

**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-11-
Date _____
Review Date _____
Fee _____

TOWN OF ST. MICHAELS

APPLICATION FOR HISTORIC DISTRICT REVIEW

Historic District Guidelines available on line at www.townofstmichaels.com

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. 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. 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. 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. 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/Agent _____

Please provide the following information for only those elements of the structure which will be modified, or deleted, or added.	Please provide the following information for only those elements 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
SHUTTERS	
Material	
Size	
Method of attachment	
DOORS	
Material	
Size/Proportions	
Casing/Trim/ <i>Pediment</i>	
Sidelights	
Glass	
Hardware	
STORM DOORS – Details	
STORM WINDOWS – Details	
WINDOWS	
Material	
Type	
Trim/Casing/ <i>Pediment</i>	
<i>Sill</i>	
PORCH	
Decking	
Ceiling material	
<i>Balustrade</i>	
<i>Soffit detail</i>	
Column, base and <i>pediment</i>	
Height	
GUTTERS & DOWNSPOUTS	
Type (Style)	
Placement	
Material	
CHIMNEYS	
Location	
Material	Finish
HVAC	
Equipment placement	
Enclosure/Landscaping/Fencing	
SIDING	
Size/Reveal	
Material	
Width of <i>cornerboard</i>	
ROOFING	
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>
STEPS	
Front entrance	
Dimensions	
Material	
Detail/Railings	
Side entrance	
WALKWAY	
Material	
Detail	
DECK	
Material	
Detail	
DRIVEWAY	
Material	
Design	
FENCE	
Material	
Height	
Picket design	
FOUNDATION	
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.

LOT COVERAGE AND DISTURBANCE CALCULATIONS

Applicant _____

Permit No. _____

This worksheet will quantify disturbances and lot coverage associated with both existing and proposed construction on your site.

Zone _____

Lot Area _____

Maximum Lot Coverage Permitted for Structures _____

Total Lot Coverage Permitted _____

BUILDING PERMIT/ZONING CERTIFICATE

Please complete all columns listing the first floor or ground level footage of each existing or proposed structure or site amenity.

Disturbance is calculated utilizing the following formulas: 1) A 20 foot buffer around the footprint of the proposed structure, addition or pool, 2) A 10 foot buffer shall be provided on each side of the proposed driveway, walkway or patio.

	Footprint of all structures above grade	Footprint of all other impervious surfaces	Proposed Construction	Total Lot Coverage	Disturbance
Driveways/sidewalks					
House					
Addition includes decks					
Detached Garage					
Outbuildings					
Swimming Pools					
Patio					
Other					
TOTAL					

SEDIMENT AND EROSION CONTROL PLANS

On lots less than 2 acres, where disturbances during construction is 5,000 sq. ft. or greater, you must contact the Soil Conservation District Office (address) or by calling 410-822-1577 to determine whether a Sediment and Erosion Control Plan will be required.

On lots greater than 2 acres, where disturbance during construction is greater than 21,780 sq. ft., you must contact the Soil Conservation District Office to determine whether a Sediment and Erosion Control Plan is required.

STORM WATER MANAGEMENT PLAN

The Town's Zoning Inspector shall determine whether a Stormwater Management Plan will be required.

**St. Michaels Historic District Commission
Sign Maintenance Agreement**

Application # HD- _____

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

Applicant's/Agent's Signature

Posting Date

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

OFFICE USE ONLY

Historic District Commission initials _____, _____, _____, _____
Site Visit

THE COMMISSIONERS OF ST. MICHAELS

FEE SCHEDULE

(Authorized by Chapter 42 and adopted per Resolution)

AS OF FEBRUARY 23, 2011

SECTION 1 - PERMITS

BUILDING, GRADING, SIGN AND DEMOLITION PERMITS	PERMIT FEE
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

RESIDENTIAL SPRINKLER INSPECTION	PERMIT FEE
New Construction:	
• 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.
Additions:	
• Not over 1,000 sq. ft.	\$ 60.00
• Over 1000 sq. ft.	\$ 85.00

SECTION 2 – APPLICATIONS TO BOARDS AND COMMISSIONS

BOARD OF APPEALS	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
Special Exception	\$150.00 per application	PLUS advertising/public notice costs. PLUS \$200 deposit toward the cost of a stenographer and/or transcript.
Variance	\$150.00 per application	PLUS advertising/public notice costs. PLUS \$200 deposit toward the cost of a stenographer and/or transcript.

Allegation of Error	\$300.00 per application	PLUS advertising/public notice costs. PLUS cost of stenographer and/or transcript.
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PLANNING COMMISSION	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
Subdivision	Minor – CA -\$500.00 base + \$250.00/Lot Minor - \$500 base +\$200.00/Lot Major - CA - \$500.00 /base + \$500.00/lot Major -\$500.00/base + \$400.00/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	<u>\$200.00</u>	PLUS advertising/public notice costs. PLUS all legal fees, third party costs and out-of-pocket costs incurred by the Town.
Additional Reviews	\$250.00/each review	
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.

