



**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: _____

Is this application a result of a Zoning Violation Notice? Yes _____ No _____

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
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 specifications, 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, color, material, lighting method (if any) and ground clearance of sign in context with building or site. Dimensioned plan showing location on the property.
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 inch to a foot of all elevations and a colored rendering and/or model showing building exterior views.
11. Demolition – Report of structural conditions demonstrating the need for demolition and plans indicating how remaining structure will be treated during and following removal. If remaining structure is to be improved, a separate application is required.

