

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.

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.

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

Application # **HD-20-**

Date \_\_\_\_\_

Review Date \_\_\_\_\_

Fee \_\_\_\_\_

**TOWN OF ST. MICHAELS**  
**APPLICATION FOR HISTORIC DISTRICT REVIEW**

Historic District Guidelines available online at [www.stmichaelsmd.gov](http://www.stmichaelsmd.gov)

**OWNER (S)** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

MHIC # \_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Submittal Requirements:**

**New Structure**

1. 1 or 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. 1 or 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. 1 or 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 1 or 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 \_\_\_\_\_

<i>Please provide the following information for <b>only those elements</b> of the structure which will be modified, or deleted, or added.</i>	<i>Please provide the following information for <b>only those elements</b> of the structure which will be modified, or deleted, or added.</i>
<b>Existing features</b>	<b>Proposed features</b>
<b>SHUTTERS</b>	
Material	
Size	
Method of attachment	
<b>DOORS</b>	
Material	
Size/Proportions	
Casing/Trim/Pediment	
Sidelights	
Glass	
Hardware	
<b>STORM DOORS – Details</b>	
<b>STORM WINDOWS – Details</b>	
<b>WINDOWS</b>	
Material	
Type	
Trim/Casing/Pediment	
Sill	
<b>PORCH</b>	
Decking	
Ceiling material	
Balustrade	
Soffit detail	
Column, base and pediment	
Height	
<b>GUTTERS &amp; DOWNSPOUTS</b>	
Type (Style)	
Placement	
Material	
<b>CHIMNEYS</b>	
Location	
Material	Finish
<b>HVAC</b>	
Equipment placement	
Enclosure/Landscaping/Fencing	
<b>SIDING</b>	
Size/Reveal	
Material	
Width of cornerboard	
<b>ROOFING</b>	
Type	
Main structure	
Porch	
Accessory structure	

<i>Please provide the following information for <b>only those elements</b> of the structure which will be modified, or deleted, or added.</i>	<i>Please provide the following information for <b>only those elements</b> of the structure which will be modified, or deleted, or added.</i>
<b>Existing features</b>	<b>Proposed features</b>
<b>STEPS</b>	
Front entrance	
Dimensions	
Material	
Detail/Railings	
Side entrance	
<b>WALKWAY</b>	
Material	
Detail	
<b>DECK</b>	
Material	
Detail	
<b>DRIVEWAY</b>	
Material	
Design	
<b>FENCE</b>	
Material	
Height	
Picket design	
<b>FOUNDATION</b>	
Height	
Material	
<b>OTHER</b>	
<b>APPURTENANCES (Description of proposed appurtenance(s))</b>	

*Baluster: A spindle or post supporting the railing of a balustrade.*

*Balustrade: an entire railing system with top rail and balusters.*

*Clapboard: Siding consisting of overlapping horizontal boards, usually thicker at one edge than the other.*

*Cornerboard: A vertical strip of wood placed at the corners of a framed building.*

*Pediment: The triangular space forming the end of a roof in classical architecture, or the triangular cap over a window or door.*

*Sill: The horizontal water shedding member at the bottom of a window or door frame.*

*Soffit: The underside of an architectural feature, such as a beam arch, eave, vault, or cornice.*

St. Michaels Historic District Commission  
Sign Maintenance Agreement

Application: # HD - 20 - \_\_\_\_\_

I (we), the Applicant(s), agree that I (we) will be responsible for the continuous maintenance, during the period prior to the hearing date, of the sign which I (we) agree to pick up from the Edgar M. Bosley, Jr. Municipal Building, 300 Mill Street and have posted on the property (visible to the public ways) for purposes of this hearing. I (we) further agree to notify the Historic District Commission if at any time during the required posting period this sign is not properly posted. The required posting period is one (1) week (7) days prior to hearing date, not including date of hearing.

