



## APPLICATION INSTRUCTIONS

### FAÇADE IMPROVEMENT PROGRAM AND HISTORIC DISTRICT COMMISSION

### APPLICATION FOR APPROVAL

**SUBMIT 12 COPIES** of this application package, including all supporting materials required on pages 2-3 of this application to Howard County Department of Planning and Zoning. Applications must be received no later than 5:00 pm, 22 days prior to the meeting. Applications can be submitted via mail, but may result in missing the deadline. Applications are not accepted via email or fax.

Address: Howard County Department of Planning and Zoning, 3430 Court House Drive, Ellicott City, MD 21043

#### **Meeting Information**

The Historic District Commission (HDC) meets at 7:00 pm generally on the first Thursday of each month at 3430 Court House Dr., Ellicott City, MD. If a meeting is cancelled, Applicants will be notified and the cancellation will be posted on the County's website at:

<http://www.howardcountymd.gov/servicespage.aspx?ID=6442460809> and

[http://www.howardcountymd.gov/Historic\\_District\\_Commission.htm](http://www.howardcountymd.gov/Historic_District_Commission.htm).

Applicants are expected to attend the HDC meeting in order to describe the proposed work and to respond to questions. Failure to attend the meeting may delay consideration and approval by the Commission, or result in the application being denied.

#### **Application Information**

For questions concerning this application, please contact Samantha Holmes, Historic Preservation Planner, at 410-313-4428 or [sholmes@howardcountymd.gov](mailto:sholmes@howardcountymd.gov). Applications will be reviewed for completeness and Applicants will be notified if additional information is required to complete the application. Failure to provide all required information may result in the rejection of the application.

#### **Additional Information**

No work requiring HDC approval can proceed until the Certificate of Approval is issued. Proposed changes not listed on the application or for legal advertisement cannot be reviewed by the Commission.

#### **Permit Information**

If HDC Approval is received, it does not eliminate the need for a building permit. Those permits may be applied for in the Department of Inspections, Licenses and Permits located on the first floor at 3430 Court House Dr., Ellicott City, MD. Any questions regarding the permit process should be directed to the Department of Inspections, Licenses and Permits at (410) 313-2455.

#### **Façade Improvement Program Information**

Funds are available on a first-come first-serve basis. Applications must be approved by the Historic District Commission before funds will be awarded. Two contractor bids are required. For more information on the funding process, please see: [www.howardcountymd.gov/historic\\_preservation.htm](http://www.howardcountymd.gov/historic_preservation.htm).

# ELLICOTT CITY FACADE IMPROVEMENT PROGRAM

## HISTORIC DISTRICT COMMISSION AND FAÇADE IMPROVEMENT PROGRAM APPLICATION FOR APPROVAL

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### Questions

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### FOR STAFF USE ONLY

#### Application #:

HDC -

FIP -

#### Meeting Date:

#### Date Received:

### PROPERTY INFORMATION

Address of Subject Property: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Is this property listed on the Howard County Historic Sites Inventory?  Y  N #HO- \_\_\_\_\_

### APPLICANT INFORMATION

Name of Applicant (please only provide one name for contact purposes): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone No. (W) \_\_\_\_\_ (H) \_\_\_\_\_

Email: \_\_\_\_\_ Contact Preference: \_\_\_\_\_

### TENANT INFORMATION

Please list all current tenants or number of apartment units in the building:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PROJECT INFORMATION

Bid #1: \_\_\_\_\_ Bid #2: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**ALL APPLICATIONS MUST INCLUDE:**

- A completed Part 2 and 3 of this application and a detailed description below (pages 2-3).
- Samples/photographs of materials, colors, and dimensions for proposed work (below).
- Plot plans, site plans, or elevations (as applicable to proposal).
- Labeled photograph(s) of existing property conditions.
- Two bids on contractor letterhead.       Signatures on page 4

**PART 2: DESCRIPTION:** Please briefly describe the proposed work below and provide the details on pages 3-4. Please consult the Ellicott City Design Guidelines, which are located on the County website at [www.howardcountymd.gov](http://www.howardcountymd.gov). Provide a separate page if needed.

