

Application for Notice to Proceed

Commission For Historical and Architectural Preservation

417 E. Fayette Street, 8th floor

Baltimore, Maryland 21202

(410) 396-4866

Historic District: _____ Permit No.: com20____ - _____

Exterior changes to all properties within Baltimore City's historic districts, and local Landmark structures must be presented to the Commission for Historical and Architectural Preservation (CHAP) for review and approval, before a building permit can be issued.

Guidelines are available to assist you with your renovation or restoration efforts; these serve as standards for all CHAP decisions with regard to your architectural plans. The staff at CHAP is available to aid you in obtaining the required CHAP Notice-To-Proceed. An appointment is recommended for larger projects, or if design and/or planning advice is requested. In addition, prior to obtaining a Notice-To-Proceed, CHAP requires that the applicant presents the plans to the appropriate historic district neighborhood association for review and comment.

It is strongly advised that you do not order or purchase any materials, or proceed with any work, until CHAP approval and required City permits are obtained. Any questions concerning CHAP's permit application procedures should be directed to our office at (410) 396-4866.

1) PLEASE PROVIDE THE FOLLOWING INFORMATION:

PROPERTY ADDRESS: _____ ZIP _____

OWNER'S NAME: _____ PHONE # _____

OWNER'S ADDRESS: _____ ZIP _____

APPLICANT'S NAME: _____ PHONE # _____

APPLICANT'S ADDRESS: _____ ZIP _____

APPLICANT'S EMAIL: _____

APPLICANT IS: Owner Lessee Architect Consultant
 Contractor Other

ARCHITECT (if any): _____

CONTRACTOR (if any): _____

2) DETAILED DESCRIPTION OF ALL EXTERIOR CHANGES PROPOSED:

Please attach plans, drawings, catalogue samples and specifications of the exterior work that you are planning, as well as photographs and/or drawings of the existing condition of your building (see checklist for required materials and information to be submitted):

3) APPROXIMATE PROJECT COST: \$ _____

4) APPROXIMATE PROJECT START AND FINISH DATES:

5) NEIGHBORHOOD ASSOCIATION/ ARCHITECTURAL REVIEW COMMITTEE SIGNATURE (PLEASE ATTACH ANY WRITTEN COMMENTS):

Signature of Association/ARC representative

Date

7) IF YOUR PROPOSAL IS ONE THAT WILL AFFECT YOUR NEIGHBORS (ADDITION, FENCE, DECK, AC UNIT, SATELLITE DISH, SIDEWALK ETC.) HAVE YOU DISCUSSED YOUR PLANS WITH THEM (please circle): **YES / NO**

8) IF A SPECIAL ZONING APPROVAL (VARIANCE) IS REQUIRED, HAVE YOU OBTAINED SUCH APPROVAL FROM THE BOARD OF MUNICIPAL ZONING APPEALS? IF YES, LIST DATE: _____

9) HAVE YOU SUBMITTED A HISTORIC PROPERTY TAX CREDIT APPLICATION FOR THIS PROPERTY? (please circle) **YES/NO**
APPROXIMATE DATE OF SUBMISSION? _____

10) SIGNATURE OF APPLICANT

Sign

Date

Print full name

HISTORIC PROPERTY TAX CREDITS

Baltimore City offers a property tax incentive program that will grant a 10-year credit on any assessment increase resulting from qualifying improvements to your property. A minimum investment of 25% of the full cash value of your property, and project certification by CHAP are requirements of this program. Projects must be pre-approved before any work can start. Contact CHAP at (410-396-4866) or historictaxcredit@baltimorecity.gov for further information.

PUBLIC HEARINGS

Certain permit requests will require a public hearing, subject to full Commission review, for which a CHAP hearing notice must be posted 10 days prior to the hearing date. Twenty (20) copies of this application and supporting plans and specifications are to be submitted to CHAP staff no later than 25 calendar days prior to this hearing. **You will be notified by CHAP staff, whether a public hearing will be needed for your project review (CHAP staff will notify the applicant of required hearing materials).** CHAP hearings are held on the second Tuesday of the month, at 1:30 PM, in the Department of Planning, 8th floor, 417 East Fayette Street, Baltimore, Maryland 21202.

NOTICE-TO-PROCEED CHECKLIST

Not all information is required for each project; include only what is applicable to your proposal. All applications should include a photograph of the current conditions of the structure or property.

1. REHABILITATIONS AND ADDITIONS:

- Elevations drawings or photographs indicating proposed alterations. Include door(s) and window(s) design. Manufacturer's catalogue data may be used
- Exterior material description
- Photographs of existing condition from all relevant elevations
- For additions: site plan showing lot dimensions and existing Building on lot, location and size of proposed addition
- Historic photographs should accompany any request to return the building or structure to an earlier appearance

2. MATERIAL CHANGE:

- Detailed description of proposed work
- Photographs of area involved
- Samples and specifications of materials involved

3. PAINTING:

- Specifications (name, number, and manufacturer) of paint color
- Paint color sample

4. NEW CONSTRUCTION:

- Elevation drawings in scale of all sides
- Photographs of proposed site and adjacent properties (context)
- Site plan showing proposed building footprint
- Specifications for materials, incl. Colors (roof, siding, windows, Doors, architectural ornamentation)
- Material samples

