

**HISTORIC DISTRICT COMMISSION  
P.O. BOX 206  
St. Michaels, MD 21663**

**TO: APPLICANTS FOR HISTORIC DISTRICT COMMISSION  
REVIEW**

**FROM: HISTORIC DISTRICT COMMISSION**

**RE: APPLICATION PROCEDURE**

**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 obtains 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**
- **Signed administrative fee schedule**
- **Site Plan (6 copies) which show the property lines and dimensions, structures existing and proposed, and setbacks from all property lines.**
- **Elevation Drawings (6 sets)**
- **Materials List (6 copies)**
- **Sign Agreement**
- **Fee (see administrative fee schedule)**
- **Photo**

**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. 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 member 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 date of posting (7 days prior to meeting). The sign can 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 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.**

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-09-**  
Date \_\_\_\_\_  
Review Date \_\_\_\_\_  
Fee \_\_\_\_\_

# TOWN OF ST. MICHAELS

## APPLICATION FOR HISTORIC DISTRICT REVIEW

Guidelines available on line at [www.townofstmichaels.com](http://www.townofstmichaels.com)

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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

APPLICANT \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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

CONTRACTOR \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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

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

**Description of work:**

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

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

**Submittal Requirements:**

New Structure

1. 6 copies 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, 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 of a site plan indicating property lines and lot dimensions, adjacent streets, existing structures and location of proposed addition including setbacks and driveway placement. Site Plan must be drawn to scale.
2. 6 sets of elevation drawings 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.

### 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.

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. 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 \_\_\_\_\_

Please provide the following information for <i>only those elements</i> of the structure which will be modified, or deleted, or added.	Please provide the following information for <i>only those elements</i> of the structure which will be modified, or deleted, or added.
Existing features and/or materials to be replaced, modified or deleted	Proposed features and/or materials to be used in place of existing
<b>SHUTTERS</b>	
Material	
Size	
Method of attachment	
<b>DOORS</b>	
Material	
Size/Proportions	
Casing/Trim/ <i>Pediment</i>	
Sidelights	
Glass	
Hardware	
<b>STORM DOORS</b> – Details	
<b>STORM WINDOWS</b> – Details	
<b>WINDOWS</b>	
Material	
Type	
Trim/Casing/ <i>Pediment</i>	
<i>Sill</i>	
<b>PORCH</b>	
Decking	
Ceiling material	
<i>Balustrade</i>	
<i>Soffit detail</i>	
Column, base and <i>pediment</i>	
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 <i>cornerboard</i>	
<b>ROOFING</b>	
Type	
Main structure	
Porch	
Accessory structure	

<i>Please provide the following information for only those elements of the structure which will be modified, or deleted, or added.</i>	<i>Please provide the following information for only those elements of the structure which will be modified, or deleted, or added.</i>
<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	

*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- 09-

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



**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

**OFFICE USE ONLY**

Historic District Commission initials \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Site Visit

**REVISED 5.12.09**  
**HISTORIC DISTRICT COMMISSION SCHEDULE**

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

<b><u>MEETING DATE</u></b> <b><u>THURSDAY</u></b>	<b><u>SUBMITTAL DEADLINE</u></b> <b><u>MONDAY 12:00 NOON</u></b>
JUNE 4, 2009	MAY 26, 2009
JULY 2, 2009	JUNE 22, 2009
AUGUST 6, 2009	JULY 27, 2009
SEPTEMBER 3, 2009	AUGUST 24, 2009
OCTOBER 1, 2009	SEPTEMBER 21, 2009
NOVEMBER 5, 2009	OCTOBER 26, 2009
DECEMBER 3, 2009	NOVEMBER 23, 2009
JANUARY 7, 2010	DECEMBER 28, 2009
FEBRUARY 4, 2010	JANUARY 25, 2010
MARCH 4, 2010	FEBRUARY 22, 2010
APRIL 1, 2010	MARCH 22, 2010

