

# Salisbury Historic District Commission

125 N. Division Street  
Room 202  
Salisbury, MD 21801  
(410) 548-3170/ fax (410) 548-3107

## Permit Application

\$25 Fee Received \_\_\_\_\_ (date)

**Date Submitted :** \_\_\_\_\_

**Case #:** \_\_\_\_\_

**Date Accepted as Complete :** \_\_\_\_\_

**Action Required By (45 days):** \_\_\_\_\_

Subject Location: \_\_\_\_\_

Application by: \_\_\_\_\_

Owner Name: \_\_\_\_\_

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

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

Applicant Phone: \_\_\_\_\_

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 City Planner, Department of Infrastructure and Development 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 Infrastructure and Development for the City of Salisbury as well as on the city's website: [www.ci.salisbury.md.us](http://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. The application fee of \$25. Checks can be made out to the City of Salisbury.
- C. Site plan, if applicable.
- D. 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.
- E. 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)
- F. For a proposed new structure, photographs of the subject site and all buildings in the immediate vicinity.
- G. 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.
- H. Samples of materials or copies of manufacturers product literature.
- I. The applicant shall deliver one (1) complete application and attachments to the City of Salisbury, Department of Infrastructure and Development, 125 N Division Street, Room 202, Salisbury, MD.