

**TOWN OF LAYTONSVILLE  
HISTORIC DISTRICT COMMISSION**

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

**HISTORIC DISTRICT WORK PERMIT APPLICATION**

Application packets are due by the close of business 20 days prior to the regular monthly meeting.

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

**SUBJECT PROPERTY**

ADDRESS: \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

**APPLICANT/OWNER/AUTHORIZED AGENT**

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

Address \_\_\_\_\_

Email \_\_\_\_\_

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

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

Address \_\_\_\_\_

Email \_\_\_\_\_

**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) |
| <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.

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

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**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.

**APPLICANTS PLEASE NOTE:** Work may not begin until after receipt of the certificate of approval. You are responsible for getting any additional local, county, or state approvals, if needed.

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

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