



# Certification of Completed Work

Historic Preservation Tax Credit Application

## General Property Information

Landmark/District \_\_\_\_\_ Inventory No. \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town, ZIP \_\_\_\_\_  
Tax ID Number \_\_\_\_\_

## Applicant

(Property Owner)

Name (s) \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_  
Email Address \_\_\_\_\_

## Contractor

Name (s) \_\_\_\_\_ Cellphone \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_  
Email Address \_\_\_\_\_

Property/ Homeowner completed the work without the assistance of a contractor: \_\_\_\_\_

## Project Data

COA Approval Date \_\_\_\_\_  
Project Start Date \_\_\_\_\_ Project Completion Date \_\_\_\_\_  
Total Project Cost \_\_\_\_\_  
Total of Ineligible Costs \_\_\_\_\_  
Total Qualified Rehabilitation Expenditures (QRE) \_\_\_\_\_  
(the 10% tax credit will be based on this amount, which may not exceed \$7,500)

## Itemized Expense Spreadsheet

Attach the itemized spreadsheet and supporting documentation (paid invoices/receipts/cancelled checks) to this application. Supporting documentation must be keyed to the spreadsheet. Include both eligible and ineligible expenses.

**Mandatory Application Checklist**

**Instructions:** After completing your application, print and fill out this checklist to ensure that your application contains the 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.

- ☐ **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.
- ☐ **ITEMIZED EXPENSE SPREADSHEET**- I have included a spreadsheet of all of my itemized expenses, filled out according to the instructions, with eligible and ineligible expenses clearly delineated. For each item on the spreadsheet I have included supporting documentation consisting of BOTH (1) a copy of the invoice or receipt, showing which goods or services were purchased, and (2) certifiable proof of payment such as a credit card receipt or cancelled check. All supporting documentation is keyed to the spreadsheet.
- ☐ **PHOTOGRAPHS** – I have included 1 set of clear, color photographs on 4"x6" photo paper OR high resolution digital photographs showing my completed project that correspond to my photographs in my approved COA application. Photographs or photo files are numbered and clearly labeled (including address, date of photograph, and brief description).
- ☐ **SIGNATURE** – I signed and dated the application after printing.

*I attest that I have read and understand the Certification of Completed Work application and have attached the appropriate supporting documentation required.*

*I hereby apply for certification of completed work for purposes of the Harford County Historic Preservation Tax Credit, in accordance with the Annotated Code of Maryland Tax Article 9-204 and 9-204.1, and Harford County Ordinance, 123-43.5.1 and 123-43.5.2. I hereby attest that, to the best of my knowledge, the information provided is correct, and that the completed work is consistent with the work described in my Application for Certificate of Appropriateness, the Harford County Historic Preservation Design Guidelines, and the Secretary of Interior's Standards for the Treatment of Historic Properties.*

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

*John Doe*

Date \_\_\_\_\_

**Application Deadline:**

Application materials are due by the submission deadline prior to the regularly scheduled meeting to be reviewed by the Harford County Historic Preservation Commission.

**SEND THE COMPLETED APPLICATION TO:****historic@harfordcountymd.gov**

or

**Harford County Department of Planning & Zoning  
Attention: Historic Preservation Commission  
220 South Main Street  
Bel Air, Maryland 21014**

**Harford County Historic Preservation Commission Certification of Completed Work****Date of Staff Site Visit:** \_\_\_\_\_

The Historic Preservation Commission, in conjunction with the Department of Planning and Zoning has reviewed the *Certification of Completed Work* application, for the above mentioned Harford County Historic Landmark, and has determined that:

- ☐ the completed rehabilitation is consistent with the proposed work approved under the Application for Certificate of Appropriateness, the Harford County Historic Preservation Design Guidelines, and the Secretary of the Interior's Standards for the Treatment of Historic Properties. Effective the date indicated below, the rehabilitation of the County Historic Landmark is hereby **certified**.
- ☐ the completed rehabilitation is not consistent with the proposed work approved under the Application for Certificate of Appropriateness, Harford County Historic Preservation Design Guidelines, and the Secretary of the Interior's Standards for the Treatment of Historic Properties and therefore certification is **denied**.

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

BON AIR (HA-006) - 2501 Laurel Brook Road

Tax Credit Application Photo Log

Photo 1: Spring 20XX, South Elevation, showing shingle roof before replacement Photo 2:

July 20XX, South Elevation, showing new shingle roof

Photo 3: March 20XX, North Elevation, before shingle roof replacement

Photo 4: July 20XX, North Elevation, after shingle roof replacement

Photo 5: March 20XX, Southwest view, before shingle roof replacement

Photo 6: July 20XX, Southwest view, after shingle roof replacement

Photo 7: March 20XX, Southeast view, before shingle roof replacement

Photo 8: July 20XX. Southeast view, after shingle roof replacement

Photo 9: March 20XX, West elevation, before shingle roof replacement

Photo 10: July 20XX, West Elevation, after shingle roof replacement

Photo 11: March 20XX, Southeast view roof detail, before shingle roof replacement

Photo 12: July 20XX, Southeast view roof detail, after shingle roof replacement

Photo 13: March 20XX, Northwest view roof detail, before shingle roof replacement

Photo 14: July 20XX, Northwest view roof detail, after shingle roof replacement

Photo 15: March 20XX, Southwest view roof detail, before replacement

Photo 16: July 20XX, southwest view roof detail, after replacement

Photo 17: March 20XX, northwest view roof detail, before replacement

Photo 18: July 20XX, northwest view roof detail, after replacement

\*After photos were submitted digitally via email for this application. They are presented in this format purely for this example. Project was completed in July 2017.

Photo 1

Before – South Elevation



Photo 2

After





Photo 3

Before – North Elevation



Photo 4

After



Photo 5

Before – Southwest view



Photo 6

After





Photo 7

Before – Southeast View



Photo 8

After





Photo 9

Before – West Elevation



Photo 10

After





Photo 11

Before – Southeast View Detail



Photo 12

After





Photo 13

Before – Northeast View Detail



Photo 14

After





Photo 15

Before – Southwest View Detail



Photo 16

After





Before – Northwest view detail

Photo 17



Photo 18

After



## Harford County Historic Preservation Tax Credit Itemized Expense Sheet

Historic Landmark/District : Bon Air

Address: 2501 Laurel Brook Road, Fallston

Inventory No. HA-0006

[illegible]