



City of Cambridge

PLANNING AND ZONING
1025 WASHINGTON STREET
CAMBRIDGE, MARYLAND 21613
TELEPHONE: 410-228-1955
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MD RELAY (V/TTY) 7-1-1 or 1-800-735-2258

HPC - CoA#	2021-004
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:

303 OAKLEY ST.	CAMBRIDGE	MD	21613
Street Address	City	State	Zip Code
1007121199			1912
Map/Parcel Number	Current Zoning		Year Built

APPLICANT INFORMATION:

US BANK TRUST NATIONAL ASSOC. AS TRUSTEE USAF9

Name

60 Livingston Ave ST PAUL MN 55107

Street Address

City State Zip Code

JBOYTON @ RESIPRO.COM

E-Mail Address

631-332-9135

Phone Number

Fax Number

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

Name

Street Address

City

State

Zip Code

E-Mail Address

Phone Number

Fax Number

CONTRACTOR/ARCHITECT (if applicable)

RESIPRO LLC

Name

3630 PEACH TREE RD. NE ATLANTA GA 30326

Address

631-332-9135

Daytime phone number

JBOYTON @ RESIPRO.COM

Email address

MHIC or Registration # 135543

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	Quantity :
Foundations & Masonry		
Exterior Wall / Finish		
Porch / Floor, Elements, Details ...		
Entrance Steps		
Windows & Doors / type & style	WOOD WINDOW & DOOR	
Ornamental Elements (brackets ...)		
Roof & Dormers	SHINGLES OVER PORCH	
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.

ALL THE WINDOWS ARE BEING REMOVED FOR REPAIR ONLY. THEY ARE BEING STRIPPED, REGLAZED AND PAINTED. THEN THEY WILL BE REINSTALLED WITH THE ORIGINAL WOOD WINDOWS. BROKEN PANES WILL BE REPLACED WITH 1/8th INCH SOLID GLASS - SINGLE PANE. SAME AS THE ORIGINAL. STORM WINDOWS WILL BE REMOVED AND REINSTALLED AFTER THE WINDOWS ARE REPAINTED. SHINGLES OVER THE PORCH WILL BE REPLACED WITH CHARCOLE ARCHITECTURAL SHINGLES.

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)

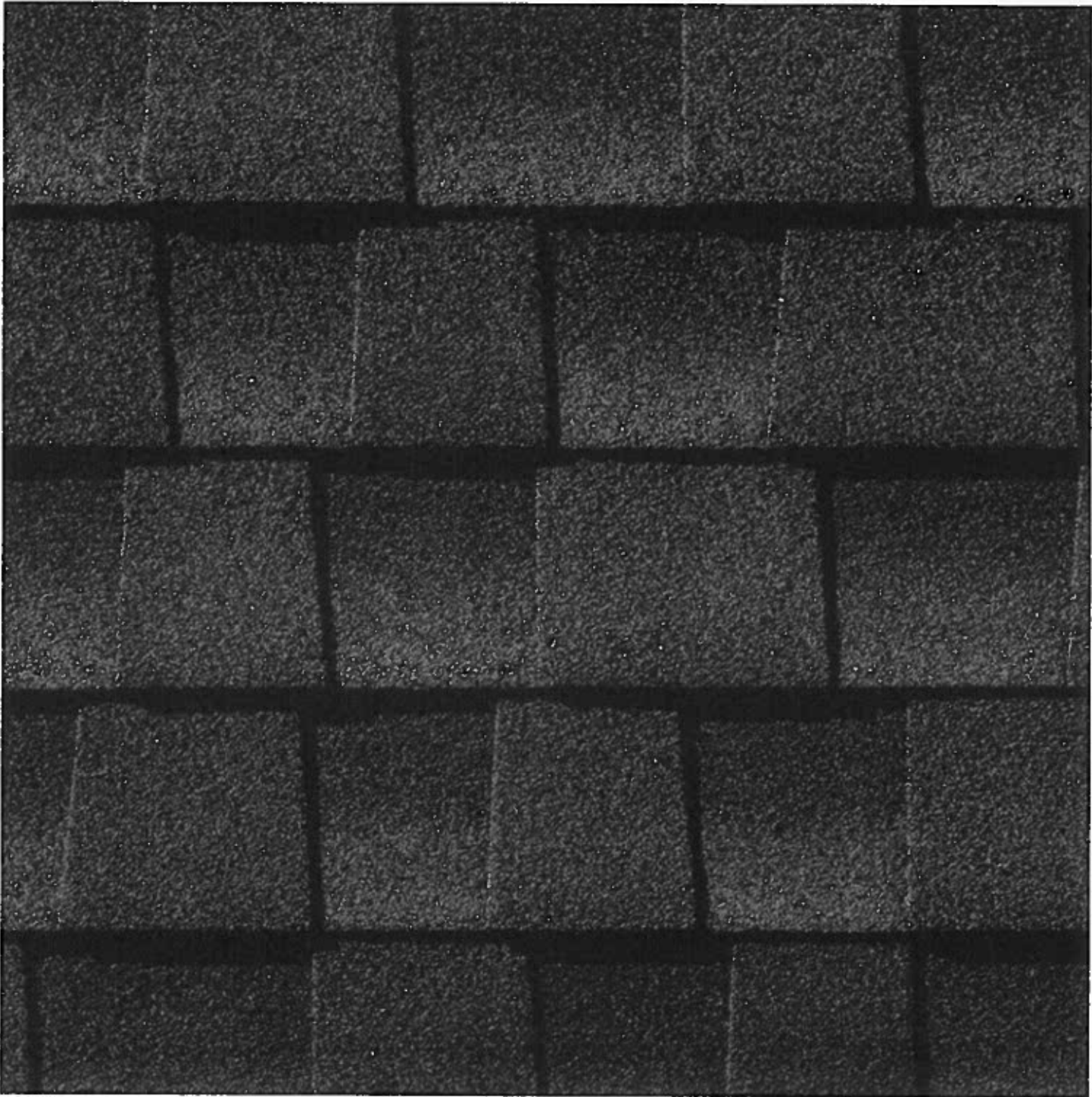
Construction Details (including all materials specifications, ornamental elements, special features)

