

Dickeyville Architectural Committee – Overview & Procedures

See the *Dickeyville Architectural and Preservation Guidelines* available on www.dickeyville.org for more detailed information

Things to Know About Living in An Historic Community

Dickeyville was designated as an “historic district” of Baltimore City in 1969 and was placed on the Federal government’s “National Register of Historic Places” in 1972. Living in a historic community comes with certain responsibilities that each homeowner must adhere to in order to preserve the charm and architectural character of the village.

The Commission for Architectural and Historical Preservation (C.H.A.P) is the municipal government body that is responsible for:

- REVIEWING and REGULATING alterations to the exterior of the properties within Baltimore City historic districts.
- PROVIDING resources pertaining to architectural preservation.
- IMPOSING fines and/or stop work orders on projects that have not obtained approval.
- PRE APPROVING any project within the District requiring a permit

Website: www.baltimorecity.gov/Government/BoardsandCommissions/HistoricalArchitecturalPreservation.aspx. **Phone: 410.396.4866**

The Dickeyville Architectural Committee (DAC) is a standing committee of the Dickeyville Community Association and was established by the community to:

- HELP residents adhere to C.H.A.P and Dickeyville architectural preservation requirements
- HELP C.H.A.P in an advisory capacity to work with the community to preserve the historic district
- ASSIST C.H.A.P by ensuring that projects are completed per requirement
- HELP to mitigate conflicts between neighbors due to proposed architectural alterations

DAC Chairperson and contact info is located in the Directory or at www.dickeyville.org

How do these preservation requirements benefit the homeowner and the community?

- PROMOTES rehabilitation efforts within communities
- PROVIDES eligibility for tax credits and incentives
- GIVES distinction to neighborhoods and ENHANCES marketability
- PROVIDES protection from demolition and inappropriate development
- OFFERS access to expert technical assistance from C.H.A.P

Tax Credit information: If you own a home in Dickeyville and are planning improvements to your property (interior and/or exterior) you may be eligible for tax credits from the State or Local jurisdictions. For more information see the contact information below or contact the DAC Chairperson.

- Maryland Historical Trust “*Historic Preservation Tax Credit for the Rehabilitation of a Historic Property*”
 - **website:** <http://mht.maryland.gov/taxcredits.html> **Phone: 410.514.7628**
- C.H.A.P (Baltimore City) Tax Credit Program
 - **website:** <http://www.baltimorecity.gov/Government/BoardsandCommissions/HistoricalArchitecturalPreservation/TaxIncentives.aspx> **Phone: 410.396.7526**

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The Guidelines

The Dickeyville Architectural and Preservation Guidelines is an abbreviated version of the Baltimore City Historic Preservation Procedures and Design (C.H.A.P) Guidelines. They also contain guidelines unique to Dickeyville that have been developed by the community over time and that are honored by C.H.A.P. A Draft of the latest version of the Dickeyville Architectural and Preservation Guidelines may be found at www.dickeyville.org. A printed version is available from the D.A.C Chairperson. The full set of C.H.A.P Guidelines may be found at C.H.A.P's website (see above) or by Googling "CHAP Baltimore, guidelines".

Which projects require submittal?

Any **exterior alteration** of your property requires a submittal to and approval from the D.A.C. and C.H.A.P. Interior alterations do not require D.A.C or C.H.A.P approval.

The Guidelines are intended to help residents prepare submittals. Even if your particular project is not listed in the guidelines you should provide a submittal for review. Each Dickeyville property and project is unique and homeowners are invited to submit ideas including the use of new technology. Every project will be reviewed on a case by case basis.

C.H.A.P will not approve a project (and if required, a permit will not be granted) if it has not been reviewed and approved by the D.A.C.

What is the process for submittal?

- Call or email the D.A.C Chairperson to see whether a submittal is necessary for your project or if you have questions.
- Complete a submittal for your project. ***Project Submittal forms and Neighbor Comment forms are found at the end of the Directory or at: www.dickeyville.org.***
- Talk to your neighbors about your project. Ask them to fill out a *Neighbor Comment form*.
- Email your submittal to the committee Chairperson (preferred) or submit one hard copy.
- Review: The committee will review your submittal and contact you if more information is needed or if they have questions.
- Approval: Your submittal will either be approved, approved with suggested revisions or not approved. You will be informed in writing by the D.A.C typically within 1-2 weeks.
- Notice to Proceed: If the project is approved the letter will be copied to C.H.A.P and you may apply for a Notice to Proceed and a permit if required.
- Permits: C.H.A.P will inform you if a permit is required or you may contact the Plans Examining and Permit Section of Baltimore's Department of Housing and Community Development: 410.396.3361. **NOTE: A Permit will not be granted if the project has not received a Notice to Proceed from C.H.A.P and C.H.A.P will not issue a Notice to Proceed without approval from the DAC.**
- If your submittal is not approved then you may 1) revise and resubmit 2) not proceed with the project or 3) seek arbitration from C.H.A.P (See C.H.A.P Guidelines)
- Inspections: You should notify the D.A.C when construction starts and when it is complete, so that the D.A.C. can confirm that you conformed to what was approved.

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Finally, There are a few things to help you preserve, improve and enjoy your Dickeyville home and the historic district:

1. **MAINTAIN:** Diligent maintenance can prevent many costly repairs and replacements and help to preserve elements of your home that are hard and/or expensive to replace. C.H.A.P has adopted a file of good maintenance and historic preservation procedures for historic buildings. These are on file with the D.A.C. or are available free online at www.nps.gov/tps/.
 - a. You are expected to maintain your Dickeyville home and the appearance of your grounds in good condition. If they fall into serious disrepair, you will probably hear from the Dickeyville Maintenance Committee.
2. **REPAIR:** If a part of your home requires repair, the D.A.C. and C.H.A.P may be able to help you find qualified contractors who are familiar and experienced with historic details and preservation.
3. **REPLACE:** Inevitably there will be times when replacement is the only option. Sometimes what is assumed to be easily replaced, is not. For that reason, finding an acceptable replacement for the element **PRIOR** to demolition or removal is recommended.
 - a. **C.H.A.P. may require documentation that the element that you are replacing is beyond repair prior to approving replacement.**