TOWN COMMISSIONERS	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
*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 PLUS \$10,000.00 deposit applied	PLUS advertising/public notice costs. PLUS all legal fees, third party costs

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

TOWN COMMISSIONERS	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
*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.		
Stormwater Management	<p>\$1,000.00 per application <u>PLUS</u> \$5,000.00 deposit applied against expenses with a \$1,000.00 required</p>	<p>PLUS advertising/public notice costs.</p> <p>PLUS all legal fees, third</p>

	minimum balance This fee is applicable to all projects requiring storm water management review with the exception of subdivision and line revisions. These costs have been incorporated into the afore noted, fees	party costs and out-of-pocket costs incurred by the Town.
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HISTORIC DISTRICT COMMISSION	APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
Minor Impacts: (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"
Moderate Impacts: (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	
Major Impacts: (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 PLUS \$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

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

VACATION RENTAL	PERMIT/APPLICATION FEE
Initial review and permit	\$250.00 per application

Resolution 2011-01
 Adopted 02-23-11

Yearly renewal	\$100.00 per application
ADULT ORIENTED BUSINESSES (AOB) LICENSE	
Initial review and permit	\$750.00
Yearly renewal	\$250.00
AOB MANAGER LICENSE	
Initial license fee	\$150.00
Yearly renewal	\$150.00

COPIES & MANUALS (Many of our Town documents are available on line at www.townofstmichaels.com)	FEE
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

CRITICAL AREA MITIGATION and OFF-SET FEE	PERMIT/APPLICATION FEE
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

MISCELLANEOUS	PERMIT/APPLICATION FEE	CONDITIONS, ADDITIONAL EXPENSE, NOTES
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: <ul style="list-style-type: none"> • 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). • 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).
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

RESOLUTION 2011-01

A RESOLUTION OF THE COMMISSIONERS OF ST. MICHAELS PURSUANT TO CHAPTER 42 (FEES) OF THE CODE OF THE TOWN OF ST. MICHAELS TO AMEND THE SCHEDULE OF FEES TO INCLUDE LICENSING FEES FOR ADULT ORIENTED BUSINESSES AND ADULT ORIENTED BUSINESSES MANAGER LICENSE; TO DELETE CERTAIN CHARGES ASSOCIATED WITH REVIEWS BY THE BOARD OF ZONING APPEALS; TO INCREASE THOSE FEES ASSOCIATED WITH SUBDIVISION AND LINE REVISION REVIEWS TO INCLUDE STORMWATER MANAGEMENTY REVIEW FEES; PROVIDING THAT THIS TITLE SHALL BE A FAIR SUMMARY AND GENERALLY RELATING TO THE SCHEDULE OF FEES FOR THE TOWN OF ST. MICHAELS.

WHEREAS, the Town of St. Michaels provides various services and processes certain applications for which fees are charged; and

WHEREAS, from time to time the fees for such services and the processing of such applications are reviewed and adjusted to best serve the interest of the Town; and

WHEREAS on June 24, 2009, the Commissioners of St. Michaels (the "Commissioners") adopted Ordinance 401 which amended the Code of the Town of St. Michaels to add Chapter 42 (Fees) which states the policy of the Town regarding fees and charges associated with the exercise of certain governmental functions; and

WHEREAS on July 22, 2009, the Commissioners adopted Resolution No. 2009-16 which established a consolidated schedule of fees and charges associated with the exercise of certain governmental functions and for certain applications made to the Town; and

WHEREAS, it is the desire of the Commissioners to make the amendments to the Fee Schedule as shown in this Resolution; and

NOW THEREFORE BE IT RESOLVED, that as required by Chapter 42 (Fees), the Fee Schedule adopted July 22, 2009 for the Town of St. Michaels shall be repealed and reenacted in the form of the attached document entitled "The Commissioners of St. Michaels Fee Schedule as of February 23, 2011 and further identified as **Attachment "A"** of this Resolution, with Attachment "A" to be in black-line format to show all additions and deletions; and

BE IT FURTHER RESOLVED that this Resolution shall take effect upon the date of its adoption.

THIS RESOLUTION 2011-01 HAVING BEEN PASSED by the following yea and nay vote of the Commissioners of St. Michaels on the 23rd day of February, 2011.

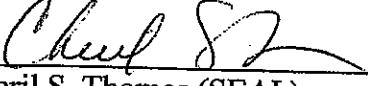
Brady	-	<u>yea</u>
Clark	-	<u>yea</u>
duPont	-	<u>yea</u>
Hunt	-	<u>yea</u>
Vlahovich	-	<u>yea</u>

Resolution 2011-01
Adopted 02-23-11

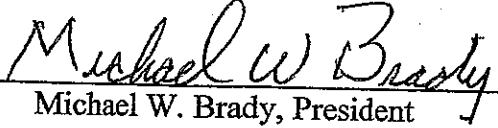
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THE COMMISSIONERS OF ST. MICHAELS

ATTEST



Cheril S. Thomas (SEAL)
Town Clerk/Manager

By 

Michael W. Brady, President

Attachments: Attachment A (Fee Schedule)

HISTORIC DISTRICT COMMISSION SCHEDULE

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

MEETING DATE
THURSDAY

SUBMITTAL DEADLINE
MONDAY 12:00 NOON

NOVEMBER 4, 2010	OCTOBER 25, 2010
DECEMBER 2, 2010	NOVEMBER 22, 2010
JANUARY 6, 2011	DECEMBER 27, 2010
FEBRUARY 3, 2011	JANUARY 24, 2011
MARCH 3, 2011	FEBRUARY 21, 2011
APRIL 7, 2011	MARCH 28, 2011
MAY 5, 2011	APRIL 25, 2011
JUNE 2, 2011	MAY 23, 2011
JULY 7, 2011	JUNE 27, 2011
AUGUST 4, 2011	JULY 25, 2011
SEPTEMBER 1, 2011	AUGUST 22, 2011
OCTOBER 6, 2011	SEPTEMBER 26, 2011
NOVEMBER 3, 2011	OCTOBER 24, 2011
DECEMBER 1, 2011	NOVEMBER 21, 2011