

Salisbury Historic District Commission

207 W. Main St., Suite 102
Salisbury, MD 21801
(410) 341-9550 / fax (410) 341-3682

Permit Application

\$25 Fee Received _____ (date)

Date Submitted to NSCC: _____

Date Accepted as Complete by NSCC: _____

Subject Location: _____

Application by: _____

Applicant Address: _____

Applicant Phone: _____

Case #: _____

Action Required By (45 days): _____

Owner Name: _____

Owner Address: _____

Owner Phone: _____

Work Involves: Alterations New Construction Addition Other _____
 Demolition Sign Awning Estimated Cost _____

DESCRIPTION OF WORK PROPOSED (Please be specific. Attach sheet if space is inadequate) Type of material, color, dimensions, etc. must accompany application. If signs are proposed, indicate material, method of attachment, position on building, size and front lineal feet of building, size and position of all other signs on building, and a layout of the sign.

Are there any easements or deed restrictions for the exterior of this property? If yes, submit a letter from the easement holder stating their approval of the proposed work. Yes No

Do you intend to apply for Federal or State Rehabilitation Tax Credits? If yes, have you contacted Maryland Historical Trust staff? Yes No

If you have checked "Yes" to either of the above questions, please provide a copy of your approval letter from the Maryland Historic Trust along with this application.

See Reverse Side for DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION

All required documents must be submitted to the Director, Dept. of Neighborhood Services & Code Compliance at least 30 days prior to the next public meeting. Failure to include all the required attachments and/or failure of the applicant or his/her authorized representative to appear at the scheduled meeting may result in postponement of the application until the next regular scheduled meeting. If an application is denied, the same application cannot be resubmitted for one year from date of such action. Please be advised that members of the Salisbury Historic District Commission or staff, may visit the subject property prior to the scheduled meeting date to familiarize themselves with the project.

The Salisbury Historic District Commission Rules and Regulations and Design Guidelines are available for review in the office of the Department of Neighborhood Services & Code Compliance for the City of Salisbury as well as on the city's website: www.ci.salisbury.md.us.

I, or my authorized representative, will appear at the meeting of the Salisbury Historic District Commission on _____ (date).

I hereby certify that the owner of the subject premises has been fully informed of the alterations herein proposed and that said owner is in full agreement with this proposal.

Applicant's
Signature _____ Date _____

Remarks: _____

Application Processor (Date)

Secretary, S.H.D.C. (Date)

- A. The completed application form.
- B. Site plan, if applicable.
- C. Scaled and measured detailed drawings, including, but not limited to, plans and elevations of the proposed alterations or improvement, or in the alternative, a scale mock up.
- D. For an existing structure, color photographs of the structure showing all elevations, the area to be altered, close-ups of architectural detail and the area in the immediate vicinity (the property to the immediate left and right of subject property)
- E. For a proposed new structure, photographs of the subject site and all buildings in the immediate vicinity.
- F. All photographs shall be printed on 8½ x11 paper, however, you may put several photos on one page, and each shall be labeled with a description of the contents of the photograph.
- G. Samples of materials or copies of manufacturers product literature.
- H. The applicant shall deliver eight (8) complete copies of each application and attachments to the City of Salisbury, Department of Neighborhood Services & Code Compliance, 501B E. Church Street, Salisbury, MD.