



City of Cambridge

PLANNING AND ZONING

1025 WASHINGTON STREET
CAMBRIDGE, MARYLAND 21613
TELEPHONE: 410-228-1955
FAX: 410-228-1474

MD RELAY (V/TTY) 7-1-1 or 1-800-735-2258

HPC - CoA# 2021-012

ARC #

EAR #

Application to the Historic Preservation Commission

Check the Appropriate Requested Action:

Informal Review

- o Discuss with Staff and the Commission preliminary design ideas for a project. The Commission will address the appropriateness of the proposal and provide guidance.

Administrative Review Certificate (ARC)

- o Meet with staff to discuss projects eligible for administrative review, such as in-kind replacement of deteriorated features, minor work not impacting the architectural character, or repairs and in-kind restorations etc. (see attached Minor Work Items Chart attached)

Emergency Approval Review (EAR)

- o Meet with staff to qualify the level of emergency of the repairs and replacements
- o One or more Commissioner will confirm (site visit may be required) in addition to Staff

Formal Review- (Certificate of Appropriateness / HPC-CoA)

- o Requires a full review by the Historic Preservation Commission
- o Typical projects that apply (please check relevant sections below)
 - Construction of any new buildings, additions, or accessory structures
 - Exterior Building Alteration (facades, roof, porches, entrance stoops...)
 - Signage or Graphics
 - Landscaping/Fencing/Patios/Paving
 - Demolition/Moving a Structure/Removal of a character defining feature
 - Other:

Consent Agenda – Application is presented at HPC meeting; if Commissioners have questions, it becomes a full HPC review, otherwise it is voted upon without discussion

Note: Please refer to Administrative / Minor Works Item chart attached for details on HPC-CoA requirements

PROPERTY INFORMATION:

305 Mill Street

CAMBRIDGE MD 21613

Street Address

City

State

Zip Code

Map/Parcel Number

Current Zoning

Year Built

APPLICANT INFORMATION:

BAS Construction, Inc

Name

506 Maryland Avenue

Street Address

City

State

Zip Code

spearconstruction@hotmail.com

E-Mail Address

410 228 56 20

Phone Number

Fax Number

PROPERTY (LAND) OWNER: (IF DIFFERENT THAN APPLICANT)

Same

Name

Street Address

City

State

Zip Code

E-Mail Address

Phone Number

Fax Number

CONTRACTOR/ARCHITECT (if applicable)

Same

Name

Address

Daytime phone number

Email address

MHIC or Registration # _____

Please indicate below which sides of the building are impacted and provide documentation as applicable:

- € Main street front façade
- € Side yard facades
- € Rear façade and rear side of house
- € Outbuildings

Please use the table below to indicate the existing elements that will be affected by the project.

	Existing Materials	
Foundations & Masonry		Quantity :
Exterior Wall / Finish		
Porch / Floor, Elements, Details ...		
Entrance Steps		
Windows & Doors / type & style		
Ornamental Elements (brackets ...)		
Roof & Dormers		
Chimney(s)		
Walkway & Driveway		
Built Landscaping Features		
Fences		
Signage		
Handicapped accessibility		
Solar Panels		
Exterior lighting		

Scope of Work: Describe the proposed project *in detail*, including all changes to the building, site, or lot. Include all features to be removed, replaced, altered, repaired, and/or added. Attach more sheets to provide all drawings and to describe all proposed, elements, materials and their specifications.

New inground pool in backyard (18' x 38')

Pool will be 42" above ground & 2' inground

- Salt/pressure treated wood deck (existing) to be extended to meet pool edge

- This is a re-installation of a pool in the same location than in the 1980s.

Please complete the following checklist of required elements to complete your application.

Attachments Checklist: In order to ensure completeness of your application, please complete the following checklist of required documentation. *Any application without the necessary documentation and deemed incomplete by staff will not be accepted nor presented at the HPC hearing.*

Required Documentation:

For All Applications (HPC-CoA, ARC and EAR):

Completed/ signed application form

“Before” photos of existing conditions, should show the entire site, plan and elevation where the work is to be completed.

“After” photos/drawings/renderings; should indicate what the property will look like after proposed work is completed.