Adopted August 4, 2008

**THE COMMISSIONERS OF ST. MICHAELS**

**FEE SCHEDULE  
AS OF JULY 22, 2009  
(Authorized by Chapter 42 and adopted per Resolution 2009-16)**

**SECTION 1 - PERMITS**

<b>BUILDING, GRADING, SIGN AND DEMOLITION PERMITS</b>	<b>PERMIT FEE</b>
Cost of work: \$0-\$49,999	\$ 35.00 per Zoning Certificate
Cost of work: \$50,000 and up	\$ 8.00 per \$1,000 – all inclusive
Grading Permit	\$ 50.00

<b>RESIDENTIAL SPRINKLER INSPECTION</b>	<b>PERMIT FEE</b>
<b>New Construction:</b>	
• Not over 2500 sq. ft.	\$ 85.00
• 2501 sq. ft. to 3500 sq. ft.	\$100.00
• Over 3500 sq. ft.	\$100.00 + \$5.00 per 100 sq. ft.
<b>Additions:</b>	
• Not over 1,000 sq. ft.	\$ 60.00
• Over 1000 sq. ft.	\$ 85.00

**SECTION 2 – APPLICATIONS TO BOARDS AND COMMISSIONS**

<b>BOARD OF APPEALS</b>	<b>APPLICATION FEE</b>	<b>CONDITIONS, ADDITIONAL EXPENSE, NOTES</b>
Special Exception	\$150.00 per application	PLUS advertising/public notice costs.  PLUS \$200 deposit toward the cost of a stenographer and/or transcript.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Variance	\$150.00 per application	PLUS advertising/public notice costs.  PLUS \$200 deposit toward the cost of a stenographer and/or transcript.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Allegation of Error	\$300.00 per application	PLUS advertising/public notice costs.  PLUS cost of stenographer and/or transcript.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

<b>PLANNING COMMISSION</b>	<b>APPLICATION FEE</b>	<b>CONDITIONS, ADDITIONAL EXPENSE, NOTES</b>
Subdivision	4 lots or less = \$200.00 per lot 5 to 10 lots = \$300.00 per lot 11 lots or greater = \$400.00 per lot	PLUS advertising/public notice costs  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Lot Line Revision	\$100.00	PLUS advertising/public notice costs  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Site Plan Review – Simplified (Administrative review only per Chapter 110-2 (B) of the Code of the Town of St. Michaels)	\$150.00	PLUS advertising/public notice costs.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Site Plan Review - Major (Required review by the Planning Commission and a public meeting with notification being sent to the adjacent property owners per Chapter 110-6 of the Code of the Town of St. Michaels)	\$300.00	PLUS advertising/public notice costs.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

<b>TOWN COMMISSIONERS</b>	<b>APPLICATION FEE</b>	<b>CONDITIONS, ADDITIONAL EXPENSE, NOTES</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.		
*Annexation	\$5000.00 application fee per petition/amendment <u>PLUS</u> \$10,000.00 deposit applied against expenses with a \$2,000.00 required minimum balance.	PLUS advertising/public notice costs  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
*Zoning Actions for "Major Developments" (10 or more acres, or a proposed development with 5 or more structures or 5 or more commercial or residential units); including, but not limited to Growth Allocation, TND or other overlay zoning	GROWTH ALLOCATIONS = \$5,000.00 application fee per application <u>PLUS</u> \$10,000.00 deposit applied against expenses with a \$2,000.00 required minimum balance <hr/> TND = \$7,500.00 application fee per application/amendment <u>PLUS</u> \$10,000.00 deposit applied against expenses with a \$2,000.00 required	PLUS advertising/public notice costs.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

See Previous Page	minimum balance <u>OTHER OVERLAY ZONE =</u> \$5,000.00 application fee per application/amendment <u>PLUS</u> \$5,000.00 deposit applied against expenses with a \$1,000.00 required minimum balance	See Previous Page
Piecemeal rezoning	\$5,000 per application <u>PLUS</u> \$5,000.00 deposit applied against expenses with a \$1,000.00 required minimum balance	PLUS advertising/public notice costs.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Request for legislation (non-zoning and zoning)	\$2,000.00 per application <u>PLUS</u> \$2,000.00 deposit applied against expenses with a \$500.00 required minimum balance	PLUS advertising/public notice costs.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Stormwater Management	\$1,000.00 per application <u>PLUS</u> \$5,000.00 deposit applied against expenses with a \$1,000.00 required minimum balance	PLUS advertising/public notice costs.  PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

HISTORIC DISTRICT COMMISSION	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
<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	\$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 <u>PLUS</u> \$500.00 deposit applied against expenses	PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.

