Application for Authorization-to-Proceed

Commission For Historical and Architectural Preservation
417 E. Fayette Street, 8th floor
Baltimore, Maryland 21202
(410) 396-4866

Exterior changes to all properties within Baltimore City's local historic districts and landmarks must be approved by the Commission for Historical and Architectural Preservation (CHAP) or its staff by issuing an Authorization-to-Proceed. CHAP approval must be obtained prior to receiving a building permit.

Local historic preservation guidelines are available to assist applicants with their renovation or restoration projects. CHAP staff is available to aid in obtaining the required **CHAP approvals**. An appointment is recommended for larger projects, or if design and/or planning advice is requested.

It is strongly advised that you do not order or purchase any materials, or proceed with any work, until CHAP approval is obtained. If applicants have questions, please call **(410) 396-4866**.

Historic District or Landmark: _____

Permit Number (if applicable): COM20_____-_____

1 **PLEASE PROVIDE THE FOLLOWING INFORMATION:**

PROPERTY ADDRESS: _____ ZIP_____

OWNER'S NAME: _____ PHONE #_____

OWNER'S ADDRESS: _____ ZIP_____

APPLICANT'S NAME: _____ PHONE #_____

APPLICANT'S ADDRESS: _____ ZIP_____

APPLICANT'S EMAIL: _____

APPLICANT IS:

☐ Owner ☐ Lessee ☐ Architect ☐ Consultant ☐ Contractor ☐ Other

ARCHITECT (if any): _____

CONTRACTOR (if any): _____

2 **DETAILED DESCRIPTION OF *ALL* EXTERIOR CHANGES PROPOSED:**
Please attach photos, plans, drawings, catalog samples or specifications of the exterior work that you are planning (see checklist for required materials and information to be submitted). You may also submit on a separate sheet:

_____
_____
_____
_____
_____
_____
_____

3 **APPROXIMATE PROJECT COST: $** _____

4 **APPROXIMATE PROJECT START AND FINISH DATES:**

_____

5 **HAVE YOU SUBMITTED YOUR APPLICATION TO THE NEIGHBORHOOD ARCHITECTURAL REVIEW COMMITTEE?** ◯ **YES** ◯ **NO**

If you have contacted the ARC by email, please copy CHAP staff in email.

6 **DOES THIS PROJECT REQUIRE A SPECIAL ZONING APPROVAL (VARIANCE)?**

◯ **YES** ◯ **NO** ◯ **I DON'T KNOW**

IF YES, Have you obtained approval from the Board of Municipal Zoning Appeals?

LIST DATE OF APPROVAL: _____

7 **HAVE YOU SUBMITTED A BALTIMORE CITY HISTORIC PROPERTY TAX CREDIT APPLICATION FOR THIS PROPERTY?** ◯ **YES** ◯ **NO**

Approximate Date of Submission? _____

8 **IS THIS AUTHORIZATION-TO-PROCEED APPLICATION BEING FILED IN ORDER TO ADDRESS A HOUSING VIOLATION?** ◯ **YES** ◯ **NO**

9 **SIGNATURE OF APPLICANT**

To the best of my knowledge, the information in this application is accurate.

_____
Signature Date

_____
Print full name

Authorization-to-Proceed Checklist

The following checklist is to help determine the materials needed for a complete Authorization-to-Proceed application:

1

REPAIR OR REPLACEMENT OF MATERIAL OR ARCHITECTURAL FEATURE

- ❏ Detailed description of proposed change in material or feature
- ❏ Photographs of area involved
- ❏ Samples and specifications of replacement materials or features

2

PAINTING

- ❏ Specifications (name, number, and manufacturer) of paint color, or
- ❏ Paint color sample
- ❏ Feature that is being painted

3

SITE IMPROVEMENTS

Parking lots / areas

- ❏ Site plan showing dimensions and location of screening
- ❏ Materials specifications for parking surface, fences and walls, as well as landscaping plan

Fences and Walls

- ❏ Site plan showing location of fence/wall
- ❏ Sketch, drawing, or photograph of proposed design
- ❏ Photographs of area to be fenced and adjacent properties
- ❏ Material specifications

Mechanical equipment, walks, and landscaping

- ❏ Site plan showing location and layout
- ❏ Photographs of area affected
- ❏ Material specifications

4

SUBSTANTIAL REHABILITATIONS AND ADDITIONS

- ❏ Elevation drawings of addition (if any) and existing structure
- ❏ Door(s) and window(s) design (manufacturer's catalog data may be used)
- ❏ Exterior material description
- ❏ Photographs of existing condition from all relevant elevations
- ❏ For additions: site plan showing lot dimensions and existing building on lot, location and size of proposed addition
- ❏ Historic photographs should accompany any request to return the building or structure to an earlier appearance

5

NEW CONSTRUCTION

- ❑ Elevation drawings in scale of all elevations
- ❑ Photographs of proposed site and adjacent properties (context)
- ❑ Site plan showing proposed building footprint
- ❑ Specifications for materials, incl. colors (roof, siding, windows, doors, architectural ornamentation, etc.)
- ❑ Material samples

6

SIGNS

- ❑ Dimensional elevation identifying materials, colors, lettering (size and style), and text
- ❑ Photograph indicating sign location
- ❑ Lighting specifications, if applicable

For Major Projects, Demolition, and Economic Hardship, please contact CHAP staff

HISTORIC PROPERTY TAX CREDITS

The Baltimore City Commission on Historic and Architectural Preservation (CHAP) administers a 10-year comprehensive property tax credit granted on the increased appraised value directly resulting from qualifying improvements to commercial and residential historic properties. A minimum investment of 25% of the full cash value of your property, and project certification by CHAP are requirements of this program. Projects must be pre-approved before any work can start. Contact CHAP at (410-396-4866) or historictaxcredit@baltimorecity.gov for further information.

