



City of Cambridge

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

HPC - CoA# [Click here to enter text.](#)

ARC #[Click here to enter text.](#)

EAR #[Click here to enter text.](#)

Application to the Historic Preservation Commission

Check the Appropriate Requested Action:

- Informal Review
 - Discuss with Staff and the Commission preliminary design ideas for a project. The Commission will address the appropriateness of the proposal and provide guidance.
- Administrative Review Certificate (ARC)
 - Meet with staff to discuss projects eligible for administrative review, such as in-kind replacement of deteriorated features, minor work not impacting the architectural character, or repairs and in-kind restorations etc. (see attached Minor Work Items Chart attached)
- Emergency Approval Review (EAR)
 - Meet with staff to qualify the level of emergency of the repairs and replacements
 - One or more Commissioner will confirm (site visit may be required) in addition to Staff
- Formal Review- (Certificate of Appropriateness / HPC-CoA)
 - Requires a full review by the Historic Preservation Commission
 - Typical projects that apply (please check relevant sections below)
 - Construction of any new buildings, additions, or accessory structures
 - Exterior Building Alteration (facades, roof, porches, entrance stoops...)
 - Signage or Graphics
 - Landscaping/Fencing/Patios/Paving
 - Demolition/Moving a Structure/Removal of a character defining feature
 - Other:

Consent Agenda – Application is presented at HPC meeting; if Commissioners have questions, it becomes a full HPC review, otherwise it is voted upon without discussion

Note: Please refer to Administrative / Minor Works Item chart attached for details on HPC-CoA requirements

PROPERTY INFORMATION:

[Click here to enter text.](#)

Street Address	City	State	Zip code
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[Click here to enter text.](#)

Map/Parcel Number	Current Zoning	Year Built
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APPLICANT INFORMATION:

Click here to enter text.

Name

Click here to enter text.

Street Address City State Zip code

Click here to enter text.

E- Mail Address

Click here to enter text.

Phone Number FAX number

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

Click here to enter text.

Name

Click here to enter text.

Street Address City State Zip code

Click here to enter text.

E- Mail Address

Click here to enter text.

Phone Number FAX number

CONTRACTOR/ARCHITECT (if applicable)

Click here to enter text.

Name

Click here to enter text.

Street Address City State Zip code

Click here to enter text.

E- Mail Address

Click here to enter text.

Daytime Phone Number MHIC or Registration

Please indicate below which sides of the building are impacted and provide documentation as applicable:

- Main street front façade: short summary** [Click here to enter text.](#)
- Side yard facades: short summary** [Click here to enter text.](#)
- Rear façade and rear side of house: short summary** [Click here to enter text.](#)
- Outbuildings: short summary** [Click here to enter text.](#)
- Fencing and Yard: short summary** [Click here to enter text.](#)

Please use the table below to indicate the existing elements that will be affected by the project

Element	Existing Materials	Replacement Material
Foundation & Masonry	Click here to enter text.	Click here to enter text.
Exterior Wall /Finish	Click here to enter text.	Click here to enter text.
Porch /Floor, Elements, Details	Click here to enter text.	Click here to enter text.
Entrance Steps	Click here to enter text.	Click here to enter text.
Windows & doors/type &style	Click here to enter text.	Click here to enter text.
Ornamental Elements (brackets)	Click here to enter text.	Click here to enter text.
Roof & Dormers	Click here to enter text.	Click here to enter text.
Chimney(s)	Click here to enter text.	Click here to enter text.
Walkway & Driveway	Click here to enter text.	Click here to enter text.
Built Landscaping Features	Click here to enter text.	Click here to enter text.
Fences	Click here to enter text.	Click here to enter text.
Signage	Click here to enter text.	Click here to enter text.
Handicapped Accessibility	Click here to enter text.	Click here to enter text.
Solar Panels	Click here to enter text.	Click here to enter text.
Exterior Lighting	Click here to enter text.	Click here to enter text.

