



City of Cambridge

DEPARTMENT OF PUBLIC WORKS

PLANNING & ZONING

1025 WASHINGTON STREET

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Instructions for Completing an Application to the Historic Preservation Commission

1. Schedule a time to call/visit the Planning and Zoning Department located at 1025 Washington Street, Cambridge, MD. Be prepared to discuss your project and receive guidance on the necessary course of action, such as whether or not your project requires HPC approval, and the upcoming application deadlines and meetings. The information gathered during this conversation will help Staff fully understand your project and make an appropriate recommendation to the Commission.
2. Review the Design Guidelines for the Cambridge Historic District for information on what is appropriate or allowable according to the scope of your project. The guidelines are available online at: www.choosecambridge.com on the Historic Preservation Commission page side bar, and at the Department of Public Works. By designing your project with the Guidelines in mind, you will have a much stronger application. For help interpreting the Guidelines or for more information please contact Staff.
3. Fill out an application to the Historic Preservation Commission. There is a filing fee of \$50 for residential structures and \$100 for commercial/ non-residential structures for all applications *except* applications for administrative review. Please be careful to fill out all of the requested information, and in as much detail as is available. Having a detailed application helps staff and Commissioners evaluate your project, and will ultimately result in fewer instances of cases being tabled or denied for lack of information.
 - a. The Historic Preservation Commission **requires** owners/applicants to informally present their concepts and ideas for review at a meeting *before* the application is filed with staff for large projects (additions,

removal of character defining features such as porches, for structures of unusual significance) and **strongly recommends** informal presentations for smaller projects. This provides an opportunity to finalize plans in such a way that is compatible with the needs of the applicant and the building and otherwise smooth out the application process. Please contact staff to be added to an agenda.

b. Some smaller projects may be eligible for administrative review. In these situations *an application must be filled out*; however it will be reviewed by staff on behalf of the commission, instead of at a meeting. These projects include:

- i. Replacement of *deteriorating* features or material in-kind
- ii. Removal of synthetic siding to expose and repair underlying/original siding
- iii. Repointing and masonry repairs that match the existing/original
- iv. The installation of storm doors and windows—please see staff to confirm materials
- v. Non-contributing door replacement
- vi. Restoration of historic doors based on photographic evidence and period appropriateness
- vii. Utilities that are not visible from the public right of way
- viii. Roof drainage systems
- ix. Electronic security devices
- x. Porch stairs and railings with the condition that the railing design corresponds to the existing porch railing
- xi. Some signs
- xii. Minor changes to environmental settings
- xiii. Extensions of Certificates of Appropriateness:
 1. CoA's are valid for one year from the date they are issued. An applicant may request a one-time extension, which must be made in writing.

This is not a conclusive list and all applications must be evaluated on an individual basis. If you are not sure whether or not to apply for an administrative review, contact staff. There is no charge for an administrative review application.

4. **Materials:** the table on page 2 is there for you to designate which features of the building will be affected by your project, what materials exist, and what materials you intend to use. For example, if an applicant wanted to replace their concrete front steps with brick, next to “porch details” in the column marked “existing materials” the applicant would indicate “concrete” and in the column marked “proposed materials” the applicant would mark “brick.” This table is intended to be used in conjunction with the “Scope of work” section, to make sure all of the details of the project are clear. It is important to fill these sections out in as much detail as possible to aid staff with their evaluation. *It is always better to include more pages if necessary, than to leave out information.*
5. Complete the attachments checklist and include all relevant documentation.
There are required documents, which are required for every application to the HPC; if these documents are not included, an application will be returned and the hearing may be delayed. There are also supplemental documents, these are documents specific to a type of project—for example, replacing a roof does not require a site plan, but new construction does. These documents are also required. There are example site plans and elevation drawings included with the application packet. If you have questions about how to fill these out, please contact staff. **Please keep in mind that whoever fills out the application should be present at the hearing.**
6. Helpful Definitions
 - a. Site Plan: a drawing or plat that describes and shows the location of features on the property such as buildings, driveways, fences, etc.
 - b. Dimensioned drawing: a drawing showing the dimensions of a particular feature in length, width and depth.
 - c. Scale drawing: a drawing that is to a specific scale, such as 1”= 10’0”
 - d. Spec. /Cut sheet: Specification sheets produced by the manufacturer, which describe the color, material, size, etc. of the material in question. Spec. sheets often appear as catalog information and should include a color picture of the material in question.
 - e. Easement: contractual agreements between a property owner and a holding organization.
 - f. Landscaping plan: a site plan specifically describing and detailing the location of specific plants or landscaping features such as walkways.

