



**TOWN OF PORT DEPOSIT APPLICATION
ZONING CERTIFICATE and/or CONSTRUCTION APPROVAL
HISTORIC AREA COMMISSION CERTIFICATE OF APPROPRIATENESS**

FEES – please submit with application

Zoning, Construction and/or Change of Use Authorization	\$35	Historic Area Comm. Review	\$20
Change of Use or Certificate of Occupancy		Planning Commission Review	\$35

Note: All Engineer stamped or Architect certified drawings including structural details and projects requiring critical area and floodplain regulation approval shall be reviewed by the town engineer. Planning Commission review may be required if there is a change in the intensity of the type of use. An additional fee for this review will be determined based on time required for the review. Other fees may apply if unforeseen expenses are incurred by the town to process your application. Floodplain and/or Critical Area Regulations may apply.

TOWN USE ONLY

_____ Historic Area Commission _____ Certificate of Appropriateness Flood Zone: _____ Port Deposit Permit No: _____ Cecil County Permit Required: Yes ____ No ____ Received by: _____	and/ or	_____ Zoning, Construction, Change of Use or _____ Certificate of Approval Critical Area: Yes _____ No _____ Filing Date: _____ County Permit No: _____ Fee: _____
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Property Address: _____ **Tax Map:** _____ **Parcel:** _____ **Lot:** _____ **Zone:** _____

Applicant: _____ **Phone #:** _____

Applicant Address: _____ **Email:** _____

Property Owner: _____ **Phone #:** _____

Property Owner Address: _____ **Email:** _____

Contractor Name: _____ **Phone #:** _____

Contractor's Mailing Address: _____ **Email:** _____

Contractor's License # (MHIC): _____ **or MHBR # (new construction):** _____

Check one of the following: (Please use separate form for each request):

- | | |
|--|---------------------------------------|
| _____ Demolition | _____ Excavation |
| _____ Minor Alteration/ Repair | _____ Major Alteration/ Repair |
| _____ Change of Use/Cert. of Occupancy | _____ Addition |
| _____ Renovation | _____ New Construction |
| _____ New Business/New Owner & Cert. of Occupancy | |
| _____ Other: _____ | |

NOTE: Change of Use/Certificate of Occupancy

An occupancy permit is required issued by the Cecil County Permits and Inspections Department (200 Chesapeake Blvd, Suite 2200, Elkton, 410.996.5235) when the use or occupancy of any building or premises (or both) has been created, erected, changed, converted, or wholly or partly altered or enlarged. Certificate of Occupancy shall be required for all new commercial/business applications.

Description of Proposed Work: _____

Type and Description of Proposed Business: _____

Days of Operation: _____ Hours of Operation: _____

Liquor License Required? _____ Food Service? _____

Exterior Alteration/ Repair or Renovation

Electric repair/alteration/renovation? _____ HVAC repair/alteration/renovation? _____

Are you using in-kind materials for alteration, repair, or renovation? _____yes _____no

Roof Shingle Design _____ Siding Design _____

Fascia Design _____ Windows Design _____

Porch Design _____ Porch Railing Design _____

Other _____

Depending on your project, submit the following with your application:

- Port Deposit Historic Area Commission will review all exterior repair/renovation projects.
- Photographs of existing structure/building and type of material.
- Exterior building or design plan.
- Provide samples and/or brochure of replacement materials.

New Addition or Building

Plans must be submitted for a permit that have enough clarity and detailed dimensions to show the nature and character of the work to be done.

Depending on your project, you must attach the following:

- A diagram of the property drawn to a specified scale, showing actual dimensions & shape of lot.
- Exact size & location of existing building and proposed addition (site or plot plan, or building plan).
- Exact size, location and dimensions of the proposed new building on the property.
- Location of water source and sewage disposal for new building.
- Location of driveway and/or access to the property if applicable.
- Floodplain and/or Critical Overlay District properties – separate regulations apply:
 - Number and location of trees to be removed.
 - Define location of impervious surfaces that will be added, removed or modified.
- Other - Town of Port Deposit will specify if additional information is needed.

