

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

This application should be submitted to CHAP staff and the neighborhood liaison concurrently for review.

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

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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	ssvnbr@gmail.com
	Mr. Steve Marker	301-807-3853, smarker88@gmail.com
Butchers Hill	Mr. Virgil Bartram	410-327-4964
Dickeyville	Mr. Duncan Hodge Ms.	410-467-3060
Eutaw/Madison	Nancy Cooper Morgan	410-728-5820
Fell's Point	Fell's Point DRC	fellsdrc@yahoo.com
Federal Hill	FHNA	preservationfh@gmail.com
Franklinton	Caroll Frey	410-456-6836
Hunting Ridge	Javon Burden	javonburden@me.com
Jonestown	Mr. Joeseeph Cronyn	joecronyn@comcast.net
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	Ms. Kim Forsythe	443-250-2520, kporsyth@gmail.com
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. Michael Mellett	443-538-0772, michael.mellett@hotmail.com
Ridgely's Delight	Mr. Paul Rubenson	410-215-8107
Seton Hill	Mr. Wayne Reed	president@setonhill.org
Sharp-Leadenhall	No Liaison At Present	
Stirling Street	No Liaison At Present	
Ten Hills	Mr. Robert O'Hatnick	donroberto66@comcast.net
Union Square	Mr. Daniel Rodenburg	410-209-7055
Upton's Marble Hill	Ms. Marti Pitrelli	erasmocha@yahoo.com
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
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Seton Hill

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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
Wilkins Avenue
Wyndhurst

Lauren Schizik
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Bolton Hill
Hunting Ridge
Ten Hills
Baltimore City Landmarks
City-Owned Properties
Schools

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Barclay/Greenmount
Dickeyville
Federal Hill
Franklintown
Jonestown
Otterbein
Sharp-Leadenhall
Union Square

<http://chap.baltimorecity.gov>

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