



Town of Easton
 Engineering, Planning and Zoning
 14 South Harrison Street, Easton, MD 21601

Historic District Commission Hearing Application

Application Type

Renovation Alteration Demolition Other
 New Construction or Addition Signage Fence

Property Information

Address
 Tax Map Grid Parcel Lot

Owner

Name
 Mailing Address
 Telephone No. Email

Applicant or Agent

Name
 Mailing Address
 Telephone No. Email

Architect - Engineer - Contractor

Name License No. Expiration Date
 Mailing Address
 Telephone No. Email

Description of Proposal (include additional sheets, as necessary)

Specific Requirements

- The payment of fees is due at the time of application submittal. As of July 1, 2018, the fees are as follows: Commercial - \$200, Residential - \$75, Signs - \$75
- The application submitted shall include 7 hard copies plus 1 digital.
- Disclose any easements or deed restrictions pertaining to the property and any improvements including the details of said easements or restrictions.
- Disclose any tax credits and or grants being considered for the project.

The Historic District Commission (HDC) reserves the right to request reasonable additional information or design drawings that further clarify proposals. In cases where professional

design services are warranted, the HDC may require the applicant to retain a licensed design consultant. If the applicant or their designee is not present for the scheduled the scheduled agenda item.

Any modifications during review shall warrant an updated application.

I hereby certify that I have reviewed the Easton Historic District Guidelines as published correction prior to processing.

Signature of Applicant or Agent

Date

Printed Name of Applicant or Agent

For Office Use Only

Application Date	<input type="text"/>	HDC Meeting Date	<input type="text"/>
Application Number	<input type="text"/>	Notice(s) Published	<input type="text"/>
Fee Paid	<input type="text"/>	Property Post & Sign #	<input type="text"/>
Certificate of Approval Issued	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			<i>Revised 02-2019</i>



Historic District Commission Application Checklist

Revised January 2019

Please complete the section that applies to your application. If a checklist item is not included or is non-applicable, please provide information supporting its omission for the Commission's consideration.

Application Submittal

The payment of fees is due at the time of application submittal. As of July 1, 2018, the fees are as follows: Commercial - \$200, Residential - \$75, Signs - \$75.

The application submitted shall include 7 copies plus 1 digital.

New Construction / Addition

- Site plan illustrating the footprint(s) of all proposed EXISTING construction, landscaping features, walks, patios and any other 'hardscape' features. The site plan should be drawn to an appropriate scale and should include setback and neighboring structures
- Site plan illustrating the footprint(s) of all PROPOSED new construction, landscaping features, walks, patios and any other 'hardscape' features as well as all exterior architectural details. The site plan should be drawn to an appropriate scale and should include setback and neighboring structures
- Dimensioned elevations drawn to an appropriate scale illustrating all sides of the proposed structure. Drawings shall include notations outlining roof pitches, trim details and the type of windows and doors to be used for the project
- Street elevation(s) of the proposed structure(s) along with all neighboring structures located within 400' of the property in either direction. All elevations shall be accurately scaled to permit evaluation as part of the streetscape
- Photographs of all existing conditions and neighboring structures
- Elevations and photographs with overlaid sketches of the proposed project including all applicable door and window designs

- Manufacturer cut-sheets and material specifications related to all roofs, proposed doors, windows and any other manufactured product to be included in the project
- Description of all existing materials and a listing of all materials to be used for proposed project such as siding, fascia, trim, etc.
- Any available historical photographs, sketches or other documentary evidence illustrating previous conditions and configurations of the structure(s)
- Landscape plan where existing landscape features to be removed and or relocated are identified including the location and species of existing trees
- Landscape plan illustrating and detailing all new landscaping proposed
- Construction schedule
- Architect or design professional license number and date of expiration
- For new construction only, the Commission will require a three dimensional rendering, superimposed photo, silhouette or model of the proposed structure, other structure(s) located on the subject property and neighboring structures when necessary to understand the visual impact of the new construction and its compliance with the Guidelines.

Renovation

- Photographs of all existing conditions which would be affected by the proposed project
- Elevations and photographs with overlaid sketches of the proposed project including all applicable door and window designs
- Manufacturer cut-sheets and material specifications related to all roofs, proposed doors, windows and any other manufactured product to be included in the project
- Description of all existing materials and a listing of all materials to be used for proposed project such as siding, fascia, trim, etc.
- Any available historical photographs, sketches or other documentary evidence illustrating previous conditions and configurations of the building(s)
- Landscape plan where existing landscape features to be removed and or relocated are identified including the location and species of existing trees
- Landscape plan illustrating and detailing all new landscaping proposed

Signage

- Dimensioned drawings of the sign. Identify all materials to be used, color(s), lettering (including size and font style) and wording
- Photograph depicting the proposed location for the signage
- Lighting detail
- Construction and or mounting details
- Landscape plan illustrating and detailing all new landscaping proposed

Fence - Landscaping

- Site plan indicating the proposed fence location drawn to an appropriate scale including property boundary information
- Design drawings of the fence. Identify height, picket style or otherwise and any other relevant construction and or material detail
- Photograph depicting the proposed location(s)/area(s) to be fenced

Demolition

- If demolition is sought because of failing structural integrity, attach a report on the condition of the structure. The report shall be prepared by an licensed architect or engineer
- If demolition is sought because of economic hardship attach documentation proving economic hardship
- If demolition is sought for a reason not listed, attach related information
- Elevations and photographic documentation of all elevations of the structure(s) to be demolished including footprint dimensions, height dimensions and a site plan illustrating location of the structure(s) to be demolished
- Attach plans for replacement structure(s) (if proposed)
- Attach narrative fully explaining the rational for the request for demolition

The Historic District Commission (HDC) reserves the right to request a professional inspection of the structure(s). Said request may include evaluation by a historic preservation specialist.

Other

- Attach narrative fully explaining the rationale for the request for demolition
- Attach all documentation supporting request

The Historic District Commission (HDC) reserves the right to request reasonable additional information or design drawings that further clarify proposals. In cases where professional design services are warranted, the HDC may require the applicant to retain a licensed design consultant.

If the applicant or their designee is not present for the scheduled HDC meeting, the Commission may elect to refrain from discussing and voting on the scheduled agenda item.

This checklist shall be submitted along with the completed Historic District Commission Application and all additional supporting information.