

# Authorization to Proceed Application

## Commission For Historical and Architectural Preservation

417 E. Fayette Street, 8<sup>th</sup> floor  
Baltimore, Maryland 21202  
(410) 396-7526

Exterior work 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 (ATP). CHAP approval must be obtained prior to receiving a building permit.

Local historic preservation design guidelines provide guidance for applicants renovation or restoration projects; these are available on the CHAP website. CHAP staff is available to assist applicants in obtaining the required **CHAP approvals**. An appointment with staff early in the process is required for larger projects, and is recommended 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 you have questions, please contact your assigned CHAP planner or call (410) 396-7526.

**Submit the ATP application via email to your assigned CHAP planner.**

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 \_\_\_\_\_

OWNER'S EMAIL: \_\_\_\_\_

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**

**DESCRIPTION OF ALL EXTERIOR WORK PROPOSED:**

Describe here or on a separate sheet the full scope of exterior work proposed, such as repair or replacement of existing building materials, addition of new features such as lighting, decks, HVAC units or additions, painting, site work such as paving, fences, sheds, garages. (See checklist for required submission materials on next page).

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**3**

**APPROXIMATE PROJECT COST: \$** \_\_\_\_\_

**4**

**APPROXIMATE PROJECT START AND FINISH DATES:** \_\_\_\_\_

**5**

**HAVE YOU SUBMITTED YOUR APPLICATION TO THE NEIGHBORHOOD ARCHITECTURAL REVIEW (ARC) COMMITTEE CHAIR?      YES      NO**

This application should be submitted to CHAP staff and the ARC Chairperson at the same time.

**6**

**DOES THIS PROJECT REQUIRE ZONING APPROVAL (I.E. A 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.

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Signature

Date

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Print full name

# Authorization to Proceed Checklist

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

## REQUIRED SUBMISSION MATERIALS FOR ALL APPLICATIONS:

- ☐ Photographs of area(s) of proposed work
- ☐ Product specifications for proposed new materials; samples may be requested
- ☐ Estimate or scope of work from contractor (if applicable)

## ADDITIONAL MATERIALS REQUIRED DEPENDING ON SCOPE:

**1**

### REPAIR OR REPLACEMENT OF MATERIALS OR ARCHITECTURAL FEATURES

(i.e. roof replacement, masonry repointing, repair/replacement of damaged wood, etc.)

- ☐ Description of existing conditions that emphasizes the extent of deterioration

**2**

### ADDITION OF NEW FEATURES (i.e. handrails, HVAC units, lighting, solar panels)

- ☐ Image or drawing of proposed features
- ☐ Site plan for larger features like HVAC units, solar panels, etc.

**3**

### PAINTING

- ☐ Specifications (name, number, and manufacturer) of paint color, or paint color sample
- ☐ Features that are being painted
- ☐ Confirmation whether there will be any scraping or sanding of paint
- ☐ For murals, submit a photograph or elevation showing the proposed location and dimensions

**4**

### REPLACEMENT OF DOORS OR WINDOWS

- ☐ Demonstration that windows or doors are not historic, deteriorated beyond repair, or a demonstrated lead-based paint hazard (contact your CHAP planner to discuss submission requirements)
- ☐ Product cut-sheet(s), order estimate sheet, manufacturer's product info on the proposed replacement product(s)
- ☐ CHAP staff may require additional information regarding the dimensions and/or details of existing historic windows or doors

**5**

### CONSTRUCTION OR REPLACEMENT OF PORCHES, DECKS, SHEDS, CARPORTS, GARAGES

- ☐ For porches, decks, and sheds: drawings with basic dimensions and features
- ☐ For new carports and garages: Elevations drawn to scale
- ☐ Site plan showing proposed building/feature footprint

## 6

### SIGNS

- ☐ Elevation identifying sign location, materials, colors, lettering (size and style), text, and scale
- ☐ Lighting specifications, if applicable

## 7

### SITE IMPROVEMENTS

(i.e. grading, paving, addition of parking, walls, fences, ramps, water features, etc.)

- ☐ Site plan showing dimensions and location of proposed features
- ☐ Sketches, drawings, or photographs of proposed designs
- ☐ Landscaping plan, if applicable

## 8

### SUBSTANTIAL REHABILITATIONS AND ADDITIONS

- ☐ Elevation drawings of existing structure and addition (if proposed)
- ☐ For additions: site plan showing lot dimensions and existing building on lot, location and size of proposed addition
- ☐ For requests to return the building or structure to an earlier appearance, submit historic photographs as documentation

**For construction of new buildings, demolition, and economic hardship requests, please contact CHAP staff to coordinate these reviews, which will require a public hearing and may require additional reviews.**

## 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 staff at [historictaxcredit@baltimorecity.gov](mailto:historictaxcredit@baltimorecity.gov) or 410-396-7526 for further information.

## PUBLIC HEARINGS

Certain permit requests (typically for larger projects, such as highly-visible additions, new construction, or demolition) 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 participate in 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, at the Department of Planning, 8<sup>th</sup> floor, 417 East Fayette Street, Baltimore, Maryland 21202.

