



INSTRUCTIONS FOR TALBOT COUNTY HISTORIC DISTRICT WORK PERMIT APPLICATION

1. Applicants for Talbot County Historic District Work Permits shall be filed with the Department of Planning and Zoning and promptly referred to the Historic District Commission staff by or before 12:00 noon of the corresponding deadline date for the desired hearing date as listed on the attached Submittal Schedule. The applicant and/or his representative need not be present at the hearing. However, attendance at the hearing is strongly advised in the event the Commissioners have questions or require more information. The Commission reserves the right to postpone action on an application whenever information is inadequate to facilitate a decision.
2. One copy of a Talbot County Historic District Work Permit Application shall be completed and signed by the applicant, accompanied by eight copies of the required submittal items as described on the attached Talbot County Historic Preservation Commission application checklist.
3. The Commission may, at its discretion, specify modified submission requirements.
4. An application shall not be dated until it is complete and accepted by the Historic District Commission or its staff. Applications determined incomplete shall be returned to the applicant as soon as possible with a detailed list of needed information.
5. At the time the application is officially accepted, a review period not to exceed forty-five (45) days begins. The review may include preliminary examination by Planning & Zoning staff and Commissioners, a site visit, and the hearing scheduled during a regular meeting of the Historic Preservation Commission.
6. Upon rendering a decision, the Commission may instruct its staff to:
 - a. Prepare, for the signature of the Historic Preservation Commission Chairman, a Historic Preservation Work Permit Certificate; *or*
 - b. Prepare, for signature of the Historic Preservation Commission Chairman, a Historic Preservation Work Permit Certificate subject to such conditions as are necessary to ensure conformity with the provisions of the Talbot County Code; *or*
 - c. Prepare, for signature of the Historic Preservation Commission Chairman, a letter to the applicant denying the work permit, stating the reasons for the denial and informing the applicant of the right to appeal.

After the work permit has been approved by the Historic Preservation Commission, the applicant shall apply to the Talbot County Department of Permits and Inspections for the appropriate building or zoning permit.

The permit application will then be reviewed for compliance with the Talbot County Zoning Ordinance, floodplain management, State Critical Area regulations, Talbot County Health Department regulations, and current building code regulations. After all the appropriate agencies have reviewed and approved the permit application, the building permit will be issued by the Codes Administrator of the Department of Permits and Inspections.

Only after receipt of the Talbot County building or zoning permit, may the proposed work begin.