PUBLIC HEARINGS

Certain permit requests (typically for larger projects, such as additions or new construction) will require a public hearing. **CHAP staff will notify you whether a public hearing will be needed for your project review.** Prior to a public hearing, the applicant must attend a Department of Planning pre-development meeting and a CHAP staff pre-submittal meeting. At these meetings, the applicant will receive information on next steps for all city reviews, design recommendations, and guidance throughout the process. CHAP hearings are held on the second Tuesday of the month, at 1:00 PM, in the Department of Planning, 8th floor, 417 East Fayette Street, Baltimore, Maryland 21202.

NEIGHBORHOOD ARCHITECTURAL REVIEW COMMITTEE CHAIR PERSONS

Ashburton	Mr. Byron Abaidoo	443-939-6341
Auchentoroly Terrace	Ms. Donna Cypress	410-728-3292
Bancroft Park	Mr. Kan Lasson	410-358-4649
Barclay/Greenmount	No Liaison At Present	
Better Waverly	Mr. Phillip LaCombe	413.648.7445, placombe@gmail.com
	Ms. Deborah Evans	443-802-4384
Bolton Hill	Ms. Susan Van Buren	ssnvbr@gmail.com
	Mr. Steve Marker	301-807-3853, smarker88@gmail.com
Butchers Hill	Mr. Virgil Bartram	410-327-4964
Dickeyville	Mr. Duncan Hodge	410-467-3060
Eutaw/Madison	Ms. Nancy Cooper Morgan	410-728-5820
Fell's Point	Fell's Point DRC	fellsdrc@yahoo.com
Franklintown	Caroll Frey	410-456-6836
Hunting Ridge	No Liaison At Present	
Jonestown	Mr. Richard Schaefer	410-752-7438
Loft	No Liaison At Present	
Madison Park	Mr. Brent Pertusio	443-956-1690, bpertusio@gmail.com
	Ms. Pamela Johnson	443-226-6891, pamela.e.johnson1@verizon.net
Mount Royal Terrace	Mr. Randy Keck	443-250-2520
Mount Vernon	Mount Vernon ARC	arc@mvba.org
Mount Washington	Walter Daly	walter.m.daly@gmail.com
	Mr. Ed Haladay	443-629-0606
Oldtown Mall	No Liaison At Present	
Otterbein	Ms. Louise Laurence	443-570-0289, llaurence@towson.edu
Perlman Place	No Liaison At Present	
Railroad	Mr. Thomas Ward	410-669-8154
Ridgely's Delight	Mr. Paul Rubenson	410-215-8107
Seton Hill	Mr. Kevin Macartney	443-326-5534
Sharp-Leadenhall	No Liaison At Present	
Stirling Street	No Liaison At Present	
Ten Hills	Mr. Robert O'Hatnick	410-332-1009
Union Square	Mr. Daniel Rodenburg	410-209-7055
Upton's Marble Hill	Ms. Marion M. Blackwell	410-462-6378
Washington Hill	No Liaison At Present	
Waverly	Mr. Michael Franch	410-889-3252
Wilkens Avenue	No Liaison At Present	
Wyndhurst	Mr. Henry Kay	410-464-2842

If your district has no liaison,
contact your CHAP planner listed on the next page.

COMMISSION FOR HISTORICAL AND ARCHITECTURAL PRESERVATION STAFF CONTACT

Caitlin Audette (410) 396-8354 caitlin.audette@baltimorecity.gov	Mount Vernon Seton Hill
Eric Holcomb (443) 984-2728 eric.holcomb@baltimorecity.gov	Railroad Perlman Place
W. Edward Leon (443) 984-2727 eddie.leon@baltimorecity.gov	Ashburton Auchentoroly Terrace Bancroft Park Better Waverly Butcher's Hill Eutaw Place-Madison Fells Point Loft District Madison Park Mount Royal Terrace Mount Washington Oldtown Ridgely's Delight Stirling Street Upton's Marble Hill Washington Hill Waverly Wilkens Avenue Wyndhurst
Lauren Schiszik (410) 396-5796 lauren.schiszik@baltimorecity.gov	Bolton Hill Hunting Ridge Ten Hills Baltimore City Landmarks City-Owned Properties Schools
Walter Gallas (410) 396-5922 walter.gallas@baltimorecity.gov	Barclay/ Greenmount Dickeyville Franklintown Jonestown Otterbein Sharp- Leadenhall Union Square