

ST. MICHAELS HISTORIC DISTRICT COMMISSION  
P.O. BOX 206  
ST. MICHAELS, MD 21663

TO: ALL APPLICANTS FOR HISTORIC DISTRICT COMMISSION REVIEW  
FROM: HISTORIC DISTRICT COMMISSION  
RE: APPLICATION PROCEDURES, FORMS, FEES

In an effort to clarify the procedures associated with an application for review by the Historic District Commission; we are offering the following:

Step One

The applicant can obtain the Application for Historic District Commission Review from the Town Office located at 300 Mill Street.

Step Two

The applicant submits the following to the Town's Zoning Inspector:

- Completed application
- Site Plan (1 copy, 6 copies if oversized) which show the property lines and dimensions, structures existing and proposed, and setbacks from all property lines.
- Elevation Drawings (1 set, 6 copies if oversized)
- Materials List (1 copies)
- Sign Maintenance Agreement
- Fee (see administrative fee schedule)
- Photographs of all sides of existing property

Step Three

Upon receipt of the completed application packet, the matter will be placed on the next available agenda. Please note that the Historic District Commission meets on the first Thursday of each month at 6:00 p.m. The application must be received at least 10 days prior to the meeting date to be placed on that agenda. Staff will forward the application packet to the members of the Historic District Commission.

Step Four

The applicant will receive a letter from the Historic District commission advising of when the sign should be picked up from the town Office and the required posting (7 days prior to meeting). The sign can be removed the should be removed the night of the meeting and returned to the Town Office.

Step Five

The Historic District Commission will hear each application in the order in which they were received. The applicant or their representative must be present at this meeting. At the conclusion of the Board's review, they will either vote on the application or direct the Attorney, should one be required, to draft Findings of Fact.

Following a favorable decision by the Board, the Office of Planning and Zoning shall issue a Certificate of Review to the Applicant. The Certificate may be mailed or picked-up in person as desired by Applicant. ***The Certificate is required prior to issuance of a building permit.***

Even though a verbal decision may be rendered the night of the meeting, until such time as a Certificate of Review has been issued, there is no formal decision rendered.

Additional Step

**Applicant must apply for a building permit prior to any commencement of any work.**

Appeal of Historic District Commission Decision

Please be advised that any decision rendered by the Historic District Commission can be appealed to the St. Michaels Board of Appeals within 20 days from the issuance of the Certificate of Review or Findings of Fact.