g. Floor plan: a scale drawing of the interior arrangement of rooms

Applications are evaluated chiefly on the basis of clarity, specificity, appropriateness, and compatibility—no two applications are the same. If you need help understanding how the information above relates to your specific project please do not hesitate to contact Staff.

Application to the Historic Preservation Commission

Check the Appropriate Requested Action:

- Informal Review
 - Discuss with the commission preliminary design ideas for a project. The Commission will address the appropriateness of the proposal and provide guidance.
- New Construction/New Addition
 - Construction of any new buildings or additions
- Exterior Building Alteration
 - Any changes or alterations including but not limited to roofing, masonry cleaning/repair, and repair/replacement of architectural features such as windows, doors, siding, porches, gutters, and trim, etc.
- Signage or Graphics
 - Installation of any signs or graphics on the building
- Landscaping/Fencing/Patios/Paving
 - Removing or adding landscaping or landscape features such as driveways, walkways, patios, fencing, retaining walls, etc.
- Demolition/Moving a Structure
 - The removal of any building or structure in whole or in part
- Other:

- Administrative Review
 - Meet with staff to discuss projects eligible for administrative review, such as in-kind replacement of deteriorated features, etc.

PROPERTY (LAND) OWNER:

Name

Street Address

City

State

Zip Code

E-Mail Address

Phone Number

Fax Number

APPLICANT INFORMATION: (IF DIFFERENT THAN PROPERTY OWNER)

Name

Street Address

City

State

Zip Code

E-Mail Address

Phone Number

Fax Number

PROPERTY INFORMATION:

Address

Map/Parcel Number

Current Zoning

Year Built

CONTRACTOR/ARCHITECT (if applicable)

Name

Address

Daytime phone number

Email address

MHIC or Registration # _____

Please use the table below to indicate the existing materials that will be affected by the project, and the materials that are proposed.

	Existing Materials	Proposed Materials
Foundation finish materials		
Exterior Wall Finish		
Porch Details		
Entrance Steps		
Window and door type and style		
Other prominent details		
Roof finish		
Chimney repair		
Walkway and driveway materials		
Landscape materials		
Fences		
Signage		
Handicapped accessibility		
Satellite dish		
Masonry		
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, altered, repaired, and/or added. Attach more sheets as needed.

Applicant/Owner Signature

Date

Attachments Checklist

Required Documentation:

- ___ Application (including detailed description of the materials and proposed project)
- ___ Photo's showing existing conditions/structures/architectural elements
- ___ Manufacturers specification sheets with color photo and dimensions for all proposed materials and architectural details
- ___ Easement documentation (if applicable)
- ___ Material samples for proposed materials and architectural details
- ___ Historical photographs detailing the original/previous features of the site (if available)
- ___ Sketch/rendering/drawing of the finished project; does not have to be professionally done, but should showcase (to best of applicants ability) what the finished project will look like.

Any application without these documents will be returned

Supplemental Documentation:

New Construction/addition

- ___ Site plan (to scale) clearly showing all new construction or additions and including any decks or porches and dimensions and setbacks from property line
- ___ Floor Plans
- ___ Dimensioned elevation drawings
- ___ Landscaping plan

Demolition

- ___ Site plan (to scale) clearly showing all demolition and including dimensions and setbacks from property line
- ___ Floor Plans (except decks and porches)
- ___ Dimensioned elevation drawings

Landscaping

- ___ Site plan (to scale) clearly showing all existing and proposed landscaping elements
- ___ Landscaping plan including detailed planting list if applicable

Signage

- ___ Color rendering of proposed sign face
- ___ Dimensioned drawing/rendering of proposed sign
- ___ Dimensioned representation of the sign placement on the building

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.