

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 (ATP). 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 contact your assigned CHAP planner or call (410) 396-4866.

Submit the ATP application via email or mail 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 _____

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, detailed scope of work, drawings, catalog samples or specifications for 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

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 staff 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.

**During the COVID-19 pandemic, hearings are being held remotely via WebEx.*

ADVISORY NEIGHBORHOOD ARCHITECTURAL REVIEW COMMITTEE CHAIR PERSONS

Ashburton	Mr. Jerry Gaylord	AshburtonCHAPReview1920@gmail.com
Auchentoroly Terrace	Ms. Donna Cypress	410-728-3292
Bancroft Park	Mr. Ken Lasson	410-358-4649
Barclay/Greenmount	No Liaison At Present	
Better Waverly	Mr. Phillip LaCombe Ms. Deborah Evans	413.648.7445, placombe@gmail.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	845-453-5779, pfbaily@gmail.com
Eutaw/Madison	Mr. Rolando Maxwell	347-537-8673, rolandomaxwell@hotmail.com
Fell's Point	Fell's Point DRC	fellsdrc@gmail.com
Federal Hill	FHNA	preservationfh@gmail.com
Five and Dime	No Liaison At Present	
Franklinton	Mr. Caroll Frey	410-456-6836
Howard Street Commerical	No Liaison At Present	
Hunting Ridge	Ms. Rebecca Company	rcampany+arc@gmail.com
Jonestown	Mr. Malik Jordan	mjordan@tjdevelopment.com
Loft	No Liaison At Present	
Madison Park	Ms. Romana Mayer	romycperez@gmail.com
Mount Royal Terrace	Ms. Kim Forsythe	MRTHistoricDistrict@gmail.com
Mount Vernon	Mount Vernon ARC	arc@mvba.org
Mount Washington	Mr. Walter Daly	walter.m.daly@gmail.com
	Mr. Ed Haladay	443-629-0606
Oldtown Mall	No Liaison At Present	
Otterbein	Ms. Vicki Cass Mr. Martyn Mitchell	victoria.cass@colorado.edu mmitchusa@comcast.net
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	Ms. Dawnn McCleary	dawnn.mccleary@gmail.com
Sharp-Leadenhall	Ms. Jasmine Esteve	jesteve7591@gmail.com
Stirling Street	No Liaison At Present	
Ten Hills	Ms. Amy Weber	amweb001@gmail.com
Union Square	Mr. Will Brockman	chap@unionsquareassociation.org
Upton's Marble Hill	No Liaison At Present	
Washington Hill	No Liaison At Present	
Waverly	Mr. Michael Franch	410-889-3252
Wilkens Avenue	No Liaison At Present	
Woodberry	Mr. Nathan Dennies	410-948-0007, arc@aboutwoodberry.com
Wyndhurst	Mr. Henry Kay	410-464-2842

Submit your application to the ARC Chair and CHAP planner concurrently. If there is no liaison listed, contact only your CHAP Planner; listed on the next page.

COMMISSION FOR HISTORICAL AND ARCHITECTURAL PRESERVATION STAFF CONTACT

Caitlin Audette
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Seton Hill
Stirling Street

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Perlman Place
Railroad

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Ashburton	Madison Park
Auchentoroly Terrace	Mount Royal Terrace
Bancroft Park	Mount Washington
Barclay/Greenmount	Ridgely's Delight
Better Waverly	Upton's Marble Hill
Butcher's Hill	Washington Hill
Eutaw Place-Madison	Waverly
Fells Point	Wilkens Avenue
Jonestown	Woodberry
Loft District	Wyndhurst

Lauren Schiszik
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Bolton Hill
Dickeyville
Franklinton
Hunting Ridge
Ten Hills
Baltimore City Landmarks
City-Owned Properties
City Schools

Stacy Montgomery
(410) 396-5933
stacy.montgomery@baltimorecity.gov

Federal Hill
Five & Dime
Howard Street Commercial
Otterbein
Sharp-Leadenhall
Union Square

<http://chap.baltimorecity.gov>

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