



PROCEDURES

Historic Preservation Commission

Application for Historic Designation, Exterior Modification of a Designated Site and Tax Credit for Restoration/Preservation of a Designated Site shall be made to the Historic Preservation Commission (HPC) in accordance with Article V of the Town of Bel Air Development Regulations.

The application for Exterior Modification to a Designated Site must include the following:

- 1) A complete and signed Historic Preservation Commission application with description of proposed changes
- 2) A Site/Building Plan drawn to scale indicating all pertinent data such as address, parcel/tax map information, zoning, north arrow, date, deed reference, boundary information, utility data, abutting streets, existing structures, current paved areas, existing vegetation and other property information as requested by the Department of Planning (10 copies)
- 3) List of all abutting property owner information (to be included with the application).
- 4) Color photographs of the existing conditions and location of proposed improvements
- 5) Color Elevations/Renderings of all sides of the structure including the proposed exterior improvements
- 6) Material Samples/Information such as manufacturer's literature, shop drawings, etc.
- 7) Any other supporting information deemed applicable to the proposed application by the Zoning Administrator
- 8) If Tax Credit is requested, estimated cost of improvements
- 9) Tax Credit Approval: Receipts of all Improvements

The formal petition must be submitted four (4) weeks prior to hearing as described above. Failure to submit the necessary plans or information by this deadline will result in the withdrawal of the case from the Board's agenda for that particular month. The request to the Board will be rescheduled once the requisite information has been received.

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