



Talbot County Historic Preservation Commission **Historic District Work Permit Application Checklist**

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 Office of Planning and Zoning on or before noon of the deadline date corresponding with the desired hearing date as listed on the attached Submittal Schedule.

() Rehabilitation/Renovation:

- _____ 1. Photographs of all existing conditions that are affected by the proposed rehabilitation/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 (both existing and proposed).
- _____ 4. Where applicable, historic photographs or other documentary evidence should accompany all proposals requesting that a structure or portion of a structure be returned to its earlier historic appearance.
- _____ 5. Landscape plan, when site features will be involved. Please show the location of existing trees. *Please note: Removal of trees requires a permit from the office of Planning and Zoning. Please contact The Environmental Planner at 410-770-8030 for an application and instructions.*

() New Construction/Addition:

- _____ 1. Site plan showing all 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 at an appropriate, easily readable standard 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 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 all 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 (cutsheets, brochures, etc) 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 areas, etc. The site plan shall be drawn at an appropriate, easily readable standard 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 specifications, (cutsheets, brochures, shop photographs and sketches, etc.)
- _____ 4. Photographs of the areas impacted by the proposed work.

() Signs:

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

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

***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.)*

- _____ 1. A set of all drawings and information submitted to MDE/Army Corps for the project.
- _____ 2. Photographs of the area on the property where proposed work will be done, and views 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 existing 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 at an appropriate, easily readable standard engineer's scale.

() Demolition:

- _____ 1. Is this demolition sought because of failing structural integrity? If so, please 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, please briefly state reason. (*The narrative on the application must explain the rationale for demolition in detail.*)

- _____ 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 an appropriate standard engineer's scale showing the structure's 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.