NOTE: All building, electric, HVAC, Certificate of Occupancy, Change of Use, Demolition and Health Department permits for Port Deposit projects are issued through the Permits and Inspections Department of Cecil County Government. Town projects must comply with ALL current codes adopted by Cecil County. Port Deposit will review plans and compliance with all floodplain and critical area regulations.

NOTE: Commercial/Industrial Building permits require architecturally sealed building plans prepared by a State of Maryland Licensed Architect.

FLOODPLAIN REGULATIONS

Applicable: _____ Yes _____ No

Cost of Proposed Project: _____ Assessed Value of Property: _____

NOTE: The majority of North and South Main Street is in the AE designated floodplain and base flood elevations have been determined. Additional information and paperwork is required to be submitted.

Substantial Improvement: Any reconstruction, rehabilitation, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50 percent (50%) of the market value or phased-in assessment value as per the Maryland Department of Assessments and Taxation, before the start of construction of the improvement. The term includes structures which have incurred substantial damage, regardless of the actual repair work performed.

Historic Structures: Repair, alteration, addition, rehabilitation, or other improvement of historic structures shall be subject to the requirements of these regulations if the proposed work is determined to be a substantial improvement, unless a determination is made that the proposed work will not preclude the structure's continued designation as a historic structure. The Floodplain Administrator may require documentation of a structure's continued eligibility and designation as a historic structure.

100 Year flood elevation: _____ Elevation Certificate (EC) required? ____Yes ____No

Is structure(s) elevated? ____Yes ____No If yes, date received EC: _____

Is structure(s) flood proofed? ____Yes ____No Substantial Improvement? ____Yes ____No

Flood Construction Approved: _____
Zoning Administrator or Agent Date

CRITICAL AREA REGULATIONS

Applicable: Yes ____ No ____ Critical Area Designation: _____

Date Approved by CAC: _____ Total Disturbed Area: _____

Non-conversion Agreement required? _____

Critical Area Approved: _____
Zoning Administrator or Agent Date

Fees

Sewer Connection Fee/Service: Contact Cecil County Dept. of Public Works: 410.996.5262.

Water Connection Fee/Service: Contact Artesian Water, Maryland at 1-800-332-5114.

ADDITIONAL FEES: Commercial/Industrial Projects: For All Major Alterations/ Repairs, Renovations, and/or Additions Engineer Stamped or Architect certified drawings, including structural details are required by Cecil County and Town. All NEW Residential and Commercial/Industrial construction shall require Engineer Stamped or Architect certified drawings including structural details that shall be reviewed by the town engineer.

When Cecil County Permit is required, applicant must return to Port Deposit Town Hall with copy of Cecil County Permit placard to receive Town of Port Deposit permit placard. Both Cecil County and Town of Port Deposit placards must be displayed on property where work is being done.

Applicant Certification (Please initial line items and sign below)

- _____ I am the owner of this property, or am providing a notarized letter of authorization from the owner.
- _____ Information provided on this application represents an accurate description of proposed work and I have omitted nothing which might affect the decision of the Historic Area Commission, Planning Commission, and/or administration/compliance with the floodplain and critical area regulations.
- _____ I or my representative will/ will not (circle one) attend the public meeting about this application.
- _____ I understand that this application is only for work described on this application and if during the process of completing this project, if it is discovered additional work needs to be completed an additional application will need to be submitted.
- _____ I understand any work done may be subject to the Town of Port Deposit Architectural Standards/ Guidelines
- _____ I have read, understand, and agree to all statements in this application.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

TOWN USE ONLY

Approved: _____
Zoning Administrator or Agent Date

HAC meeting date: _____

Planning Comm. meeting date: _____

Action: _____

Action: _____

Contingencies/ Conditions: _____

Contingencies/Conditions: _____

Signature: _____
Chair, Historic Area Commission

Signature: _____
Chair, Planning Commission

COMPLIANCE REPORT

Date: _____ Compliance: Yes _____ No _____ Work Completed: _____

Comments: _____

Demolition Projects

County Inspection Date: _____ Action: _____

Violations: _____

Comments: _____