



Application for

# Historic District Commission Review

# HDC

5/16

## City of Rockville

Department of Community Planning and Development Services

111 Maryland Avenue, Rockville, Maryland 20850

Phone: 240-314-8230 • Fax: 240-314-8210 • E-mail: [history@rockvillemd.gov](mailto:history@rockvillemd.gov) • Website: [www.rockvillemd.gov/historic](http://www.rockvillemd.gov/historic)

### Type of Application: *(check all that apply)*

Certificate of Approval    Courtesy Review    Evaluation of Significance    Demolition Proposed    Tax Credit

### Property Address Information: *(please print clearly or type)*

Address: \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block \_\_\_\_\_

Zoning \_\_\_\_\_ Tax Account(s) \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

### Applicant Information:

Applicant \_\_\_\_\_ Address \_\_\_\_\_

phone \_\_\_\_\_

e-mail \_\_\_\_\_

Property Owner \_\_\_\_\_ Address \_\_\_\_\_

phone \_\_\_\_\_

email \_\_\_\_\_

Agent \_\_\_\_\_ Address \_\_\_\_\_

phone \_\_\_\_\_

e-mail \_\_\_\_\_

### SCOPE OF WORK

<input type="checkbox"/> FENCE	<input type="checkbox"/> MATURE TREE REMOVAL	<input type="checkbox"/> CHIMNEY
<input type="checkbox"/> SIDING/TRIM	<input type="checkbox"/> WINDOWS/DOORS	<input type="checkbox"/> MISCELLANEOUS
<input type="checkbox"/> SIGNAGE	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ORDINARY MAINTENANCE
<input type="checkbox"/> PARKING LOT	<input type="checkbox"/> ROOFING	<input type="checkbox"/> NEW CONSTRUCTION
<input type="checkbox"/> LANDSCAPING	<input type="checkbox"/> ACCESSORY BUILDING	<input type="checkbox"/> OTHER

Project Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### STAFF USE ONLY

#### Application Acceptance:

Application # \_\_\_\_\_

Pre-Application \_\_\_\_\_

Date Accepted \_\_\_\_\_

Staff Contact \_\_\_\_\_

OR

#### Application Intake:

Date Received \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date of Checklist Review \_\_\_\_\_

Deemed Complete: Yes  No



## SUBMITTAL PROCEDURES FOR **HISTORIC DISTRICT COMMISSION (HDC) CERTIFICATE OF APPROVAL**

Each applicant needs to be aware of the following facts about the processing of this application. After reading the following information, please sign below to acknowledge your understanding.

### 1. PRE-APPLICATION MEETING

A pre-application meeting with the historic preservation staff is recommended prior to filing all applications. Please call the preservation office at 240-314-8230 to schedule a meeting with staff.

### 2. COMPLIANCE WITH ADOPTED DOCUMENTS

Projects must be reviewed for compliance with the following documents:

- The Secretary of the Interior's Standards for Rehabilitation: [www.cr.nps.gov/hps/tps/standards/rehabilitation.htm](http://www.cr.nps.gov/hps/tps/standards/rehabilitation.htm)
- City's Technical Guides for Exterior Alterations, available at [www.rockvillemd.gov/historic/tech-guides.html](http://www.rockvillemd.gov/historic/tech-guides.html) or in printed form at the Department of Community Planning and Development Services
- The HDC's Adopted Architectural Design Guidelines: [www.rockvillemd.gov/historic/guidelines1977.htm](http://www.rockvillemd.gov/historic/guidelines1977.htm)

### 3. FILING LOCATION

Applications must be filed with the City of Rockville Community Planning and Development Services Department at 111 Maryland Avenue, Rockville, MD 20850. Applications will not be accepted until they are determined to be complete by City staff.

### 4. INSPECTION OF THE PROPERTY

Members of the Historic District Commission and City staff must be given the opportunity to physically inspect the subject property to help them reach a decision on the application. This opportunity must be granted provided that reasonable notice is given for said inspection.

### 5. HEARING/MEETING APPEARANCE

Once the application is complete, staff will set a tentative date for a public hearing by the Historic District Commission. Meetings of the Commission are held on the third Thursday of the month, in the Mayor and Council Chambers at City Hall at 7:30 p.m. The applicant, or a representative designated by the applicant, should be prepared to present his/her case before the Historic District Commission. The applicant will have the opportunity to ask questions and respond to comments at the public hearing. HDC decisions may be appealed to the Circuit Court of Montgomery County.

### 6. FILING DEADLINES

Applications are due five weeks preceding the regularly scheduled HDC meeting. A schedule of filing deadlines is maintained by the Planning Division, and posted on the city's website at [www.rockvillemd.gov/government/commissions/hdc](http://www.rockvillemd.gov/government/commissions/hdc).

### 7. SIGN

A sign will be provided to you by City staff, which must be posted on the property announcing the public hearing by the Historic District Commission when the application is filed. After the HDC meeting, the sign must be removed and disposed of.