## NEIGHBORHOOD ARCHITECTURAL REVIEW COMMITTEE (ARC) CHAIR PERSONS

Ashburton	Ashburton ARC	- Contact CHAP staff -
Auchentoroly Terrace	Ms. Donna Cypress	410-728-3292
Bancroft Park	Mr. Ken Lasson	410-358-4649
Barclay/Greenmount	No Liaison at Present	- Contact CHAP staff -
Better Waverly	Ms. Deborah Evans	devans2745@aol.com; 443-802-4384
Bolton Hill	Ms. Susan Van Buren	ssvnbr@gmail.com
Butchers Hill	Mr. Virgil Bartram	410-327-4964
Dickeyville	Mr. Peter Baily	pfbaily@gmail.com; 845-453-5779
Eutaw Place/Madison Avenue	Mr. Rolando Maxwell	rolandomaxwell@hotmail.com; 347-537-8673
Fell's Point	Fells Point DRC	fellspointdrc@gmail.com
Federal Hill	FHNA	preservationfh@gmail.com
Five and Dime	Market Center CDC	- Contact CHAP staff -
Franklinton	Mr. Carroll Frey	410-456-6836
Howard Street Commercial	Market Center CDC	- Contact CHAP staff -
Hunting Ridge	Ms. Rebecca Campany	rcampany+arc@gmail.com
Jonestown	Mr. Carleton Epps	cgepps.sr@gmail.com
Loft	No Liaison at Present	- Contact CHAP staff -
Madison Park	Ms. Tam McIntyre	tam.mcintyre@propertypros.com
Mount Royal Terrace	Ms. Kim Forsythe	MRTHistoricDistrict@gmail.com
Mount Vernon	Mount Vernon ARC	arc@mvba.org
	Mr. Scott Ponemone	p1m1@comcast.net
Mount Washington	Mr. Walter Daly	walter.m.daly@gmail.com
Oldtown Mall	Mr. Joe Hudson	oldtownmallmerchant@gmail.com
Otterbein	Mr. Martyn Mitchell	martynm@comeq.com
Perlman Place	No Liaison at Present	- Contact CHAP staff -
Railroad	No Liaison at Present	- Contact CHAP staff -
Ridgely's Delight	Mr. Paul Rubenson	410-215-8107
Sarah Ann Street	No Liaison at Present	- Contact CHAP staff -
Seton Hill	Ms. Karen French	architecture@setonhill.org
Sharp-Leadenhall	Ms. Jasmine Esteve	jesteve7591@gmail.org
	Ms. Betty Bland Thomas	bettyblandthomas@gmail.com
Stirling Street	Historic Stirling St Neighbors	- Contact CHAP staff -
Ten Hills	Ms. Amy Weber	amweb001@gmail.com
Union Square	Mr. Will Brockman	will.f.brockman@gmail.com; 410-948-0007
Upton's Marble Hill	Ms. Marion Blackwell Marble Hill Improvement Assn.	willmarionb1510@verizon.net marblehillimprovement@gmail.com
Washington Hill	No Liaison At Present	- Contact CHAP staff -
Waverly	Mr. Michael Franch	410-889-3252
Wilkens Avenue	No Liaison at Present	- Contact CHAP staff -
Woodberry	Ms. Jill Orlov	arc@about woodberry.org
Wyndhurst	Mr. Henry Kay	410-464-2842

Submit your application to the ARC Liaison and CHAP planner at the same time. If there is no ARC liaison email listed, contact only your CHAP Planner; listed on the next page.

# COMMISSION FOR HISTORICAL AND ARCHITECTURAL PRESERVATION STAFF

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Caitlin Audette  
(410) 396-8354  
[caitlin.audette@baltimorecity.gov](mailto:caitlin.audette@baltimorecity.gov)

Five & Dime  
Howard Street Commercial  
Oldtown Mall  
Stirling Street

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Tyriq Charleus  
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Federal Hill  
Jonestown  
Madison Park

Sarah Ann Street  
Sharp-Leadenhall  
Upton's Marble Hill  
Union Square

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Eric Holcomb  
(443) 984-2728  
[eric.holcomb@baltimorecity.gov](mailto:eric.holcomb@baltimorecity.gov)

City-owned Properties  
Perlman Place

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W. Edward Leon  
(443) 984-2727  
[eddie.leon@baltimorecity.gov](mailto:eddie.leon@baltimorecity.gov)

Bancroft Park  
Barclay/Greenmount  
Better Waverly  
Butcher's Hill  
Fells Point  
Mount Washington

Otterbein  
Railroad  
Ridgely's Delight  
Washington Hill  
Waverly  
Wilkins Avenue  
Wyndhurst

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Lauren Schiszik (she/her)  
(410) 396-5796  
[lauren.schiszik@baltimorecity.gov](mailto:lauren.schiszik@baltimorecity.gov)

Baltimore City  
Landmarks  
Bolton Hill  
City-Owned Properties

Eutaw Place - Madison Ave  
Loft District  
Mount Royal Terrace

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Ashburton  
Auchentoroly Terrace  
Dickeyville  
Franklintown  
Hunting Ridge

Mount Vernon  
Seton Hill  
Ten Hills  
Woodberry

<http://chap.baltimorecity.gov>

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