



**City of Annapolis**  
 Department of Planning & Zoning  
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## Historic Preservation Commission Administrative Approval Checklist

This checklist addresses requirements for the most common submittals for Administrative Approval. Please refer to the Annapolis Historic District Design Manual for further guidance and additional submittal types.

### TWO COPIES ARE REQUIRED OF ALL SUBMITTALS

For properties with easements, a letter of consent from the easement holder of the property for the proposed changes must be submitted with the application.

### BUILDINGS, ADDITIONS, PORCHES, DECKS

HPC Administrative Approval Application with filing fee.

Building Permit Application (if required by Planning & Zoning).

Photographs

1. Color prints at least 4x6--or color digital, minimum 300 dpi resolution, labeled with address & date.
2. General elevation photo of the front of the building to place the project in context.
3. Elevation photos of all sides of the building or property where work will take place.
4. Close-up photos showing additional details of all affected areas of the building or property.

Product specifications and cut sheets for all new or replacement materials.

#### And, if applicable:

Specification for *mortar repointing and brick repair or replacement*.

Details of the old and new *mechanical equipment* in size, location, and capacity.

Elevation drawings to scale of all *new openings*.

Site plan and dimension drawings to scale of *additions* in elevation and plan, 11x17 or larger, preferably completed by a registered architect.

### LANDSCAPING, TREES, DRIVEWAYS

HPC Administrative Approval Application with filing fee.

Building Permit Application and/or Tree Permit Application.

Photographs

1. Color prints at least 4x6--or color digital, minimum 300 dpi resolution, labeled with address & date.
2. General elevation photo of the front of the building to place the project in context.
3. Elevation photos of all sides of the building or photos of the property where work will take place.
4. Close-up photos showing additional details of all affected areas of the building or property.

Product specifications and cut sheets for all new or replacement materials or plantings.

Site plan to scale with dimensions showing location of existing features and proposed changes.

## **FENCES AND GATES**

HPC Administrative Approval Application with filing fee.

Fence Permit Application.

Photographs

1. Color prints at least 4x6--or color digital, minimum 300 dpi resolution, labeled with address & date.
2. General elevation photo of the front of the building to place the project in context.
3. Photos of the property where work will take place.
4. Close-up photos showing additional details of all affected areas of the building or property.
5. Photos of sample fences within a half-block radius.

Product specifications and cut sheets for all new or replacement materials including dimensioned drawings to scale showing height, construction details, openings, etc.

Site plan showing location of existing fence and proposed fence.

## **SIGNS**

HPC Administrative Approval Application with filing fee.

Sign Permit Application.

Photographs

1. Color prints at least 4x6--or color digital, minimum 300 dpi resolution, labeled with address & date.
2. General elevation photo of the front of the building to place the project in context.
3. Photos showing size and position of all other signs on the building.

Close-up photos showing additional details of all affected areas of the building or property.

Product specifications and cut sheets for all new or replacement signs, including material, measurements, method of attachment, and position on the building.

A layout of the proposed sign on the building using Photoshop or an elevation drawing to scale indicating lineal footage of the building frontage.

List of size and position of all other signs on the building.

## **AWNINGS**

HPC Administrative Approval Application with filing fee.

Photographs

1. Color prints at least 4x6--or color digital, minimum 300 dpi resolution, labeled with address & date.
2. General elevation photo of the front of the building to place the project in context.
3. Elevation photos of all sides of the building or property where work will take place.
4. Close-up photos showing additional details of all affected areas of the building or property.

Product specifications and cut sheets for all new or replacement materials.

A layout of the proposed awning on the building using Photoshop or an elevation drawing to scale.

## **SIDEWALK CAFÉ FURNITURE**

HPC Administrative Approval Application with filing fee.

Photographs

1. Color prints at least 4x6--or color digital, minimum 300 dpi resolution, labeled with address & date.
2. General elevation photo of the front of the building to place the project in context.
3. Close-up photos showing additional details of all affected areas of the building or property.

Product specifications and cut sheets for all new or replacement materials.

Site plan to scale showing proposed furniture location and clearances to building, curb, etc.