



TALBOT COUNTY HISTORIC PRESERVATION COMMISSION  
PHONE 410-770-8030 - FAX 410-770-8043

**INSTRUCTIONS FOR FILING A HISTORIC DISTRICT OVERLAY ZONE  
APPLICATION**

Identify the current contact in Talbot County Planning and Zoning (TCP&Z) for the Talbot County Historic Preservation Commission (TCHPC).

For a quick general review of the process refer to *The Nomination Check List*.

**Talbot County Historic Preservation Commission Review**

You must receive a letter from the property owner requesting and giving the County permission to begin the Historic District Overlay Zone Application process.

Send the property owner the *Application for Amendment to the Official Zoning District Map*.

Information needed to complete the *Application for Amendment to the Official Zoning District Map*:

- ✓ Property address,
- ✓ Tax Map Number, Grid, Parcel and Lot numbers,
- ✓ Property size,
- ✓ Current zoning and proposed zoning,
- ✓ Signature and
- ✓ Current review fees.

TCHPC will then make arrangements for and visit the proposed site.

TCHPC will send a letter to the property owner acknowledging that the site visit has occurred and informing them that the Commission will make a preliminary determination during the next regularly scheduled TCHPC meeting.

The property and application are then placed on the agenda for the next meeting, which should then be advertised at least 15 days prior to the meeting. Advertising the meeting should be coordinated with TCP&Z.

The TCHPC then reviews documentation on the property to determine if it meets the criteria to be listed as a Historic District Overlay Zone. Then a vote is taken and the *Nomination Check List* should be started for the property.

A letter is sent to the property owner advising of the TCHPC's determination and requesting the documentation required to submit the application to the Talbot County Planning Commission. \*\*

\*\* Please note that much of the documentation may already exist in the form of a MHT Survey or other documentation. The TCHPC must decide what documentation will be the burden of the commission or of the owner.

Documentation Required - Refer to *Nomination Check List*

- \_\_\_\_\_ Statement of significance
- \_\_\_\_\_ Photographic documentation
- \_\_\_\_\_ Letters to property owner
- \_\_\_\_\_ Date of Site Visit \_\_\_\_\_ Procedure
- \_\_\_\_\_ Date of Public hearing \_\_\_\_\_ Result
- \_\_\_\_\_ Letter of approval from property owner
- \_\_\_\_\_ Proof of public notice for TCHPC public hearing
- \_\_\_\_\_ Copy of deeds and/or legal description of district
- \_\_\_\_\_ Copy of tax map, sketch plan or plat map.
- \_\_\_\_\_ Large scale map showing general location of property

Gather and create 10 copies of all documentation as required by TCP&Z. When all documentation is collected forward to the office of TCP&Z with a cover letter to the Talbot County Planning Commission recommending that the Talbot County Planning Commission approves the application and following their review to forward the application to the Talbot County Council with a recommendation to approve.

**Talbot County Planning Commission Review.**

Prior to the Talbot County Planning Commission Review, the office TCP&Z will notify all adjoining property owners of the pending application. TCP&Z will advertise the Talbot County Planning Commission's meeting 15 days prior to that meeting and will prepare *The Finding of Fact* to be presented to the commission.

The Talbot County Planning Commission will vote at their meeting and make the recommendation to the Talbot County Council to either approve or deny the application. In certain cases, they may require additional information. This request may be in the form of a condition to the approval or may require significant changes that will require scheduling a new public hearing and public advertising

**Talbot County Council Review and Legislative Process.**

TCP&Z will then schedule a hearing with the Talbot County Council to introduce a bill to review the application and the hearing will be publicly advertised.

The bill will be sponsored by a member or members of the Talbot County Council and introduced by the Talbot County Council at which time the bill number will be assigned.

Two publicly advertised hearings will follow. At the second public hearing the bill will be voted on and, if approved, will become effective 60 days following the vote.

The county zoning maps will be modified immediately after 60-day period (when the bill becomes effective) delineating the new Historic District Overlay Zone.

**General Notes:**

Prior to initiating an Application for Historic District Overlay Zone, consult with the office of Talbot County Planning and Zoning to ensure that there have been no changes made to this process and to coordinate with TCP& Z through out ALL steps of the process.