive OR after consultation with the Historic Preservation Planner, by email. Digital submission is preferred, but not required. Please provide a photo-log in a word processing document that organizes the photos by number with the date of each photo and a brief description of what is shown (e.g. *Photo1, April 4, 2017, West Elevation*).

*For Replacement, Restoration or Reconstruction (when applicable):* Replacement of missing features from the restoration period must be substantiated by documentary and/or physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically. Please include historic

photographs showing the missing features or photographs showing physical evidence of missing features, when applicable (See Standard 6).

**Plans/Drawings /Sketches:** When applicable, submit plans, drawings, or sketches to show all proposed exterior alterations, additions and new construction. Drawings/sketches or plans must show existing configurations and proposed changes. Include floor plans and, where necessary, sections and elevations. All plans, drawings and sketches submitted with the application should be numbered and correlated to the application narrative. Meaning, the plan showing any additions should be referenced in the application where the proposed addition is described.

*For Replacement, Restoration or Reconstruction (when applicable):* Replacement of missing features from the restoration period will be substantiated by documentary and/or physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically. Historic plats, maps, or architectural drawings can be submitted with the application as documentary evidence (See Standard 6).

**Manufacturers Specifications:** When applicable, attach product manufacturers cut sheets or specifications for the following, but not limited to:

- Windows;
- Exterior Doors;
- roofing materials;
- siding materials;
- mortar;
- porch, decking materials;
- railing materials;
- ADA access ramps and doors;
- Gutters;
- HVAC systems;

**Mandatory Application Checklist:** Complete, date and sign the Mandatory Application Checklist and submit it with the application. Make sure that all the information on the check-list is included with the application. Applications submitted without a checklist will not be accepted.

## **APPLICATION DEADLINES AND SUBMISSION**

Applications for Certificate of Appropriateness (COA) are accepted throughout the year. They are reviewed by the Historic Preservation Commission at their regular meetings, which are held on the first Wednesday of every month, in the first floor conference room at 220 S. Main Street Bel Air, Maryland, beginning at 7:00 P.M.

Completed and signed applications are due by 5 PM on the Application Deadline prior to a regularly scheduled meeting to be reviewed by the Harford County Historic Preservation Commission. Completed applications will be reviewed within 45 days of receipt. Application Deadlines for the current year are listed on the County's website at <https://www.harfordcountymd.gov/2436/Applications-for-Certificates-of-Appropriateness> or may be obtained by contacting the Department of Planning and Zoning.

## **HOW TO SUBMIT**

Completed applications may be submitted in hard copy form or digitally. For hard copy forms, please mail or drop off applications to the Department of Planning and Zoning. For digital submissions, e-mail the completed and signed form along with any additional materials to Jacob M. Bensen, Historic Preservation Planner at [jmbensen@harfordcountymd.gov](mailto:jmbensen@harfordcountymd.gov). For questions regarding submission, please call 410-638-3103, ext. 1385.

## **SPECIAL REHABILITATION RECOMMENDATIONS**

Each historic structure is unique, and therefore rehabilitation projects often involve areas of special concern that the HPC must review and evaluate in considering a COA application. For technical assistance in preparing a rehabilitation project, see “Interpreting the Standards” at <https://www.nps.gov/tps/standards.htm>. Property owners should pay particular attention when undertaking work in any of the areas described below:

**New HVAC Systems:** Indicate the impact that the new heating, ventilation and air conditioning (HVAC) equipment and ductwork will have on historic building materials. Installation of systems that cause damage to the historic materials or visible loss of character may not be approved.

**Replacement Windows:** Property owners are strongly encouraged to retain and repair historic windows. Indicate the condition of existing windows (sash, glazing, muntins, etc.) and the reasons for considering replacement. Detailed photographs must be provided to document deterioration. Where replacement of existing windows appears justified by supporting documentation, the replacement sash should match the original in material, size, pane configuration, trim details, and planar and reflective qualities.

Provide scaled drawings comparing the existing windows to the replacement windows. Where historic windows are missing or have been inappropriately replacement, new windows must be of a style appropriate to the period of significance to the Historic Landmark or historic district. New windows may be based on historic documentation (e.g. historic photos or other buildings of the same period and architectural style). The use of replacement windows that change the building’s character may result in denial of COA.

**Exterior Masonry Repair:** Indicate deteriorated areas that require repair and provide evidence that repointed mortar will match the original in composition (e.g., ration of lime, cement, sand, and any additives), color, texture, and tooling. Owners are encouraged to only repoint those portions of masonry that require repair.

**New Additions and New Construction:** New exterior additions may alter the appearance and form of historic structures and may not be approved. Similarly, new construction, including site work, may change the relationship of a structure to its site, alter the historic landscape, or otherwise damage the historic character of the property or the historic district. Applicants are strongly encouraged to plan additions that are compatible with the historic materials, features, size, scale and massing of the property and its environment. For new additions and new construction, it is strongly encouraged that the property owner and or architect meet with the Historic Preservation Planners for assistance on design and location (See Standards 9 & 10).