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.

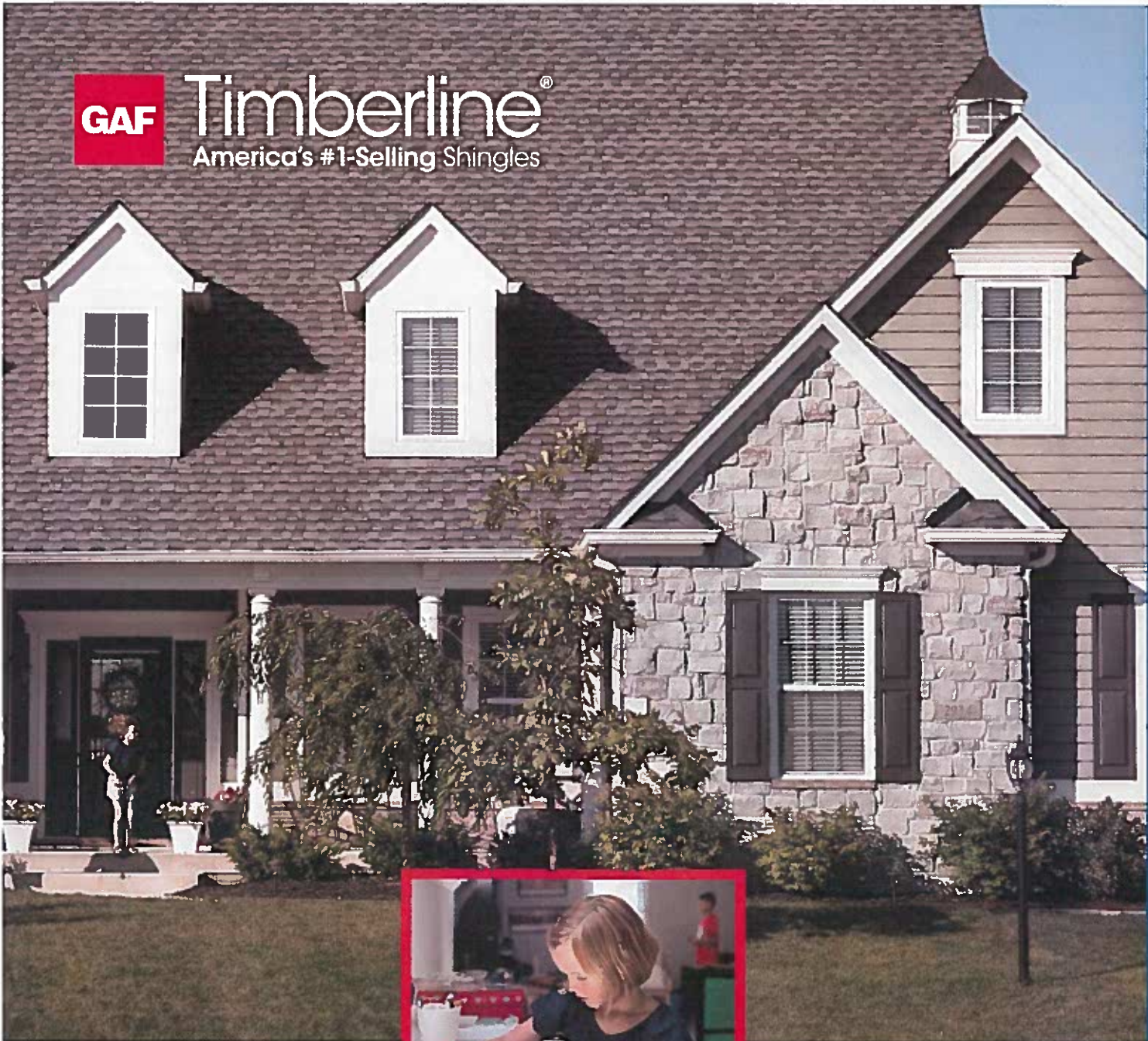
Drawings/photographs of proposed alteration and modifications to site

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





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