

Application for Notice 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 a Notice-to-Proceed permit. 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? (please circle) **YES/ NO**
If you have contacted the ARC by email, please copy CHAP staff in email.

6) DOES THIS PROJECT REQUIRE A SPECIAL ZONING APPROVAL (VARIANCE)? (please circle) **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? (please circle) **YES/NO**

APPROXIMATE DATE OF SUBMISSION? _____

8) IS THIS NOTICE TO PROCEED APPLICATION BEING FILED IN ORDER TO ADDRESS A HOUSING VIOLATION? (please circle) **YES/NO**

9) SIGNATURE OF APPLICANT

To the best of my knowledge, the information in this application is accurate.

Signature

Date

Print full name

NOTICE-TO-PROCEED CHECKLIST

The following checklist is to help the applicant determine the materials needed for a complete Notice 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 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	<i>No Liaison At Present Time</i>
Better Waverly	Mr. Phillip LaCombe, 413.648.7445, placombe@gmail.com Ms. Deborah Evans, 443-802-4384
Bolton Hill	Ms. Susan Van Buren, susanvb@terralogoseg.com Mr. Steve Marker, 301-807-3853, smarker88@gmail.com
Butchers Hill	Mr. Virgil Bartram, 410-327-4964
Dickeyville	Mr. Duncan Hodge, 410-467-3060
Eutaw/Madison	Ms. Nancy Cooper Morgan, 410-728-5820
Fell's Point	Fell's Point DRC, fellsdrc@yahoo.com
Franklinton	Carol Fry, 410-448-0857
Hunting Ridge	<i>No Liaison At Present Time</i>
Jonestown	Mr. Richard Schaefer, 410-752-7438
Loft	<i>No Liaison At Present Time</i>
Madison Park	Mr. Brent Pertusio, 443-956-1690, bpertusio@gmail.com Ms. Pamela Johnson, 443-226-6891, pamelae.johnson1@verizon.net
Mount Royal Terrace	Mr. Randy Keck, 443-250-2520
Mount Vernon	Mr. Steve Shen, arc@mvba.org
Mount Washington	Ms. Laurie McLain, 410-664-0330 Mr. Ed Haladay, 443-629-0606
Oldtown Mall	<i>No Liaison At Present Time</i>
Otterbein	Ms. Louise Laurence, 443-570-0289, llaurence@towson.edu
Perlman Place	<i>No Liaison At Present Time</i>
Railroad	Mr. Thomas Ward, 410-669-8154
Ridgely's Delight	Mr. Paul Rubenson, 410-215-8107
Seton Hill	Mr. Kevin Macartney, 443-326-5534
Sharp-Leadenhall	<i>No Liaison At Present Time</i>
Stirling Street	<i>No Liaison At Present Time</i>
Ten Hills	Mr. Robert O'Hatnick, 410-332-1009
Union Square	Mr. Daniel Rodenburg, 410-209-7055
Upton's Marble Hill	Ms. Marion M. Blackwell, 410-462-6378
Washington Hill	<i>No Liaison At Present Time</i>
Waverly	Mr. Michael Franch, 410-889-3252
Wilkins Avenue	<i>No Liaison At Present Time</i>
Wyndhurst	Mr. Henry Kay, 410-464-2842

****If your district has no liaison directly contact your CHAP planner listed on the next page.****

**COMMISSION FOR HISTORICAL AND ARCHITECTURAL
PRESERVATION STAFF CONTACT:**

Caitlin Audette (410) 396-8354, caitlin.audette@baltimorecity.gov

Eutaw Place-Madison	Mount Vernon
Jonestown	Sharp-Leadenhall
Mount Royal Terrace	

Eric Holcomb (443) 984-2728, eric.holcomb@baltimorecity.gov

Perlman Place	Railroad
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W. Edward Leon (443) 984-2727, eddie.leon@baltimorecity.gov

Ashburton	Mount Washington
Bancroft Park	Ridgely's Delight
Better Waverly	Seton Hill
Butcher's Hill	Upton's Marble Hill
Fells Point	Washington Hill
Franklinton	Waverly
Loft District	Wilkins Avenue
Madison Park	Wyndhurst
Union Square	

Lauren Schiszik (410) 396-5796, lauren.schiszik@baltimorecity.gov

Auchentoroly Terrace	Otterbein
Barclay/Greenmount	Stirling Street
Bolton Hill	Ten Hills
Dickeyville	Baltimore City Landmarks
Hunting Ridge	City-Owned Properties
Oldtown	Schools

**[http://www.baltimorecity.gov/Government/BoardsandCommissions/
HistoricalArchitecturalPreservation.aspx](http://www.baltimorecity.gov/Government/BoardsandCommissions/HistoricalArchitecturalPreservation.aspx)**

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