



# City of Cambridge

HPC # \_\_\_\_\_

## PLANNING AND ZONING

1025 WASHINGTON STREET  
CAMBRIDGE, MARYLAND 21613  
TELEPHONE: 410-228-1955  
FAX: 410-228-1474  
MD RELAY (V/TTY) 7-1-1 or 1-800-735-2258

### Application to the Historic Preservation Commission

**Check the Appropriate Requested Action:**

- Informal Review
  - Discuss with the commission preliminary design ideas for a project. The Commission will address the appropriateness of the proposal and provide guidance.
- New Construction/New Addition
  - Construction of any new buildings or additions
- Exterior Building Alteration
  - Any changes or alterations including but not limited to roofing, masonry cleaning/repair, and repair/replacement of architectural features such as windows, doors, siding, porches, gutters, and trim, etc.
- Signage or Graphics
  - Installation of any signs or graphics on the building
- Landscaping/Fencing/Patios/Paving
  - Removing or adding landscaping or landscape features such as driveways, walkways, patios, fencing, retaining walls, etc.
- Demolition/Moving a Structure
  - The removal of any building or structure in whole or in part
- Other: \_\_\_\_\_
- Administrative Review
  - Meet with staff to discuss projects eligible for administrative review, such as in-kind replacement of deteriorated features, etc.

**APPLICANT INFORMATION:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address    City    State    Zip Code

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Phone Number    Fax Number

Administrative Review:  
 Description/comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 Approved by: \_\_\_\_\_

**PROPERTY (LAND) OWNER: (IF DIFFERENT THAN APPLICANT)**

---

Name

---

Street Address	City	State	Zip Code
----------------	------	-------	----------

---

E-Mail Address

---

Phone Number	Fax Number
--------------	------------

**PROPERTY INFORMATION:**

---

Address

---

Map/Parcel Number	Current Zoning	Year Built
-------------------	----------------	------------

**CONTRACTOR/ARCHITECT (if applicable)**

---

Name

---

Address

---

Daytime phone number

---

Email address

MHIC or Registration # \_\_\_\_\_



**Attachments Checklist:** In order to ensure completeness of your application, please complete the following checklist of required documentation. *Any application without the necessary documentation will not be accepted.*

**Required Documentation:**

\_\_\_ **Completed/ signed application**

\_\_\_ **“Before” photos** of existing conditions, should show the entire elevation/site where the work is to be completed.

\_\_\_ **“After” photos/drawings/renderings;** should show what property will look like after proposed work is completed.

**Supplemental Documentation:** The following documentation is project specific. Find the section that corresponds to your project, and complete the checklist for that section. For example, if you are only building a fence, only complete the checklist under the heading **“Fences”**. If you are applying to construct a driveway and new addition, complete the checklist under **“Site Improvements”** AND the checklist under **“New Construction/Additions”**.

**Fences**

\_\_\_ **Site plan, to scale.** A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-ways or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

\_\_\_ **Material specifications, should include picture of proposed product** (except for treated wood)

**Site Improvements (except for fences and porches. Includes decks, garages/sheds, driveways, etc.)**

\_\_\_ **Site plan, to scale.** A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-ways or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

\_\_\_ **Drawings/photographs** of proposed alteration and modifications to site

\_\_\_ **Material specification sheets** for construction materials/pre-fabricated buildings, etc.

**New Construction/addition**

\_\_\_ **Site plan, to scale.** A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-ways or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

\_\_\_ **Floor Plans**

\_\_\_ **Dimensioned elevation drawings** of all sides affected

\_\_\_ **Landscaping plan** (showing trees of significant size/age, historic plantings)

**Solar Panels**

\_\_\_ **Roof plan, to scale**, showing the location of all panels on the roof

\_\_\_ **Elevations** of locations with solar panels

\_\_\_ **Site plan, to scale.** A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-ways or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

**Demolition**

\_\_\_ **Site plan, to scale.** A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-ways or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

\_\_\_ **Floor Plans** (including decks and porches to be demolished)

\_\_\_ **Dimensioned elevation drawings** of areas to be demolished.

**Landscaping**

\_\_\_ **Site plan, to scale.** A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-ways or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.

\_\_\_ **Landscaping plan** including detailed planting list if applicable

**Signage**

\_\_\_ **Dimensioned drawing/rendering** of proposed sign and placement on the building

\_\_\_ **Photos** of streetscape, including adjacent signage

OFFICE USE ONLY			
Date Received: _____	Taken By: _____	Receipt #: _____	HPC Application #: _____
Documents provided: 1 original _____	Meeting Date: _____		
Filing Fees-Residential _____\$50.00	Commercial & Non-Residential _____\$100.		
Administrative Review _____ (No charge)	Request for Extension : _____ ( No charge if filed before expiration date).		
<b>Note: Make Checks Payable to the City of Cambridge.</b>			

