

- Door(s)
- Driveway
- Fencing
- Lighting
- Major Landscaping
- Shutters
- Sidewalk
- Sign
- Steps
- Windows
- Other
- Horizontal
- Vertical
- Asphalt Shingles
- Wood Shingles
- Other Shingles
- Standing Seam
- Other Metal
- Slate
- Other

REQUIRED ATTACHMENTS

As part of your application or presentation, the Historic Preservation Commission will expect, at a minimum, the following items be submitted:

- a) photographs of the existing structure(s)
- b) scaled evaluation drawings showing location of existing structure(s), addition(s), alteration(s), and other pertinent details
- c) scaled plot plan showing existing and proposed structure(s), addition(s), alteration(s), and driveway(s) in relation to each other and public roads and other rights of way
- d) Historical documentation (photographs, published information nor other physical evidence) supporting the application
- e) samples of proposed materials

List all adjoining property owners and addresses, including those property owners across the street from property upon which the construction will take place:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

PROPERTY ADDRESS _____ APPLICATION NO. _____

Attached is a sample application for alternations / renovations that was approved by the Commission. The inclusion of this application is solely to provide an applicant guidance regarding the detail that should be contained in your application.

The following websites provide information that may be helpful to you when in completing your application.

<http://www.marylandhistoricaltrust.net/mht-ftp.html>

<http://www.marylandhistoricaltrust.net/tehasst.html>

<http://www.nationaltrust.org/help/downloads/HistoricBuilding.pdf>

PROPERTY ADDRESS _____ APPLICATION NO. _____

Statement: The information on this Application and attachments represent an accurate description of the proposed work and I have omitted nothing which might affect the decision of the Carroll County Historic Preservation Commission. I understand that approval of this application by the Carroll County Historic Preservation Commission does not constitute approval of a "Permit Application and Zoning Certificate," which is administered by the Carroll County Bureau of Permits and Inspections. I acknowledge that I have read the **Carroll County Historic Preservation Commission's DESIGN GUIDELINES**. I understand that the Carroll County Historic Preservation Commission shall act upon a completed application within forty-five (45) days from the date the completed Application was submitted unless an extension is mutually agreed upon, or the application is withdrawn. An application which is identical to a rejected application shall not be resubmitted within a period of one (1) year after the rejection.

Date: _____ Signature (Owner) _____

Date: _____ Signature (Owner) _____

For Commission Use Only

The Carroll County Historic Preservation Commission considered Application No. _____ at its meeting on _____. The application was _____ by a _____ vote, subject to the following conditions: _____

The basis for this decision was: _____

Commissioners:	Approve	Disapprove	Abstain
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>