



**APPLICATION
HISTORIC PRESERVATION COMMISSION
TOWN OF BEL AIR**

I. TYPE OF APPLICATION

- Minor Alterations and Repair
- Sign or Graphic Display
- Renovation and/or Major Addition
- New Building within property
- Demolition
- other, please specify _____

Case No	_____
Date Filed	_____
Hearing Date	_____
HA #	_____

II. APPLICANT _____

Address _____

Email _____ Phone Number _____

Applicant's interest in the property _____

PROPERTY OWNER _____

Address _____ Phone Number _____

ATTORNEY OR REPRESENTATIVE (if any) _____

Address _____ Phone Number _____

III. LAND DESCRIPTION

Address and Location of Property _____

Property Historic Name _____

Acreage/Lot Size _____ Subdivision _____ Lot # _____

Tax Map # _____ Block # _____ Parcel # _____ Election District _____ Zoning District _____

List ALL Structures on Property and Current Use: _____

Have any other requests been filed for this property in the past? _____

ALL PERTINENT FORMS, PLANS/PLATS AND ANNOTATED CHECKLISTS MUST BE SUBMITTED WITH THIS APPLICATION.

IV. REQUEST

The APPLICANT/OWNER/CONTRACT PURCHASER requests the following:

Description of Work: _____

If additional space is needed, attach a separate sheet to Application. In answering the above questions, please refer to the Development Regulations (Ordinance No. 663-03) requirements or other applicable regulations that pertain to the type of application requested.

V. INFORMATION TO BE SUBMITTED WITH APPLICATION

1. A Site/Building Plan drawn to scale indicating all pertinent data related to proposed work and location of property
2. Current Photograph of property including all structures
3. Color rendering showing all elevations of any proposed expansion or new building.
4. Proposed material information including manufacturer’s literature, material samples, color swatches, shop drawings, etc.
5. TAX CREDIT: Estimated cost of improvements
6. Appropriate supporting material as requested (i.e. topographic map, demolition plan, etc.)
7. Minor Alterations or Repair – written description or sketch of proposed work
8. Sign or Graphic Display – Scaled exhibit showing message, size, height, length, width, lighting method and ground clearance of sign in context with building or site. Dimensioned plan showing location, construction detail, color and material samples.
9. Renovation and/or Major Addition – Scaled exhibit showing existing structure and the size, type and extent of proposed work (plan and elevation).
10. New Building – Scaled exhibit of not less than 1/8” to a foot of all elevations and a colored rendering and/or model capable of showing building exterior views.
11. Demolition – Reports of structural conditions, reports demonstrating the need for demolition (when required) and plans indicating how remaining structure will be treated following removal. If remaining structure is to be improved, a separate application is required.

VI. PLEASE NOTE:

1. It is the applicant's responsibility to complete the application properly and thoroughly. Acceptance of the application by the Planning Department does not constitute approval. The approval body will make an independent determination as to the thoroughness and accuracy of the application at the time of hearing.
2. It is also the responsibility of the applicant to supplement the original application with graphic or written documentation prior to the hearing if there is any change regarding information provided between the original submission and the hearing date.

I/We agree to provide additional information as requested by the Department of Planning & Zoning or the Town of Bel Air.

I/We agree to allow representatives of reviewing agencies access to the property proposed for development during the period of evaluation prior to the public meeting.

I/We do solemnly declare and affirm under the penalties or perjury that this petition contains names and addresses of all persons or entities having legal or equitable interest in the property, except those corporations listed and traded on a recognized stock exchange. Further, I/We do solemnly declare and affirm that the names of all such persons or entities are attached hereto.

I/We do solemnly declare and affirm under the penalties or perjury that the contents of the foregoing affidavit are true and correct to the best of my/our knowledge, information and belief.

Witness Date

Signature of Applicant Date

Print Applicant's Name & Title

Witness Date

Signature of Owner Date

Print Owner's Name & Title

Witness Date

Signature of Attorney/
Representative Date

Zoning Staff Date

Director, Dept. of Planning Date