

NOTE: Applications must be submitted on this form; one-sided xeroxes or facsimiles are not valid and will not be processed.

New Application \_\_\_\_\_ Addendum to HD# \_\_\_\_\_

Application # **HD-19-**  
Date \_\_\_\_\_  
Review Date \_\_\_\_\_  
Fee \_\_\_\_\_

**TOWN OF ST. MICHAELS**  
**APPLICATION FOR HISTORIC DISTRICT REVIEW**  
Historic District Guidelines available on line at [www.townofstmichaels.com](http://www.townofstmichaels.com)

|                         |                       |
|-------------------------|-----------------------|
| <b>OWNER (S)</b> _____  | Address _____         |
| Telephone _____         | Mailing Address _____ |
| <b>APPLICANT</b> _____  | Address _____         |
| Telephone _____         | Mailing Address _____ |
| <b>CONTRACTOR</b> _____ | Address _____         |
| Telephone _____         | MHIC # _____          |

**Address of Property** \_\_\_\_\_

**Description of work:** Please provide complete details of request(s) under review!

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**Proposed Use** Residential \_\_\_\_\_ Commercial \_\_\_\_\_

**Submittal Requirements:**

New Structure

1. 6 copies (if oversized) of a site plan indicating property lines and lot dimensions, adjacent streets, existing structures and locations of all proposed structures including setbacks and driveway placement. Site Plan must be drawn to scale.
2. 6 sets of elevation drawings (if oversized), including front, right, left and rear elevations. The plans must be drawn to scale and be fully detailed.
3. Listing of those materials used as shown on the elevation drawings.
4. Landscaping and extent of grading description.
5. Schedule of construction and contractor
6. Photographs of all existing conditions.

Addition

1. 6 copies (if oversized) of a site plan indicating property lines and lot dimensions, adjacent streets, existing structures and location of the proposed addition including setbacks and driveway placement. Site Plan must be drawn to scale.
2. 6 sets of elevation drawings (if oversized) for the addition from ALL sides visible from a public way, including the elevation of the original structure. The plans must be drawn to scale and be fully detailed.
3. Listing of those materials used as shown on the elevation drawings.
4. Landscaping and extent of grading description.
5. Schedule of construction and contractor
6. Photographs of all existing conditions and elevations.

Signs

- 1. Dimensional drawings
- 2. Materials
- 3. Colors
- 4. Lettering of proposed sign
- 5. Site plan showing preferred location of sign
- 6. Justification for request

Fences

- 1. Photograph or drawing of proposed fence
- 2. Site plan showing the desired location
- 3. Color, material, and accompanying landscaping
- 4. Schedule for installation and contractor
- 5. Photo of the site where the fence would be erected.

Minor Alteration to an Existing Structure (including roof work)

The applicant must give a brief description including sizes, type of material (Wood, metal, asphalt, etc.) and or pictures from the builder's catalogues. Drawings and plans may be substituted for this brief description. Drawings must show all dimensions and be to scale.

**ACKNOWLEDGEMENT**

By the filing of this application, the property owner hereby grants permission to the Historic District Commission to access the property for the purposes of conducting a site inspection prior to or during the application review process and/or to assurance compliance with all applicable Historic District Commission approvals and conditions.

**Step 1:** I, as the applicant acknowledge that the Historic District Commission approval is primarily for aesthetics and materials, and is not a substitute for zoning approval.

**Step 2:** Prior to the start of construction, a **building permit** must be sought from and issued by the Town of St Michaels Zoning Inspector.

Date \_\_\_\_\_

Signature of Owner/Agent \_\_\_\_\_