Scope of Work: Describe the proposed project *in detail*, including all changes to the building, site, or lot. Include all features to be removed, replaced, altered, repaired, and/or added. Attach more sheets to provide all drawings and to describe all proposed, elements, materials and their specifications.

[Click here to enter text.](#)

Please complete the following checklist of required elements to complete your application.

Attachments Checklist: In order to ensure completeness of your application, please complete the following checklist of required documentation. *Any application without the necessary documentation and deemed incomplete by staff will not be accepted nor presented at the HPC hearing.*

Required Documentation:

For All Applications (HPC-CoA, ARC and EAR):

- Completed/ signed application form**
- “Before” photos** of existing conditions, should show the entire site, plan and elevation where the work is to be completed.
- “After” photos/drawings/renderings;** should indicate what the property will look like after proposed work is completed.
- Specifications** and/or materials brochures describing in detail the manufacture, material, proportions and details of all new proposed elements of repair, replacement or new construction

For New Construction, Addition or 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-way or access easements on the property (even if not in use), distance from property lines, and location of surrounding roads.
- Floor Plans** (showing existing conditions, demolition and new construction)
- Dimensioned elevation drawings** of all sides affected (including any demolition & new construction)
- Construction Details** (including all materials specifications, ornamental elements, special features)

For Fences, Porches and Site Improvements (decks, garages, sheds, pergolas)

- 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-way 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 specifications including picture or product brochure of proposed product, as well as specification sheet for construction materials and pre-fabricated elements

Solar Panels

- Roof plan, to scale**, showing the location of all panels on the roof
- Elevations** of locations with solar panels
- Photos** of “before”, and if possible “after” conditions viewed from street level or rights-of-way

Signage

- Dimensioned drawing/rendering** of proposed sign and placement on the building
- Photos** of streetscape, including surrounding signage if applicable.

Modifications to mature trees and significant natural landscape features

- Photos of existing conditions** as they relate to the streetscape

I have reviewed, and I understand the applicable HPC guidelines for my project.

Click here to enter text.

Click here to enter a date.

Applicant/Owner Signature

Date

OFFICE USE ONLY

Date Received [Click here to enter a date.](#) Taken By: [Click here to enter text.](#) Receipt # [Click here to enter text.](#)

HPC Application# [Click here to enter text.](#)

Documents provided 1 original

Meeting Date: [Click here to enter a date.](#)

Filing Fees Residential \$50.00

Commercial & Non Residential \$100.00

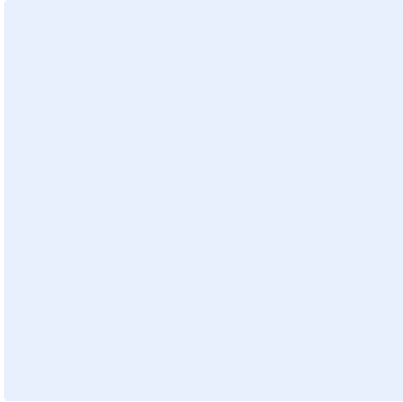
Administrative Review No Charge) Request for Extension (No charge if filed before expiration date)

Note: Make Checks Payable to the City of Cambridge

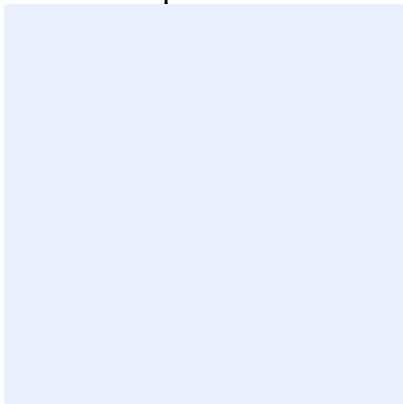
Attachments

Please insert attachments for the application here

“Before” photos of existing conditions, should show the entire site, plan and elevation where the work is to be completed.



“After” photos/drawings/renderings; should indicate what the property will look like after proposed work is completed.