Barry Glassman  
Harford County Executive

# Application for Certificate of Appropriateness

(§267- 113. Certificate of Appropriateness Required.)

## General Property Information

Historic Landmark \_\_\_\_\_ Inventory No. \_\_\_\_\_

Address \_\_\_\_\_

City, town, zip \_\_\_\_\_

Tax ID Number \_\_\_\_\_

MHT Easement \_\_\_\_\_  
Property \_\_\_\_\_ (if yes, please submit approval from easement holder)

## Applicant

Name(s) \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City, town \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Email Address \_\_\_\_\_

Applicant Is: \_\_\_\_\_ Owner \_\_\_\_\_ Lessee \_\_\_\_\_ Architect \_\_\_\_\_ Contractor \_\_\_\_\_ Other: \_\_\_\_\_

Applicant shall be in attendance at the HPC meeting: \_\_\_\_\_ (Please Initial)

## Property Owner(s) (if different from applicant)

Name(s) \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City, town, \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Email address \_\_\_\_\_

## Contractor / Architect / Engineer

Name (s) \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City, town, \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Email Address \_\_\_\_\_

## Historic Preservation Tax Credits

\_\_\_\_\_ Applying for Tax Credits:

\_\_\_\_\_ Harford County Historic Preservation Tax Credits

\_\_\_\_\_ Maryland Rehabilitation Tax Credits (please submit approval from MHT)

\_\_\_\_\_ Federal Investment Tax Credits (please submit approval from NPS)

## Type of Work

\_\_\_\_\_ Exterior Alteration or Repair

\_\_\_\_\_ New Construction/ Addition

\_\_\_\_\_ Demolition of a Structure

\_\_\_\_\_ Relocation of a Structure

\_\_\_\_\_ Other: \_\_\_\_\_

**Description of Proposed Work**

Please use this page to describe all work or create a comparable format with this information. Number items consecutively to describe all work, including exterior alterations or repairs, additions, site work, landscaping, and new construction. All proposed work must adhere to the Secretary the Interior’s Standards for the Treatment of Historic Properties.

Number	Exterior Feature	Date of Exterior Feature
<b>Describe existing exterior feature and its condition</b>		
<i>Photo numbers</i>		<i>Drawing Numbers</i>
<b>Describe work on exterior feature</b>		

Number	Exterior Feature	Date of Exterior Feature
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<b>Describe work on exterior feature</b>		

**Mandatory Application Checklist**

**Instructions:** After completing your application, print and fill out this checklist to ensure that your application at least contains the minimum required documentation required for Historic Preservation Commission (HPC) review. The checklist is based on the detailed information included in the "Application Instructions". Read and check each line carefully; the application review period will not begin until a completed application with checklist is submitted.

- GENERAL APPLICATION FORM** – I filled in all applicable fields. I understand that missing information will not be filled; therefore if my application is missing information it will be returned.
- DESCRIPTION OF PROPOSED WORK**– I have described ALL proposed work planned for the exterior of my property, including those specified in the designation report. I understand that all work must meet the Secretary of Interior's *Standards* and be reviewed and approved by the HPC.
- SUPPORTING DOCUMENTATION** – If applicable to my project, I have attached, Photographs, Plans, Elevation & Sections, Material or Color Samples, Site Plans, or Manufacturer's Specifications. See "Application Instruction's" for details.
- SIGNATURE** – I signed and dated the application after printing.

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Owner Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**By signing this application, I hereby acknowledge that the information contained herein or subsequently submitted is true and correct to my knowledge.**

**Application Deadline:**

Application materials are due by 5 PM on the Application Deadline prior to a regularly scheduled meeting to be reviewed by the Harford County Historic Preservation Commission. Completed applications will be reviewed within 45 days of receipt.

**SEND THE COMPLETED APPLICATION TO:**

**The Department of Planning and Zoning  
220 S. Main Street,  
Bel Air, Maryland, 21014  
Attn: Historic Preservation Commission**

**Memorandum to Building Permits Official** (for office use only)

Date of Public Meeting: \_\_\_\_\_

Applicant / Owner in Attendance: \_\_\_\_\_

**Certificate of Appropriateness Required. (§267- 113)**

**Approved as submitted** - Building Permit can be released; all proposed work adheres to the Secretary of Interior's Standards for the Treatment of Historic Properties and § 267 – 115, of the Harford County Code.

**Approved with Modifications** – Please release this building permit in accordance with the following modifications:

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

**Denied – Please** to not release building permits for this Historic Landmark; the proposed undertaking does not adhere to the Secretary of Interior's Standards for the Treatment of Historic Properties and § 267 – 115, of the Harford County Code.

\_\_\_\_\_  
**Chair, Harford County Historic Preservation Commission**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Harford County Historic Preservation Planner**

\_\_\_\_\_  
**Date**