***A letter of authorization from the owner must be submitted if this application is filed by anyone other than the owner.***

I hereby certify that I have the authority to make this application, that the application is complete and correct and that I have read and understand all procedures for filing this application.



The following information is required as part of this application for a Certificate of Approval by the Historic District Commission: One (1) copy of each item, with a maximum size of 11"x17" must be provided unless otherwise noted. Digital copies must also be provided. Please consult with staff as the required information and additional copies may vary with the particular project.

1. **SITE PLAN**

- A. Lot dimensions.
- B. Building location within dimensions of lot (existing and proposed).
- C. Dimensions and locations of drives, walks, fences, porches, patios, accessory buildings, planting areas, freestanding signs (existing and proposed).
- D. North arrow, date, and scale of plan.

2. **LANDSCAPING PLAN** (Required for tree removal, new construction and substantial landscape plans or alterations) showing:

- A. Plant placement
- B. Plant spacing
- C. Types/species
- D. Number of each plant.
- E. Height/spread at installation and at maturity.

**Tree Removal Procedures**

Applicants must apply for both hazardous tree and non-hazardous mature tree removals. Staff may approve removal of hazardous, dead or dying trees with either a report from the City Forester or a certified arborist. Please refer to the adopted Technical Guides for Exterior Alterations, #7, Landscaping. For all other tree removal, the HDC must review and approve.

3. **ARCHITECTURAL DRAWINGS** (Required for structural alterations, additions and new construction and must include floor plans, elevations and sections with north arrow, date, scale and dimensions showing):

- |   |   |
|---|---|
| A. Number of stories and building height              | G. Exterior stairs  |
| B. Siding dimensions                                  | H. Chimney detail   |
| C. Window/door dimensions, details and specifications | I. Sign location and maximum area of all signs per Article 18 of the Zoning Ordinance |
| D. Railing dimensions and details                     | J. Renderings of completed proposal   |
| E. Roof plan  |   |
| F. Trim and architectural details                     |   |

4. **PHOTOGRAPHS** – Digital and print photographs of subject property (all views) and area affected. For new construction, submit photographs of surrounding buildings and environment.

5. **PRODUCT INFORMATION** (Required for change of material, structural alterations, additions, and new construction) Product literature (brochures, website info, etc.) with specifications or a sample of the composition, color, and texture of materials to be used including:

- |                   |             |             |
|-------------------|-------------|-------------|
| A. Roof materials | E. Gutters  | I. Patios   |
| B. Siding         | F. Drives   | J. Railings |
| C. Windows        | G. Walks    | K. Fences   |
| D. Doors          | H. Flooring | L. Signs    |



**APPLICATION CHECKLIST**

# **HISTORIC DISTRICT COMMISSION (HDC) CERTIFICATE OF APPROVAL**

Please complete this checklist and include it as part of the application submittal. Each item on the checklist must be contained in the application packet. If items are missing, the application cannot be accepted. This checklist must be included with the submittal when filing with staff.

**IMPORTANT NOTE:** AN ACCEPTABLE AND COMPLETE **HDC** SUBMITTAL MAY INCLUDE OF THE FOLLOWING ITEMS – Any submittal package filed with the Historic Preservation Office that is deemed incomplete **cannot** be accepted and will be returned to the applicant.

Submitted	<i>For Staff Use Only</i> Received	
<input type="checkbox"/>	<input type="checkbox"/>	Detailed site plan no larger than 11"x17"
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping plan (required for tree removal, new construction and substantial landscape plans or alterations)
<input type="checkbox"/>	<input type="checkbox"/>	Architectural drawings including floor plans, elevations, sections and rendering of completed proposal no larger than 11"x17"
<input type="checkbox"/>	<input type="checkbox"/>	Photographs of areas affected (print & digital)
<input type="checkbox"/>	<input type="checkbox"/>	Sample materials or brochures with materials specifications if any change from original materials is proposed
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as requested by Historic Preservation staff

### **Evaluation of Significance**

Several digital photos are required for the Evaluation of Significance:

- Several photos of all sides of the house
- Entire front of house with the yard
- Entire rear of house with the yard
- Each side of house
- The garage and/or any out buildings
- The entire front yard and the entire back yard.
- A view of the buildings up and down the street, and across the street More photos are better than less

Also, please send the following information about the materials on the house and the garage:

- Roof: Asphalt Shingle, metal, or slate?
- Siding: Vinyl, aluminum, asbestos, or wood or wood substitute?
- Windows: vinyl, aluminum, or wood?
- Shutters: Vinyl or wood?
- All Doors: Wood, aluminum, or steel?
- All Storm doors: Vinyl or aluminum?
- All Porch /deck railings: wood, vinyl, or metal?
- All Porch/deck floor and step materials?
- Garage /Shed or Other outbuildings materials?
- Fences: Chain link, Vinyl or Wood?

Any additional information about property including history, old photos, previous owners, etc.