

**TOWN OF LAYTONSVILLE  
HISTORIC DISTRICT COMMISSION**

*P.O. BOX 5158 Laytonsville, MD 20882\*301-869-0042\*Fax 301-869-7222\*21607 Laytonsville Rd. Laytonsville, MD 20882*

**HISTORIC DISTRICT WORK PERMIT  
APPLICATION**

Application packets are due by the close of business 27 days prior to the regular monthly meeting.

**SUBJECT PROPERTY ADDRESS:** \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Application Number: _____
Date Filed: _____
Application Completed: _____
Fee Paid: _____
HDC Hearing/Review: _____
Decision: _____
Date of Decision: _____

**APPLICANT/OWNER/AUTHORIZED AGENT**

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_

**OWNER OF RECORD (IF NOT APPLICANT)**

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_

**TYPE OF WORK (CHECK APPROPRIATE)**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Visible from public way     |   |   |   |
| <input type="checkbox"/> Not visible from public way |   |   |   |
| <input type="checkbox"/> Fence/Wall                  | <input type="checkbox"/> Windows            | <input type="checkbox"/> Additions          | <input type="checkbox"/> In-kind Replacement            |
| <input type="checkbox"/> Signage                     | <input type="checkbox"/> Siding             | <input type="checkbox"/> Relocation         | <input type="checkbox"/> Utilities (meters, cables etc) |
| <input type="checkbox"/> Parking                     | <input type="checkbox"/> Roofing            | <input type="checkbox"/> Restoration/Repair | <input type="checkbox"/> Miscellaneous                  |
| <input type="checkbox"/> Install                     | <input type="checkbox"/> Porch/Deck         | <input type="checkbox"/> Demolition         |   |
| <input type="checkbox"/> Landscape                   | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> New Construction   |   |

**DESCRIPTION OF PROPOSED  
WORK:**

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

Estimated cost: \$ \_\_\_\_\_

**SUBMISSION REQUIREMENTS (SEE REVERSE)**

I hereby have read, understand, and agree to the material presented on both sides of this form, and the attached Historic Area Work Permit Information.

**APPLICANTS PLEASE NOTE: Work may not begin until after receipt of the certificate of approval, and the issuance of any required building permit.**

**SIGNATURE:** \_\_\_\_\_ **Date** \_\_\_\_\_

Approved 12.15.2003 Revised 9/15/2004

Revised: 05-06-05

**REQUIRED DOCUMENTATION TO BE SUBMITTED WITH APPLICATION:**

1. **Site Plan** ( 1 copy regular size 24” x 35” or larger, and 1 copy at 8 ½” x 11”) showing:
  - A. Lot dimensions.
  - B. Building(s) location and dimensions
  - C. Driveways, walks, fences, patios, accessory buildings, planting areas, free standing signs (if any), existing and proposed.
  - D. North arrow, date and scale.
  - E. If landscape plan, show placement, number, types, species, height/spread at installation and at maturity; spacing of all plantings must be shown.
2. **Architectural drawings:** showing labeled sections and elevation, north arrow, scale and date. All dimensions must be exact and not estimated. **Preliminary plans are not acceptable.**
3. **Original photographs** of area affected (all views from the public way). Photos must be 4 x 6 prints clearly showing the building and sections to be altered.
4. **Samples**, showing composition, color and texture of materials to be used.
5. **Dimensions:** must be exact and not estimated
6. **File fee:** \$50.00 If a subsequent building permit is required, then the building permit fee will be waived.
7. **SIGN DEPOSIT:** A refundable sign deposit of \$300.00 is required at the time of application. It is refunded upon return of the Notice of Hearing sign in good condition.
8. **Bond:** A bond in the amount determined by the Town and in a method acceptable to the Town may be required before the permit will be issued. Call the Town Clerk to determine requirement.

**ACCEPTANCE OF APPLICATION**

The material listed above along with the application fee and sign deposit is required to constitute a **complete** application. Applications will be formally accepted for processing only after the staff has reviewed for **completeness**. Applicants will be contacted if additional information is needed.

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**ALSO OF NOTE:** Applicants may be eligible for historic preservation incentives or tax credits. Information is available upon request.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_