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**PART 3: TYPE OF ALTERATION :** Please check the appropriate box for the proposed work and fill in required blanks

**PAINTING:** Refer to page 50 of the Ellicott City Design Guidelines.

Existing Color: \_\_\_\_\_ Proposed Color: \_\_\_\_\_  
Paint Chip Included:  Yes  No Area(s) to be painted: \_\_\_\_\_  
Additional Info Included:  Yes  No \_\_\_\_\_

**MASONRY/WALLS/SIDING:** Refer to pages 25-30 of the Ellicott City Design Guidelines.

Existing Material: \_\_\_\_\_ Proposed Material: \_\_\_\_\_  
Existing Color: \_\_\_\_\_ Proposed Color: \_\_\_\_\_  
Additional Info Included:  Yes  No Specs/Photos Included:  Yes  No

**WINDOWS:** Refer to page 38 of the Ellicott City Design Guidelines.

Existing Material: \_\_\_\_\_ Proposed Material: \_\_\_\_\_  
Existing Color: \_\_\_\_\_ Proposed Color: \_\_\_\_\_  
Existing Sash Arrangement: \_\_\_\_\_ Proposed Sash Arrangement: \_\_\_\_\_  
Additional Info Included:  Yes  No Specs/Photos Included:  Yes  No

**SHUTTERS:** Refer to page 42 of the Ellicott City Design Guidelines.

Existing Type: \_\_\_\_\_ Proposed Type: \_\_\_\_\_  
Existing Color: \_\_\_\_\_ Proposed Color: \_\_\_\_\_  
Existing Material: \_\_\_\_\_ Proposed Material: \_\_\_\_\_  
Additional Info Included:  Yes  No Specs/Photos Included:  Yes  No

**PART 3: TYPE OF ALTERATION:**

Please check the appropriate box for the proposed work and fill in required blanks.

**DOORS AND STORMS DOORS:** Refer to page 35 of the Ellicott City Design Guidelines.

Existing Type: \_\_\_\_\_

Proposed Type: \_\_\_\_\_

Existing Color: \_\_\_\_\_

Proposed Color: \_\_\_\_\_

Existing Material: \_\_\_\_\_

Proposed Material: \_\_\_\_\_

Additional Info Included:  Yes  No

Specs/Photos Included:  Yes  No

**LIGHTING:** Refer to page 71 of the Ellicott City Design Guidelines.

Type: \_\_\_\_\_

Location: \_\_\_\_\_

Color: \_\_\_\_\_

Installation Method: \_\_\_\_\_

Material: \_\_\_\_\_

Specs/Photos Included:  Yes  No

**AWNINGS:** Refer to page 48 of the Ellicott City Design Guidelines.

Type: \_\_\_\_\_

Location: \_\_\_\_\_

Color: \_\_\_\_\_

Installation Method: \_\_\_\_\_

Material: \_\_\_\_\_

Specs/Photos Included:  Yes  No

**OTHER (such as window boxes and dormers, iron work, or other features visible on façade, etc. Please explain in detail):** Please refer to the Ellicott City Design Guidelines and attach additional pages as necessary.

Description: \_\_\_\_\_

\_\_\_\_\_

Specs/Photos Included:  Yes  No

**OTHER (such as window boxes and dormers, iron work, or other features visible on façade, etc. Please explain in detail):** Please refer to the Ellicott City Design Guidelines and attach additional pages as necessary.

Description: \_\_\_\_\_

\_\_\_\_\_

Specs/Photos Included:  Yes  No

**PLEASE SUBMIT ADDITIONAL PAGES AS NECESSARY**

## Facade Improvement Program General Conditions

It is expressly understood and agreed that the Applicant is not an agent, employee or subcontractor of Howard County Government.

It is expressly understood and agreed that the Applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, building permits, HDC requirements, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to the receipt of a Letter of Commitment is ineligible for funding.

It is expressly understood and agreed that the Applicant will not seek to hold Howard County Government and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Project.

The Applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury relating to the Façade Improvement Project.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.

The applicant authorizes Howard County Government to promote an approved project, including, but not limited to, displaying Ellicott City Façade Improvement Program signage at the site, during and after construction, and using photographs and descriptions of the project in Partnership materials and press releases.

### HISTORIC DISTRICT COMMISSION GENERAL CONDITIONS:

I hereby certify by the signatures(s) below that the information supplied herewith is correct and complete and authorizes such periodic on-site inspections by the Department of Planning and Zoning and its agents as may be necessary to review this application and any petitions filed in connection herewith and to enforce the Historic District Guidelines and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted.

**If the Applicant is not the owner of the subject property, the owner's signature authorizing the proposed work is required .**

### **SIGNATURE(S):**

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Applicant or Authorized Agent

Date

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Owner (if different than Applicant)

Date