Said sign is to be returned to the Edgar M. Bosley, Jr. Municipal Building, 300 Mill Street the night of the hearing or within five (5) days after the hearing.

\*\*\*PLEASE NOTE: CORNER LOTS MUST POST 2 SIGNS, ONE FOR EACH ROAD FRONTAGE.

\*\*\*\*FAILURE TO RETURN SIGN WILL RESULT IN A \$50.00 PENALTY\*\*\*\*

\_\_\_\_\_  
Hearing Date

\_\_\_\_\_  
Filing Date

\_\_\_\_\_  
Posting Date

\_\_\_\_\_  
Applicant's/Agent's Signature

\_\_\_\_\_  
Applicant's/Agent's Signature

Lower section to be completed the night of the hearing

**SIGN AFFIDAVIT**

I hereby affirm under penalties of perjury that the subject property was posted as required on \_\_\_\_\_ (date) and to the best of my knowledge, information and belief the posting remained in place until \_\_\_\_\_ (date).

\_\_\_\_\_ Check if sign was returned the night of Applicant's hearing.

\_\_\_\_\_  
Signature of Applicant/Agent

<b>TOWN COMMISSIONERS</b> *NOTE: Application Fees listed in this section apply to original applications. Subsequent applications/amendments to existing applications will be treated as new applications for the purpose of accessing fees and costs.	<b>APPLICATION FEE</b>	<b>CONDITIONS, ADDITIONAL EXPENSE, NOTES</b>
<b>STORMWATER MANAGEMENT</b>		
Waiver/Exemption	\$250.00 plus engineering review costs based on a not to exceed estimate.	PLUS advertising/public notice costs and legal fees.
Plan Review	\$500.00 plus engineering review costs based on a not to exceed estimate.	PLUS advertising/public notice costs and legal fees.

<b>HISTORIC DISTRICT COMMISSION</b>	<b>APPLICATION FEE</b>	<b>CONDITIONS, ADDITIONAL EXPENSE, NOTES</b>
<b>Minor Impacts:</b> (1) Accessory structures less than 300 square feet (2) Modifications to existing accessory structures (3) Modifications to primary structures that result in no change to the total square footage of the structure (4) Appurtenances (5) Signs (6) Fences (7) HVAC equipment (8) Addendums to original applications when there is no increase in the square footage of the structure	\$50.00 per application	Applications in the “Minor Impact” category requiring a variance are considered to be “Moderate Impact”
<b>Moderate Impacts:</b> (1) Accessory structures greater than 300 square feet (2) Additions resulting in less than a 25% increase in the square footage of a structure.	\$ 150.00 per application	
<b>Major Impacts:</b> (1) Additions resulting in an increase of 25% or greater of the square footage of the structure (2) All new primary structures	\$ 250.00 per application	
<b>Fee Schedule Adopted per Resolution 2014-09</b>	<b>As of February 11, 2015</b>	

2020  
HISTORIC DISTRICT COMMISSION SCHEDULE

APPLICATIONS MUST BE SUBMITTED **10 DAYS** PRIOR TO THE HISTORIC  
COMMISSIONS MEETING DATE

**MEETING DATE**  
**FIRST THURSDAY**

**SUBMITTAL DEADLINE**  
**12:00 NOON MONDAY**

JANUARY 2, 2020

DECEMBER 23, 2019

FEBRUARY 6, 2020

JANUARY 27, 2020

MARCH 5, 2020

FEBRUARY 24, 2020

APRIL 2, 2020

MARCH 23, 2020

MAY 7, 2020

APRIL 27, 2020

JUNE 4, 2020

MAY 25, 2020

JULY 2, 2020

JUNE 22, 2020

AUGUST 6, 2020

JULY 27, 2020

SEPTEMBER 3, 2020

AUGUST 24, 2020

OCTOBER 1, 2020

SEPTEMBER 21, 2020

NOVEMBER 5, 2020

OCTOBER 26, 2020

DECEMBER 3, 2020

NOVEMBER 23, 2020