



SYKESVILLE HISTORIC DISTRICT COMMISSION

Town of Sykesville
7547 Main Street
Sykesville, Maryland 21784

Telephone: (410) 795-8959
Fax: (410) 795-3818

TO: All Persons Applying to the Historic District Commission for Permit Approval

The Sykesville Historic District Commission meets on the **fourth Tuesday** of each month for the purpose of reviewing applications for **permit approval**.

The deadline for submitting applications is 4:00 P.M. on the second Tuesday of the month. If the application is not complete it will be postponed until the next regularly scheduled meeting. Applications will NOT be accepted after 4:00pm on the second Tuesday of the month.

The deadline is necessary for the Commissioners to review all aspects of your application and to allow time for you to make changes to the application, upon the request of the Commission or the Town Secretary.

It is strongly recommended that you meet with me one (1) week before the deadline to review your application and plans.

PLEASE NOTE: the Commission at its regular meeting the following month reviews applications received after 4:00 P.M. the second Tuesday of the month.

The Sykesville Historic District Commission was created to preserve Sykesville's past and is here to help you.

Please feel free to call me personally if you have any questions.

Sincerely,
Norman Fogg, Chairperson (410) 795-8959

MEMORANDUM

TO: Persons Desiring To Make Alterations to and/or Construct in the Town of Sykesville Historic District

Attached is information and/or items that you will need to complete prior to any work being done within the Town of Sykesville Historic District.

REVIEW PROCESS:

1. Submit **fully completed** and executed permit applications, along with any drawings or photographs that may be necessary, to the Town Zoning Administrators Office in the Sykesville Town House by **4 P.M. on the second Tuesday of the month for hearing by the Historic District Commission the same month.**
2. The Historic District Commission meets at 7:00 P.M. on the fourth Tuesday of each month, or as scheduled by the Commission at the Sykesville Town House, 7547 Main Street.
3. For more information, please contact the Town Zoning Administrator at 795-6390.

APPLICATIONS:

1. Application For Certificate of Approval
2. Sign Application- Both application for certificate of Approval and sign application must be submitted if applying for a sign.

A \$15.00 non-refundable fee must accompany each and every application for residential properties in the Historic District.

A \$25.00 non-refundable fee must accompany each and every application for commercial properties in the Historic District

A \$50.00 non-refundable fee will be charged for work in progress without a permit.

CODES:

1. Chapter 93-Historic Districts
2. Chapter 180-89. Signs

GUIDELINES:

1. Guidelines for Alterations and Construction
2. Signs

Sykesville Historic District Commission

APPLICATION FOR CERTIFICATE OF APPROVAL

TO: The Town of Sykesville
Historic District Commission
C/o Aretha Adams, Town Manager
7547 Main Street
Sykesville, Maryland 21784

1. NAME OF APPLICANT: _____ Tel.# _____

a. Is Applicant the Owner of the Property? ____ Yes ____ No

b. If not, Name of Owner: _____ Tel.# _____

2. PROPERTY ADDRESS: _____

3. SEND NOTICES TO (include name, complete address, and telephone number):

a. Owner _____

b. Applicant/Agent _____

c. Contractor _____

<p><u>FOR OFFICIAL USE ONLY</u></p> <p>Application # _____</p> <p>Date received: _____ Received by: _____ Fee Paid: _____ Date Paid: _____</p> <p>MEETING DATE: _____ Continued date (s): _____</p> <p>_____ Postponed (reason): _____</p> <p>_____ Approved</p> <p>_____ Approved, with conditions (see letter attached)</p> <p>_____ Disapproved (see letter attached)</p> <p>SIGNED: _____, S.H.D.C. Date: _____</p>
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4. Application is made as outlined below, and with supporting material for a Certificate of Approval for: (describe in detail all work being performed.)

5. Check items requested:

- a. Minor alteration or repair
- b. Sign or graphic display (**PLEASE COMPLETE SIGN APPLICATION**)
- c. Renovation and/or major addition. * see additional information *
- d. New building project. *see additional information*
- e. Fencing, wall, or permanent landscape alteration/addition
- f. Other (please specify): _____

6. **All requests for review or approval shall be accompanied by the following submissions:**

- a. Building permit application
- b. Location map, indicating property location
- c. Current photograph of property and/or current photographs of item(s) to be considered.
- d. Site plan of property drawn to scale, indicating location of items to be considered.
- e. Sample(s) of manufacturer's literature indicating material, color, texture, and/or scale of items proposed
- f. Literature regarding installation or proposed methods of installation, if applicable.

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***Additional information as follows:**

Renovation and or major addition-scale drawing indicating size, type, and extent of work
New building project-scale drawings not less than 1/8" to a foot, of all elevation, a colored rendering, and/or a model to scale capable of indicating all items requiring exterior review.
Demolition - letters and/or reports, including structural conditions, reports (when required) providing need for removal, and plans indicating how space will be treated following removal. If the space is to be improved, a separate accompanying application for such improvements must be attached.

All applications must be accompanied by **supporting materials** as may be required for the Commission to properly evaluate the proposed changes. The Commission may require additional information. **ALL ITEMS NOTED IN NUMBER 6 ABOVE MUST BE SUPPLIED BEFORE AN APPLICATION CAN BE CONSIDERED.**

Owners Certification

I certify that I am the owner of the above referenced property and that I hereby make application for the Town of Sykesville Historic Commission approval of the above referenced changes and that all of the information provided above is correct and all work will be done in accordance with the Commissions approval. My agent or I will appear in support of this application at the Commission meeting on _____ at the Sykesville Town House, 7547 Main Street, Sykesville, Maryland.

Print Name

Signature

Agents Certification

I certify that the above referenced owner has authorized me to act as his/her agent and to hereby make application for the Sykesville Historic District Commission approval of the above referenced changes on his/her behalf and that all of the information provided above is correct and all work will be done in accordance with the Commission's approval. I will appear in support of this application at the Commission meeting on _____ at the Sykesville Town House, 7547 Main Street Sykesville, Maryland.

Print Name

Signature

SYKESVILLE HISTORIC DISTRICT COMMISSION

SIGN APPLICATION

TO: Town of Sykesville
Historic District Commission
c/o Aretha Adams, Town Manager
7547 Main Street
Sykesville, Maryland 21784

Application is made as outlined below and with supporting material for a Certificate of Approval for a sign as described below.

Applicant's Name _____

Address _____

Phone _____

Owners Name _____

Address _____

Phone _____

Address of Property _____

Describe Existing Structures on Property _____

Describe Adjacent Structures _____

Describe Proposed Sign. Include in this description the size and shape, color(s), materials, lettering style and size, location on the building or lot, means of illumination (if any) and any other significant feature of this sign.

List Sizes of All Existing Signs _____

Estimated Cost of Improvements _____

All applications must be accompanied by any other supporting material as may be required for the Commission to properly evaluate the proposed sign.

All applications must be accompanied by an exhibit drawn to scale showing the size of the proposed sign in relation to the building or site and sketches indicating location of sign, details of construction, colors and/or texture are required. Dimensions, such as ground clearance, length, height, width and projection should be clearly indicated.

All applications must be accompanied by an exhibit indicating the size and style of letters, spacing, message, lighting, methods of support, all keyed to physical examples and showing the materials and finishes to be used shall be provided.

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Print Name

Signature

FOR OFFICIAL USE ONLY

Application # _____
Meeting Date _____

Date Received _____
Fee Paid _____
Date Paid _____