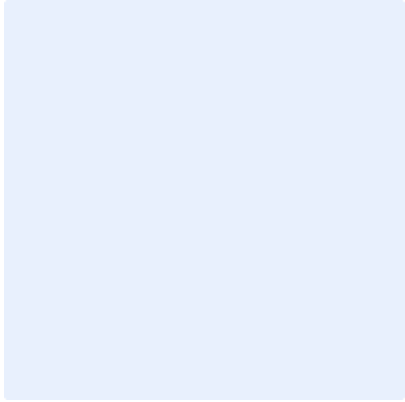


Specifications and/or materials brochures describing in detail the manufacture, material, proportions and details of all new proposed elements of repair, replacement or new construction

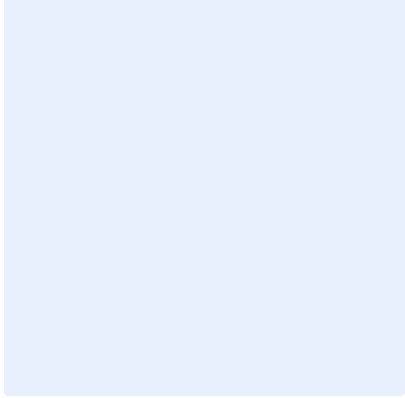
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For New Construction, Addition or Demolition

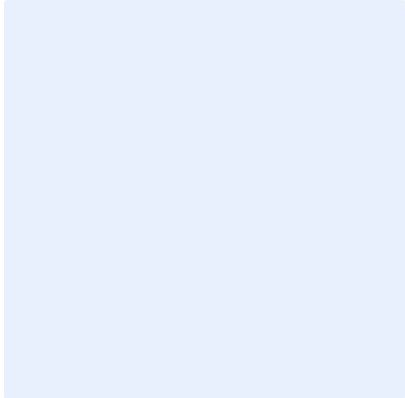
Site plan, to scale. A site plan should include: property lines, lot dimensions, fence location, fence length and height, existing structure(s), existing or proposed porches, decks and outbuildings, right-of-way or access easements on the property (even if not in use), distance from property lines, and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



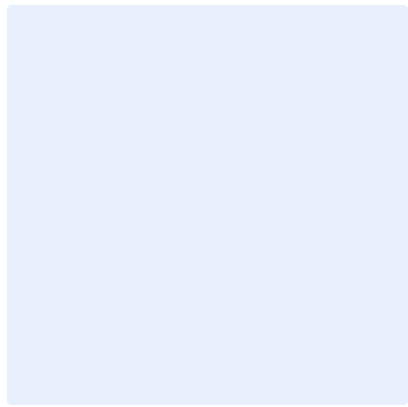
Floor Plans (showing existing conditions, demolition and new construction)



Dimensioned elevation drawings of all sides affected (including any demolition & new construction)

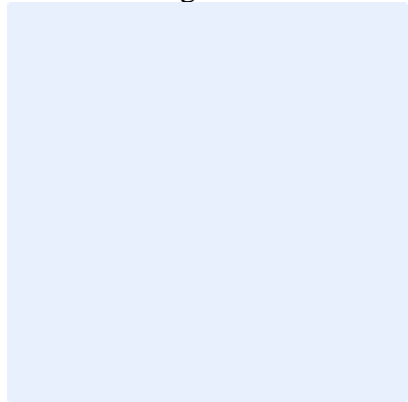


Construction Details (including all materials specifications, ornamental elements, special features)

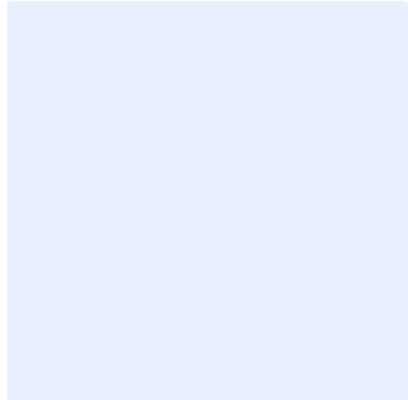


For Fences, Porches and Site Improvements (decks, garages, sheds, pergolas)

