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| Baltimore City Commission for Historical and Architectural PReservation |
| Scope of Work |
| Baltimore City Historic Tax Credit |
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| **Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Please provide a detailed scope of work that thoroughly describes interior and exterior plans, proposed materials, treatments, and alterations. The scope of work should provide a comprehensive overview of the proposed project. Please refer to photographs and drawings as needed. Your scope should address work to architectural features such as (but not limited to): exterior walls, windows, doors (interior and exterior), roofs, cornices, gutters & downspouts, chimneys, steps, porches, decks, vestibules, interior staircases, flooring, interior walls and layout, fireplaces, mantels, transoms, interior trim, bays, storefronts, trees, yards, fences, sidewalks, driveways, garages, additions, decorative features and details.** |

**EXAMPLE**

**Architectural feature:** *Roof*

**Approximate date of feature:** *1900 (original to house)*

**Description of feature and existing condition (refer to photo documentation):** *The existing roof is a gable roof clad in dark gray slate shingles. Some of the shingles are broken. There are half-round copper gutters and a round downspout. The gutters are in good condition.*

**Describe the proposed work:** *Slate roof will be closely inspected for additional damage. Broken slates will be replaced in-kind with new gray slates of the same color and dimensions. Existing gutters and downspouts will be retained.*

1. **Architectural feature:**

**Approximate date of feature:**

**Description of feature and existing condition (refer to photo documentation):**

**Describe the proposed work:**

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