Specifications and/or materials brochures describing in detail the manufacture, material, proportions and details of all new proposed elements of repair, replacement or new construction

For New Construction, Addition or Demolition

Site plan, to scale. A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-way or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

Floor Plans (showing existing conditions, demolition and new construction)

Dimensioned elevation drawings of all sides affected (including any demolition & new construction)

Construction Details (including all materials specifications, ornamental elements, special features)

For Fences, Porches and Site Improvements (decks, garages, sheds, pergolas)

Site plan, to scale. A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-way or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

Drawings/photographs of proposed alteration and modifications to site

Material specifications including picture or product brochure of proposed product, as well as specification sheet for construction materials and pre-fabricated elements

Solar Panels

___ **Roof plan, to scale**, showing the location of all panels on the roof

___ **Elevations** of locations with solar panels

___ **Photos** of “before”, and if possible “after” conditions viewed from street level or rights-of-way

Signage

___ **Dimensioned drawing/rendering** of proposed sign and placement on the building

___ **Photos** of streetscape, including surrounding signage if applicable.

Modifications to mature trees and significant natural landscape features

___ **Photos of existing conditions** as they relate to the streetscape

I have reviewed, and I understand the applicable HPC guidelines for my project.

Applicant/Owner Signature

Date

OFFICE USE ONLY

Date Received: _____ Taken By: _____ Receipt #: _____ HPC Application #: _____

Documents provided: 1 original _____ Meeting Date: _____

Filing Fees-Residential _____\$50.00 Commercial & Non-Residential _____\$100.

Administrative Review _____ (No charge) Request for Extension : _____ (No charge if filed before expiration date).

Note: Make Checks Payable to the City of Cambridge.



Building Permit

Office of the Building Official
Department of Public Works
1025 Washington Street
Cambridge, Maryland 21613
Telephone: 410-228-1955
Fax: 410-228-1474

Cost of Improvements: \$8,000⁰⁰
 Permit Fee: _____
 Remarks: _____

Owners Name: Branden A. Spear
 Owner Mailing Address: 305 Mill St.
Cambridge, MD 21613
 Owners Telephone #: 443 521 3000 9675
 Permit For: above ground pool
 Contractors Name: B.A.S. Construction, Inc.
 Cont. Mailing Address: 506 Maryland Ave.
Cambridge MD 21613
 Cont. Telephone #: 410 228 5620
 Cont. M.H.I.C. #: 89629

Location of Project: 305 Mill St.
 Historic District? YES NO
 Certificate of Appropriateness Approved? N/A
 Date: _____
 Date of Application: _____
 Date of Approval: _____

EXPIRES:

Zoned? _____ Flood Plain Zone _____
 Description of Project: pool install 18' x 38'

Applicant Submitted? Site Plan Drawings Spec. Sheet Seals Affixed? YES NO N/A
 Grading Permit Issued? YES NO N/A Public Works Agreement Executed? YES NO N/A
 Sediment and Erosion Control Approved? YES NO N/A Forest Conservation Approved? YES NO N/A

- NOTES:**
- No building shall be occupied until final inspection is made and a certificate of occupancy, if required, is issued by the building inspector.
 - This permit expires six (6) months from the date approved.
 - Any development or improvements may require a wetlands permit from the U.S. Army Corps of Engineers and/or the State of Maryland.
 - The work described in this permit may invoke requirements of local and/or State Forest Conservation Programs, Critical Area and/or floodplain ordinances and/or Floodplain development programs.
 - Plan review and approval by the Dorchester County Health Department and the State Fire Marshal's office, as well as inspection of electrical work by a certified inspection agency, may also be required to determine compliance with County and State codes.
 - Stormwater management plan must be approved prior to permitting when applicable.
 - It is the applicants responsibility to ascertain availability of utilities to the subject property(ies). All costs to extend utilities to the property shall be borne by the applicant unless prior agreements have been made between the applicant and the City.

The undersigned, as owner (building contractor and/or agent for the owner) of the proposed construction hereby applies for permission to perform said construction in accordance with the provisions of Chapter 4 of the Code of Laws of the City of Cambridge, and authorizes inspection of the property as necessary to determine compliance with said Code.

The applicant hereby swears or affirms under penalty or perjury that the information given is true and correct to the best of his/her knowledge and belief, and that he/she will bring to the attention of the Office of the Building Official any change or divergence thereof.

Branden A. Spear
 Applicant

[Signature]
 Applicant Signature

Permission is hereby granted to the above applicant to perform the work herein described in accordance with the submitted plans and specifications and in accordance with Chapter 4 of the City of Cambridge Code of Laws.

RECEIPT # _____

Building Official _____

PERMIT # _____

District: **07** Account Number: **118236**



The information shown on this map has been compiled from deed descriptions and plats and is not a property survey. The map should not be used for legal descriptions. Users noting errors are urged to notify the Maryland Department of Planning Mapping, 301 W. Preston Street, Baltimore MD 21201.

If a plat for a property is needed, contact the local Land Records office where the property is located. Plats are also available online through the Maryland State Archives at www.plats.net (<http://www.plats.net>).

Property maps provided courtesy of the Maryland Department of Planning.

For more information on electronic mapping applications, visit the Maryland Department of Planning web site at <http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx> (<http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx>).