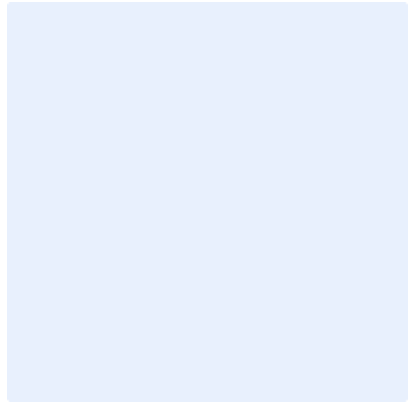
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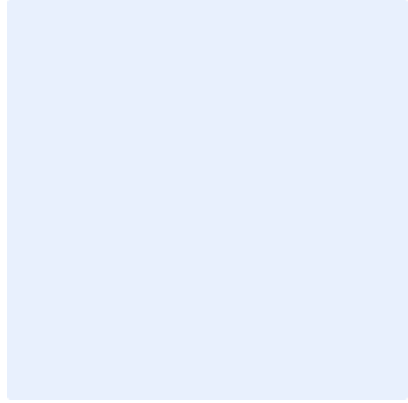


Material specifications including picture or product brochure of proposed product, as well as specification sheet for construction materials and pre-fabricated elements

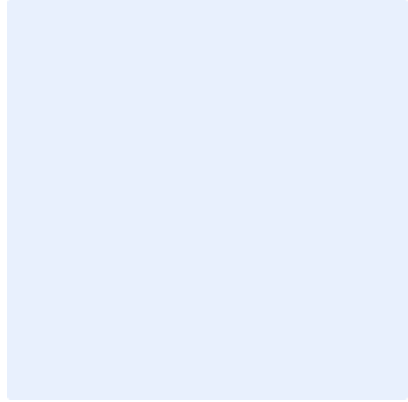


Solar Panels

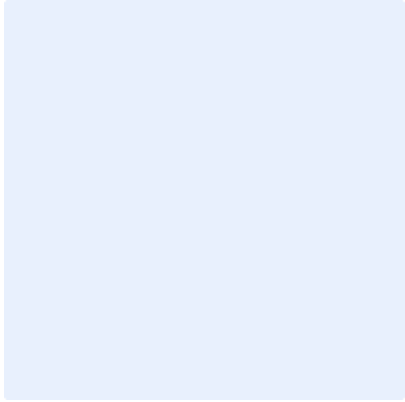
Roof plan, to scale, showing the location of all panels on the roof



Elevations of locations with solar panels

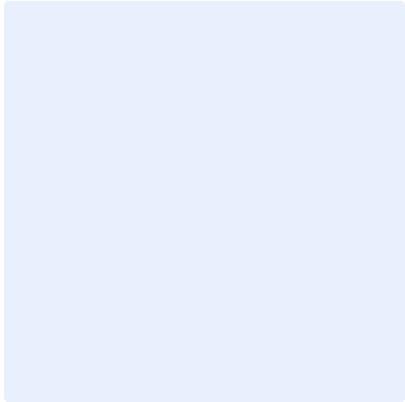


Photos of “before”, and if possible “after” conditions viewed from street level or rights-of-way

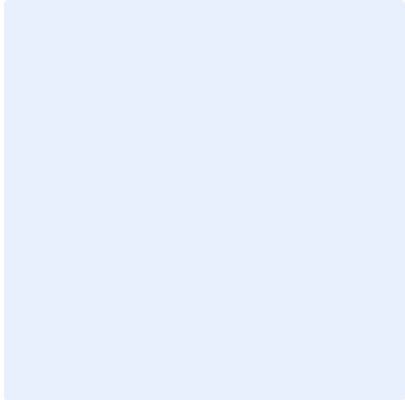


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