



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

HISTORIC DISTRICT COMMISSION DESIGN REVIEW APPLICATION

Case No. HDC - _____
Office Use Only

Date Accepted: _____

45-Day Time Limit Expires: _____

Submittal Requirements:

- Original application with original signature
- 1 copy of drawing, sized 11 x 17-inches or smaller (if larger, provide 12 copies)
- Manufacturer's literature for all materials being proposed and/or sample of materials proposed
- If constructing a new building or an addition to an existing building, provide a plot plan showing the extent of the improvements

Property Location/Address: _____

Applicant's Name: _____

Applicant is the: (please circle) Owner / Tenant / Contractor

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Property Owner Name (if different from Applicant): _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Description of Proposed Work (please include a detailed description including dimensions, materials, location on building, etc.) If necessary, please attach additional sheets.

What: _____

Size: _____

Materials: _____

Location on the building or property: _____

Certification

Failure to complete this application fully including the attachment of scaled construction plans and other supporting material as may be required by the Planning and Code Administration Department or the Historic District Commission and/or failure of the applicant or a representative to appear at the scheduled meeting will result in postponement of the application until the next regularly scheduled meeting. The application may be dismissed if there are two or more postponements. If an application is denied, the same application shall not be renewed within a period of one year after the denial. **If Applicant is different from Owner of the property, written authorization from the Owner shall be included with this application.**

Owner's Signature

Date

Applicant's Signature (if different from owner)

Date

Hagerstown Historic District Commission Action:

	Approval – Certificate of Appropriateness
	Approval – Certificate of Hardship
	Denial – Certificate of Appropriateness
	Denial – Certificate of Hardship

Historic District Commission Chair Signature

Date

Revisions:

Revision Approved / Denied:

Historic District Commission Chair Signature

Date

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