



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

Instructions for Historic District Work Permit Application

1. Applicants for Talbot County Historic District Work Permits shall be filed with Department of Planning and Zoning and promptly referred to the Historic District Commission staff by or before 12:00 p.m. of the corresponding deadline date for the desired date as listed on the Submittal Schedule. The applicant and/or his representative need not be present at the hearing. However, attendance at the hearing is strongly advised in the event the Commissioners have questions or require more information. The Commission reserves the right to postpone action on an application whenever information is inadequate to facilitate a decision.
2. One copy of a Talbot County Historic District Work Permit Application shall be completed and signed by the applicant, accompanied by eight copies of the required submittal items as described on the attached Talbot County Historic Preservation Commission application checklist.
3. The Commission may at its discretion, specify modified submission requirements.
4. An application shall not be dated until it is complete and accepted by the Historic District Commission or its staff. Applications determined incomplete shall be returned to the applicant as soon as possible with a detailed list of needed information.
5. At the time the application is officially accepted, a review period not to exceed forty-five (45) days begins. The review may include preliminary examination by Planning and Zoning staff and Commissioners, a site visit and the hearing scheduled during a regular meeting of the Historic Preservation Commission.
6. Upon rendering a decision, the Commission may instruct its staff to:
 - a. Prepare for the signature of the Historic Preservation Commission Chairman, a Historic Preservation Work Permit Certificate; or
 - b. Prepare for signature of the Historic Preservation Commission Chairman, a Historic Preservation Work Permit Certificate subject to such conditions as are necessary to Ensure conformity with the provisions of the Talbot County Code; or
 - c. Prepare for signature of the Historic Preservation Commission Chairman, a letter to the applicant denying the work permit, stating the reasons for the denial and informing the applicant the applicant of the right to appeal.

After the Historic District Work Permit Application has been approved by the Historic Preservation Commission the applicant shall apply to the Talbot County Department of Permits and Inspections for the appropriate building or zoning permit.

The permit application will then be reviewed for compliance with the Talbot County Zoning Code, the Floodplain Management Ordinance, Public Works regulations, Talbot County Health Department regulations, State Critical Area regulations and current building code regulations. After all the appropriate agencies have reviewed and approved the permit application, the building Permit will be issued by the Department of Permits and Inspections.

After approval of the Historic Preservation Commission, contact Permits and Inspections Office to apply for your building permit or zoning certificate. **Only after application approval and issuance of a Talbot County building permit or zoning certificate are issued, may the proposed work begin.**