5. SIGNS:

- Dimensional elevation identifying materials, colors, lettering (Size and style), and wordage
- Photograph indicating sign location
- Lighting specifications, if applicable

6. ACCESSORY USE:

Parking lots / areas:

- Site plan showing dimensions and location of screening
- Materials specifications for parking surface, fences and walls, As well as landscaping plan

Fences and Walls:

- Site plan showing location of fence/wall
- Sketch, drawing or photograph of proposed design
- Photographs of area to be fenced and adjacent properties

Mechanical equipment, walks, and landscaping:

- Site plan showing location and layout
- Photographs of area affected
- Material specifications

7. DEMOLITION AND HARDSHIP

- Request and complete specific Hardship and Demolition Application
- Photographs of building or structure to be demolished (Or portion of building to be demolished)

8. PUBLIC HEARING REQUIREMENTS

- Fully rendered colored elevations (all façades including surrounding structures)
- Additional detailed renderings (specific details: cornices, doors, railings etc.)
- Site plan of proposed structures and alterations
- Scale model (showing scale and relation to existing structures)
- Material samples (siding, brick color, paint, etc.)
- Photographs of current site conditions and surrounding structures
- Reference materials, examples of similar new construction and additions

NEIGHBORHOOD ARCHITECTURAL REVIEW
COMMITTEE CHAIR PERSONS:

Auchentoroly Terrace	Ms. Donna Cypress, 410-728-3292
Bancroft Park	Mr. Kan Lasson, 410-358-4649
Barclay/Greenmount	<i>No Liaison At Present Time</i>
Better Waverly	Mr. Phillip LaCombe, 413.648.7445, placombe@gmail.com Ms. Deborah Evans, 443-802-4384
Bolton Hill	Mr. David King, 410-989-1625, dking.dc@gmail.com Mr. Steve Marker, 301-807-3853, smarker88@gmail.com
Butchers Hill	Mr. Virgil Bartram, 410-327-4964
Dickeyville	Mr. Duncan Hodge, 410-467-3060
Eutaw/Madison	Ms. Nancy Cooper Morgan, 410-728-5820
Fell's Point	Fell's Point DRC, fellsdrc@yahoo.com
Franklinton	Carol Fry
Hunting Ridge	<i>No Liaison At Present Time</i>
Jonestown	Mr. Richard Schaefer, 410-752-7438
Madison Park	Mr. Brent Pertusio, 443-956-1690, bpertusio@gmail.com Ms. Pamela Johnson, 443-226-6891, pamelae.johnson1@verizon.net
Mount Royal Terrace	Mr. Randy Keck, 443-250-2520
Mount Vernon	Mr. Steve Shen, arc@mvba.org
Mount Washington	Ms. Laurie McLain, 410-664-0330 Mr. Ed Haladay, 443-629-0606
Oldtown Mall	<i>No Liaison At Present Time</i>
Otterbein	Ms. Louise Laurence, 443-570-0289, llaurance@towson.edu
Perlman Place	<i>No Liaison At Present Time</i>
Railroad	Mr. Thomas Ward, 410-669-8154
Ridgely's Delight	Mr. Mark James, 410-802-9990
Seton Hill	Mr. Kevin Douglass-Olive, 443-386-9423
Stirling Street	<i>No Liaison At Present Time</i>
Ten Hills	Mr. Robert O'Hatnick, 410-332-1009
Union Square	Mr. Daniel Rodenburg, 410-209-7055
Upton's Marble Hill	Ms. Marion M. Blackwell, 410-462-6378
Washington Hill	<i>No Liaison At Present Time</i>
Waverly	Mr. Michael Franch, 410-889-3252
Wilkens Avenue	<i>No Liaison At Present Time</i>
Wyndhurst	Mr. Henry Kay, 410-464-2842

****If your district has no liaison directly contact your CHAP planner listed on the next page.****

**COMMISSION FOR HISTORICAL AND ARCHITECTURAL
PRESERVATION STAFF CONTACT:**

Eric Holcomb (443) 984-2728, eric.holcomb@baltimorecity.gov

Perlman Place

Railroad

W. Edward Leon (443) 984-2727, eddie.leon@baltimorecity.gov

Ashburton
Bancroft Park
Better Waverly
Butcher's Hill
Fells Point
Franklinton
Loft District
Madison Park
Union Square

Mount Washington
Ridgely's Delight
Seton Hill
Upton's Marble Hill
Washington Hill
Waverly
Wilkins Avenue
Wyndhurst

Lauren Schizik (410) 396-5796, lauren.schizik@baltimorecity.gov

Auchentoroly Terrace
Barclay/Greenmount
Bolton Hill
Dickeyville
Hunting Ridge
Oldtown

Otterbein
Stirling Street
Ten Hills
Baltimore City Landmarks
City-Owned Properties
Schools

Caitlin Audette (410) 396-8354, caitlin.audette@baltimorecity.gov

Eutaw Place-Madison
Jonestown
Mount Royal Terrace

Mount Vernon
Sharp-Leadenhall

**[http://www.baltimorecity.gov/Government/BoardsandCommissions/
HistoricalArchitecturalPreservation.aspx](http://www.baltimorecity.gov/Government/BoardsandCommissions/HistoricalArchitecturalPreservation.aspx)**

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