



**TOWN OF EASTON**  
 PLANNING AND ZONING  
 14 SOUTH HARRISON STREET, EASTON, MD 21601

Application #:
Date Received:
Fee Paid:
HDC Meeting Date:
Date Property Posted:

## HISTORIC DISTRICT COMMISSION HEARING APPLICATION

**APPLICATION TYPE**  
 (PLEASE CIRCLE)

ROOFING	DEMOLITION	SIGNAGE	FENCING	OTHER
NEW CONSTRUCTION/ADDITION		EXTERIOR ALTERATIONS		
FOR TREE REMOVAL(S) - PLEASE USE THE TREE REMOVAL APPLICATION				

**PROPERTY INFORMATION**

ADDRESS

Contributing     Non-Contributing    YEAR BUILT: \_\_\_\_\_ NATIONAL REGISTAR # \_\_\_\_\_

**PROPERTY INFORMATION**

OWNER NAME

TELEPHONE NO.  EMAIL

**Applicant or Agent**

NAME

TELEPHONE NO.  EMAIL

Description of Proposal (include additional sheets, as necessary)


- Specific Requirements**
- The payment of fees is due at the time of application submittal.  
 As of December 27, 2022, the fees are as follows:  
 Commercial - \$200    Residential - \$75    Signs - \$75    Staff Approval \$25
  - Provide 3 hard copies plus 1 digital copy of the application and all supplemental information.
  - Disclose any easements or deed restrictions pertaining to the property and any improvements including the details of said easements or restrictions.
  - Disclose any tax credits and or grants being considered for the project.
- The Historic District Commission (HDC) reserves the right to request reasonable additional information or design drawings that further clarify proposals. In cases where professional design services are warranted, the HDC may require the applicant to retain a licensed design consultant. If the applicant or their designee is not present for the scheduled meeting the Commission may elect to refrain from discussing and voting on the scheduled agenda item. Any modifications during review shall warrant an updated application.**

I hereby certify that I have reviewed the Easton Historic District Guidelines as published

Signature of Applicant or Agent

Date

Printed Name of Applicant or Agent



# Historic District Commission Application Checklist

Revised December 2022

Please complete the section that applies to your application. If a checklist item is not included or is non-applicable, please provide information supporting its omission for the Commission's consideration.

## Requirements:

The payment of fees is due at the time of application submittal. As of December, 2022, the fees are as follows: **Commercial - \$200, Residential - \$75, Signs - \$75, Staff Approval - \$25.**

The application submitted shall include 4 copies plus 1 digital.

## All Applications to Include:

- A narrative fully explaining the request
- Photographs of all existing conditions and that will be affected by the proposed project
- Description of all existing materials and a listing of all materials to be used for proposed project.
- Manufacturer cut-sheets and material specifications related to all proposed work.
- Any available and applicable historical photographs, sketches or other documentary evidence illustrating previous conditions and configurations of the building(s)

## New Construction / Addition

- Dimensioned elevations drawn to an appropriate scale illustrating all sides of the proposed structure. Drawings shall include notations outlining roof pitches, trim details and the type of windows and doors to be used for the project
- Site plan drawn to an appropriate scale and including setbacks and neighboring structures. Site Plan should illustrate the footprint(s) of all proposed EXISTING AND PROPOSED construction.
- Construction schedule
- For new construction only, the Commission will require a three-dimensional rendering, superimposed photo, silhouette or model of the proposed structure, other structure(s) located on the subject property and neighboring structures when necessary to understand the visual impact of the new construction and its compliance with the Guidelines.

## Renovations

- Elevations or photographs of the existing conditions
- Elevation of the proposed changes
- Cut sheet for all proposed materials – Be sure to include all of the following that apply and any other additional materials:
  - Windows
  - Doors
  - Trim, fascia, soffit, etc
  - Decking/ porch flooring materials
  - Roofing Materials, gutters

## Windows

**Restoration of existing windows is the Commission's first choice. However, the Commission recognizes it may not always be practical to replace windows. For contributing buildings the front façade and any other façade facing a primary right of way are required to be wood windows. Aluminum, or fiberglass clad wood windows may be approved by the Commission on side or rear façades of contributing buildings. For non-contributing buildings clad wood windows will be considered on all elevations. Note: National Register Buildings are held to the highest of standards.**

- Photograph or scaled elevation of all elevations of the building with each window that is to be replaced clearly labeled.
- Manufacturers cut sheet for each window to be replaced. Clearly labeled where it will be installed on the building.
- Materials for the windows must be clearly identified on the cut sheet
- Please note if existing trim/shutters are to remain or if new are to be installed, please include list of all new materials and cut sheets.

## Roofing

**Note: National Register Buildings are held to the highest of standards.**

- Photographs or scaled elevations showing the existing roofing material to be replaced.
- Manufacturers cut sheet for each type of roofing to be replaced. Clearly labeled where it will be installed on the building.
- Please note if existing trim, fascia, soffit, or gutters are to remain or if new are to be installed, please include list of all new materials and cut sheets.

## Signs

- Dimensioned scale drawings of the sign. Identify all materials to be used, color(s), lettering (including size and font style) and wording
- Photograph depicting the proposed location for the signage
- Lighting detail
- Construction and or mounting details

## Landscaping & Trees

- Landscape plan where existing and proposed landscape features to be installed/planted, removed and/or relocated are identified including the location and species of existing and new trees

## Fence

- Application must include:
  - A Site plan :
    - Drawn to scale
    - Show and label the location of new and any existing fence. (this can be completed on two separate site plans for clarity)
    - Include location of neighboring structures
    - Identify height of proposed fence, location of gates and other openings
    - If the height or style of fence changes based on location, this must be clearly identified.
  - Proposed fence style and material
  - Include photograph, manufacturer cut-sheet of the fence, or detailed sketch of proposed fence.
  - other relevant construction and or material detail

## Demolition

***The Historic District Commission (HDC) reserves the right to request a professional inspection of the structure(s). Said request may include evaluation by a historic preservation specialist.***

- Elevations and photographic documentation of all elevations of the structure(s) to be demolished including footprint dimensions, height dimensions and a site plan illustrating location of the structure(s) to be demolished
- Structural Analysis by Structural Engineer or Licensed Architect
- For Economic Hardship please provide documentation. Reference Guideline 13.9
- Attach replacement plan

## Other

- Attach all documentation supporting request

***The Historic District Commission (HDC) reserves the right to request reasonable additional information or design drawings that further clarify proposals. In cases where professional design services are warranted, the HDC may require the applicant to retain a licensed design consultant.***

***If the applicant or their designee is not present for the scheduled HDC meeting, the Commission may elect to refrain from discussing and voting on the scheduled agenda item.***

***This checklist shall be submitted along with the completed Historic District Commission Application and all additional supporting information.***