



## Planning & Zoning: Historic Area Work Permit Application<sup>1</sup>

Calvert County, Maryland, Department of Planning & Zoning  
 205 Main Street, 2nd Floor, Prince Frederick, MD 20678  
 Phone: (410) 535-2348, (410) 535-1600 ext. 2356  
 MD Relay: (800) 735-2258, Fax: (410) 535-3092  
 email: HistoricPreservation@calvertcountymd.gov

**NOTE:** Approval of a Work Permit **DOES NOT** constitute approval of a tax credit application.

Please provide all requested information, except for the portion reserved for "Office Use Only."

*Office Use Only:*

Historic Site Number:	<input type="text"/>	HAWP Application #:	<input type="text"/>
Historic Site Name:	<input type="text"/>	Filing Date:	<input type="text"/>
Building/Grading/Sign Permit #:	<input type="text"/>	HDC Meeting Date:	<input type="text"/>

### Property Location

Property Address:	<input type="text"/>						
Tax Map:	<input type="text"/>	Parcel:	<input type="text"/>	Lot No.:	<input type="text"/>	Tax ID No.:	<input type="text"/>

### Applicant

Name:	<input type="text"/>				
eMail:	<input type="text"/>				
Mailing Address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip:	<input type="text"/>

### Property Owner (if different from Applicant)

Name:	<input type="text"/>				
eMail:	<input type="text"/>				
Mailing Address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip:	<input type="text"/>

### ADJOINING PROPERTY OWNERS

(including those across roads, if you need more space please attach a separate sheet)

<i>Printed Name(s)</i>	<i>Address</i>
<input type="text"/>	<input type="text"/>

<sup>1</sup> Please see *Calvert County Code, Chapter 57, Article VI Administration, 57-24: Violations and penalties* provided at the end of this application or available online.

Property Address:							
Tax Map:		Parcel:		Lot No.:		Tax ID No.:	

**WORK TO BE PERFORMED**

<input type="checkbox"/>	Alteration	<input type="checkbox"/>	Moving	<input type="checkbox"/>	Grading
<input type="checkbox"/>	Addition	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Excavation
<input type="checkbox"/>	New Building	<input type="checkbox"/>	Repair	<input type="checkbox"/>	Sign
<input type="checkbox"/>	Other: _____				

**To be performed by:**

Architect or Engineer: \_\_\_\_\_

Building Contractor: \_\_\_\_\_

Other: \_\_\_\_\_

**Attachments to this Application:** *(The Historic District Commission/Staff may determine items listed below are not applicable and will not be required.)*

<input type="checkbox"/>	Plat of Property or metes and bounds description of property
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Construction Plans, including:
<input type="checkbox"/>	Plan View
<input type="checkbox"/>	Elevation
<input type="checkbox"/>	Details (pertinent)
<input type="checkbox"/>	Photographs (of existing house)
<input type="checkbox"/>	Each side of existing building
<input type="checkbox"/>	Area of work
<input type="checkbox"/>	Other

Other remarks: \_\_\_\_\_

\_\_\_\_\_

**Easement:**

Is the property subject to an easement held by an historic preservation organization?

No     Yes    If yes, name of organization: \_\_\_\_\_

*(If yes, attach proof of approval of requested change from that organization)*

**Description of Proposed Work:** (include materials to be used, composition of material, dimensions, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please continue your description on the next page.

Property Address:							
Tax Map:		Parcel:		Lot No.:		Tax ID No.:	

Please continue your description below. Attach another sheet if necessary.

<input type="checkbox"/>	I am the owner of this property, or
<input type="checkbox"/>	I have advised the owner of this application and the intended work.
<input type="checkbox"/>	The information on this application represents an accurate description of the proposed work. I have omitted nothing which might affect the decision of the Historic District Commission.
<input type="checkbox"/>	I understand that the approval of this application by the Calvert County Historic District Commission does not constitute approval of other required permit applications.
<input type="checkbox"/>	I agree to supply two additional photographs of the proposed work when the work is complete.
<input type="checkbox"/>	I or my representative <input type="checkbox"/> will OR <input type="checkbox"/> will not attend the Public Meeting on this application.

Applicant's Signature:

Date signed:

Calvert County Code, Chapter 57, Article VI Administration, 57-24: Violations and penalties.

A. Any person, firm or corporation, or agent of such, who violates a provision of this chapter by willfully performing or allowing to be performed any construction, alteration, moving, demolition (including demolition by neglect) or repair of any structure within an Historic District without first obtaining an historic area work permit (as required), failing to comply with any conditions of such permit, failing to comply with any final notice issued pursuant to this chapter or disobeying or disregarding a decision of the Historic District Commission, may be liable for a civil monetary fine not to exceed \$100, and each day's violation of this provision shall constitute a separate offense.

B. In addition, to other remedies and penalties, where there is any violation of this chapter, the Building Inspector, the Historic District Commission or the Zoning Board of Appeals, through the County Attorney, shall institute appropriate action to prevent, enjoin, abate or remove such violations