



**Talbot County Historic Preservation Commission**  
215 Bay Street, Suite 2  
Easton, Maryland 21601  
410-770-8030

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## Checklist for Work Permit Application

**Instructions:** Complete only the section that applies to the proposed project. Applications are only considered complete when all required items are included in the application package. If the applicant feels a required item is not appropriate or applicable to the proposed project, the applicant must list a reason for the omission of that item for the Commission's information. The Commission will not hear any application that is not complete. All required items must be submitted at the Talbot County Department of Planning and Zoning on or before noon of the deadline date corresponding with the desired hearing date as listed on the Submittal Schedule.

### ( ) Rehabilitation/Renovation

- \_\_\_\_\_ 1. Photographs of all existing conditions that are affected by the proposed rehabilitation or renovation.
- \_\_\_\_\_ 2. Dimensioned elevation drawings, drawn to scale, and/or photographs with overlaid sketch indicating the proposed alterations. Please include door and window designs, along with manufacturer's catalog data (specifications, cut sheets, etc.). A set of as built elevations must accompany the drawings of the proposed work.
- \_\_\_\_\_ 3. Exterior material description for existing and proposed.
- \_\_\_\_\_ 4. Where applicable, historic photographs or other documentary evidences should accompany all proposals requesting that a structure or portion of a structure be returned to its earlier historic appearance.
- \_\_\_\_\_ 5. Landscape plan where significant landscaping site features are affected by the proposed renovations or rehabilitation, contact the Environmental Planner 410-770-8034. Removal of trees will require a permit from the Department of Planning and Zoning.

### ( ) New Construction/Addition

- \_\_\_\_\_ 1. Site plan showing proposed additions or other new construction, indicating setbacks. Show all existing structures, all existing and new landscaping features, walks, patios, pools, driveways, parking areas, etc. All features should be clearly labeled. The site plan shall be drawn to scale using an engineer's scale.
- \_\_\_\_\_ 2. Dimensioned elevation drawings, drawn to scale, showing all sides of the proposed construction. Drawings shall include notations in regard to materials (ie: siding and roofing), roof pitches, height dimensions, fenestration (doors and windows), and trim details proposed for use in this project. Existing materials should also be clearly

File Number: \_\_\_\_\_

noted. A set of as built elevations must accompany the drawings of the proposed work. At the discretion of the Commission, three dimensional perspective rendering may be required when necessary for demonstration of massing, and visual impact of the new construction and its compliance with review guidelines employed by the Commission.

- \_\_\_\_\_ 3. Floor plans of the proposed structure and the existing structure at the levels, inclusive of exterior architectural details such as balconies, porches, decks, patios and terraces. A set of as built floor plans must accompany the drawings of the proposed work.
- \_\_\_\_\_ 4. Photographs showing existing conditions and nearby structures.
- \_\_\_\_\_ 5. Specifications (cut-sheets, brochures, et.) of proposed materials, including roofing, siding, bricks, windows, doors and any other architectural details.
- \_\_\_\_\_ 6. All schedules for items visible on the exterior of the structure such as windows, doors, trim, etc.

**( ) Fencing/Gates/Landscaping**

- \_\_\_\_\_ 1. Site plan showing location of proposed fencing, gates or landscaping improvements. Show all existing structures, walks, patios, pools, driveways, parking, etc. The site plan shall be drawn to scale using an engineer's scale.
- \_\_\_\_\_ 2. Design drawings (plan and elevation views) of proposed work, indicating height and size dimensions, picket styles, proposed materials and other relevant details.
- \_\_\_\_\_ 3. Material special specifications (cut sheets, brochures, shop photographs and sketches, etc.)
- \_\_\_\_\_ 4. Photographs of the areas impacted by the proposed work.

**( ) Signs**

- \_\_\_\_\_ 1. Dimensioned drawings of the sign, identifying materials, colors, lettering (size and font style), wording and any proposed artwork or ornamentation.
- \_\_\_\_\_ 2. Photograph of area on property where proposed sign is to be located.
- \_\_\_\_\_ 3. Lighting specifications, if applicable.
- \_\_\_\_\_ 4. Mounting details.

**Note:** Before designing any sign, be sure to check the Talbot County Zoning Code for regulations and restrictions regarding signs.

File Number: \_\_\_\_\_

**( ) Piers, Shoreline Stabilization/Restoration and all other marine work**

- \_\_\_\_\_ 1. A set of all drawings and information submitted to MDE/Army Corp for the project.
- \_\_\_\_\_ 2. Photographs of the area on the property work will be done, and view from all portions of the property where its features may be impacted by the proposed work.
- \_\_\_\_\_ 3. A site plan of the complete property showing all existing structures, all landscaping features, walks, patios, pools, driveways, parking areas, and the proposed marine work. All features should be clearly labeled and the proposed work should be accurately dimensioned. The site plan shall be drawn to scale using an engineer's scale.

**Note:** Before requesting a hearing from the Historic Preservation Commission, the applicant shall apply for the required MDE/Army Corps licenses by submitting the appropriate joint application and drawings. The same submittals for those licenses shall be part of the submittal package for the Historic Preservation Commission hearing. If the work involves restoration or in-kind replacement of a boathouse or pavilion, please complete the first section on the preceding page labeled "Rehabilitation/Renovation" in addition to this section.

**( ) Demolition:**

- \_\_\_\_\_ 1. Is this demolition sought because of falling structural integrity? If so attach a copy of a Professional structural engineer's report on the condition of the structure.
- \_\_\_\_\_ 2. Is this demolition sought because of economic hardship? If so, please attach documentation supporting economic hardship.
- \_\_\_\_\_ 3. If demolition is requested for any other reason, briefly state reason. The narrative on the application must explain the rational for demolition in detail.

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File Number: \_\_\_\_\_

- \_\_\_\_\_ 4. Provide dimensioned as built floor plans and elevation drawings of the structure proposed for demolition drawn to scale.
- \_\_\_\_\_ 5. Provide photo documentation of all four elevations of the structure proposed for demolition.
- \_\_\_\_\_ 6. Provide a site plan drawn to scale using an engineer's scale showing the structures location on the property, as well as all other structures and features.

**Note:** The Historic Preservation Commission may require additional professional inspection of the structure, such as evaluation by a historic preservation specialist.