**SECTION 3 – MISCELLANEOUS**

<b>BED AND BREAKFAST INN</b>	<b>PERMIT/APPLICATION FEE</b>
Initial review and permit	\$250.00 per application
Yearly renewal	\$100.00 per application

<b>VACATION RENTAL</b>	<b>PERMIT/APPLICATION FEE</b>
Initial review and permit	\$250.00 per application
Yearly renewal	\$100.00 per application

<b>COPIES &amp; MANUALS</b> (Many of our Town documents are available on line at <a href="http://www.townofstmichaels.com">www.townofstmichaels.com</a> )	<b>FEE</b>
Single page copies (letter or legal, black & white)	\$0.25 per page.
Single page copies (over-sized black & white)	\$0.50 per page or actual cost of copying, whichever is greater
Single page copies (letter or legal, color)	\$1.00 per page.
Single page copies (oversized, color)	\$1.50 per page or actual cost of copying, whichever is greater.
Audio CD Copy of any document (CD audible only on computer playback)	\$5.00

<b>CRITICAL AREA MITIGATION and OFF-SET FEE</b>	<b>PERMIT/APPLICATION FEE</b>
Tree Planting	\$ 1.50 sq. ft.
Stormwater Management (10% Rule for Residential)	\$ 2.50 sq. ft.
Phosphorus Stormwater Management (10% Rule)	\$ 30,000.00/LB

<b>MISCELLANEOUS</b>	<b>PERMIT/APPLICATION FEE</b>	<b>CONDITIONS, ADDITIONAL EXPENSE, NOTES</b>
Equivalent Parking Fee	\$3,000.00 per parking space	Payment plans are available through the Town office for Equivalent Parking Spaces (EPS). There is no interest or handling charges assessed on payment plans. The first payment on all plans is due 12 months after the EPS permit is issued. Plan terms are based on the number of parking spaces requested: <b>(CONTINUED)</b>

See Previous Page	See Previous Page	<ul style="list-style-type: none"> <li>1 to 10 parking spaces = 3 year repayment plan due in 6 equal semi-annual installments paid to the Town office (2 payments per year).</li> </ul> <p>Greater than 10 parking spaces = 5 year repayment plan due in 10 equal semi-annual installments paid to the Town office (2 payments per year).</p>
Interest Rate on outstanding fees and/or expenses owed to the Town (assessed after 60 days)	10%	
Consulting Arborist	\$150.00 or actual cost, whichever is less	

**END OF DOCUMENT**



Town of St. Michaels  
300 Mill Street, P.O. Box 206  
St. Michaels, MD 21663

### NOTICE AND ACKNOWLEDGEMENT OF FEE SCHEDULE AND APPLICATION CONDITIONS AND REQUIREMENTS

All applications and requests filed with the Town of St. Michaels are subject to certain conditions and requirements prescribed by Town Code, the Town Fee Schedule and/or State law. Before filing an application or request with the Town, it is recommended that the applicant and the property owner(s) consult Chapter 42 (Fees) of the Code of the Town of St. Michaels.

The named applicant(s)/property owner signing below acknowledges that certain conditions and requirements of Chapter 42 of the Town Code may apply by operation of law to this application. Failure to sign this acknowledgement does not negate the applicability of any conditions, requirements or limitations mandated by law. If the applicant is not the property owner, either this acknowledgement or the application form must be signed by the owner(s) of record. (Please use reverse side for additional applicant information/signatures.)

File Number \_\_\_\_\_ Project Description \_\_\_\_\_

1. Print Name of Owner _____	Signature of Owner _____	Date _____
Address _____		

2. Print Name of Owner _____	Signature of Applicant, if not the owner _____	Date _____
Address _____		

3. Print Organization Name _____	Signature of Officer _____	Date _____
Address of Organization _____		
Address of Officer _____		

I certify that the applicant/property owner has been provided a copy of this notice and the current Fee Schedule.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Town Staff