



## APPLICATION INSTRUCTIONS FINAL TAX CREDIT CLAIM

**SUBMIT 10 COPIES** of this application package, including all supporting materials required on page 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: 3430 Court House Dr., 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:

[www.howardcountymd.gov/servicespage.aspx?ID=6442460809](http://www.howardcountymd.gov/servicespage.aspx?ID=6442460809) and  
[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.

Please note there are separate applications for general work, tax credit pre-approval and advisory comments. For more information about work that may be eligible for tax credits, please visit the County's Historic Preservation page: [http://www.howardcountymd.gov/historic\\_preservation.htm](http://www.howardcountymd.gov/historic_preservation.htm).

### Permit Information

If HDC Approval is received, it does not eliminate the need for a building permit or sign 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.

# HOWARD COUNTY HISTORIC DISTRICT COMMISSION

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### Meeting Information

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### Questions

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### FOR STAFF USE ONLY

**Application #:**  
HDC -

**Meeting Date:**

**Date Received:**

### PROPERTY INFORMATION

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

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

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

Historic District (please check): ☐ Ellicott City Local Historic District ☐ Lawyers Hill Local Historic District

### APPLICANT INFORMATION

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

Mailing Address: \_\_\_\_\_

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

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

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

### SIGNATURE(S)/CERTIFICATION:

Applicant or Authorized Agent

Date

Owner (if different than Applicant)

Date

I hereby certify by the above signatures(s) 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.

**FINAL TAX CREDIT CLAIM: ATTACH ADDITIONAL COPIES OF THIS PAGE IF NECESSARY**

**ALL APPLICATIONS MUST INCLUDE:**

- ☐ A labeled photograph showing completed work per item number listed below.
- ☐ Receipts for all work being claimed—please label receipts per item number as completed below.
- ☐ Completed pre-approval sheet (this was mailed to you when you were pre-approved)
- ☐ Completed section below.

**TAX CREDIT EXPENSES:**

| BRIEF DESCRIPTION OF WORK | AMOUNT |
|---------------------------|--------|
| Item 1: _____             | _____  |
| Item 2: _____             | _____  |
| Item 3: _____             | _____  |
| Item 4: _____             | _____  |
| Item 5: _____             | _____  |
| Item 6: _____             | _____  |
| Item 7: _____             | _____  |
| Item 8: _____             | _____  |
| Item 9: _____             | _____  |
| Item 10: _____            | _____  |
| Item 11: _____            | _____  |
| Item 12: _____            | _____  |
| Item 13: _____            | _____  |
| Item 14: _____            | _____  |
| Item 15: _____            | _____  |
| <b>TOTAL EXPENSES:</b>    | _____  |
| <b>TAX CREDIT CLAIM</b>   |        |
| (25% of above figure):    | _____  |