

## INSTRUCTIONS FOR HISTORIC PRESERVATION TAX CREDIT APPLICATION

*Read this prior to completing Application*

### Process to Receive Historic District Tax Credit

1. Historic District owners seeking a Historic Preservation Tax Credit **MUST** possess a Historic District Work Permit (HAWP) for the proposed work. The Calvert County Historic District Commission **WILL NOT CONSIDER** tax credit applications for which a HAWP has not been approved. The HAWP and Tax Credit Application can be submitted to the Commission concurrently for consideration at the same regular meeting.
2. The Historic District Commission will review tax credit applications at a regular monthly meeting. Applications **MUST** be submitted **AT LEAST** 14 days prior to the next scheduled meeting. This is necessary to add the item onto the agenda in compliance with the Open Meetings Act. Any applications not received within 14 days of the next regular meeting will be considered at the subsequent regular meeting.
3. The Historic District may take one of the following actions when considering an application:
  - *Approve*. Applicant may proceed with work as described in the approved tax credit and HAWP applications. **NOTE**: Deviation from work as described in the applications may result in **DENIAL** of the tax credit.
  - *Approve with Conditions*. Applicant may proceed with work as described in the approved tax credit and HAWP applications *as well as* conditions for approval placed by the Commission.
  - *Table*. The Commission lacks the necessary information to proceed with consideration of the applications. Applicants should amend the application as needed and resubmit for consideration at a future meeting.
  - *Deny*. The application is denied and work **CANNOT** proceed.

**NOTE:** Violation of Historic District conditions requiring a Historic Area Work Permit could result in removal of designation and requirement to repay any previously awarded tax credits.

4. After tax credit approval work may be initiated. Upon completion, applicants **MUST** supply the Historic District Commission final invoices, proof of payment, and images of completed work. Proof of payment **MUST** be readily verifiable.
5. Upon final tax credit approval, the Historic District Commission will recommend to the Board of County Commissioners that that the appropriate sum is credited to the applicant's property tax account. After BOCC approval, the approved credit will be applied to the subsequent tax year. Any remainder will be applied to up to four subsequent tax years. for a total of up to five years.

### Application Instructions

Please complete the form completely, except for the portion reserved for "Office Use Only" and the approval block.

1. If different than the property owner, such as a contractor, Applicant should provide name.
2. Property owners should provide name(s), mailing address, and telephone number.
3. Tax Map No./Parcel No./Lot No./Tax ID No. can be found using the "Property and Topo Map" located on the Calvert County Interactive Maps website, <https://www.calvertcountymd.gov/1537/Interactive-Maps>.
4. Provide information regarding associated building permit(s).
5. Confirm that the work has not been started or, if it has, provide justification.
6. Confirm that images have been provided.

7. Confirm that a detailed cost proposal is attached. If a proposal is not available, complete Page 2 of the Application.
8. Review Page 3 of the application.
9. Sign, date, and provide printed name in appropriate places.

I hereby acknowledge having read and understand the instructions above

Signature \_\_\_\_\_

Date\_\_\_\_\_

Printed Name \_\_\_\_\_

**CALVERT COUNTY  
HISTORIC DISTRICT COMMISSION  
APPLICATION FOR HISTORIC PRESERVATION TAX CREDIT**

(NOTE: Approval of a Work Permit **DOES NOT** constitute approval of a tax credit application.)

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**OFFICE USE ONLY**  
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Historic Site Number: _____	Tax Credit Number: _____
Historic Site Name: _____	HAWP Number: _____
Filing Date: _____	HDC Meeting Date: _____

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**APPLICANT(S):**

**PRINTED NAME(s):** \_\_\_\_\_  
(If Contractor, MHIC Number): \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**PROPERTY OWNER(S):**

**PRINTED NAME(s):** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

(Tax Map No. \_\_\_\_\_ Parcel No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Tax ID No. \_\_\_\_\_ )

**REGARDING WORK TO BE PERFORMED**

1. I/WE contacted Inspection and Permits. A Calvert County Building Permit: ( is  is not) required. (If required, Building Permit Application No is: \_\_\_\_\_.)
  2. This application for a Tax Credit ( is  is not) being submitted prior to the start of work. (If work started, explain why: \_\_\_\_\_)
  3. Photographs of existing conditions are ( attached  not attached). No. of Photos: \_\_\_\_\_
  4. Estimated cost proposal detailing each item of work to be performed ( is  is not) attached. (If Contractor proposal attached, go to page 3. If proposal not attached, complete page 2.)
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**PROPOSAL**

INCLUDE A BRIEF DESCRIPTION AND COST FOR EACH IMPROVEMENT INCLUDED IN THIS TAX  
CREDIT APPLICATION  
OR ATTACH CONTRACTOR'S PROPOSAL  
(USE ADDITIONAL SHEETS IF NECESSARY AND ATTACH PHOTOS.)

<b><u>ITEM</u></b>	<b><u>DESCRIPTION OF WORK TO BE DONE</u></b>	<b><u>ESTIMATED COST</u></b>
1.	_____ _____ _____ _____	\$ _____
2.	_____ _____ _____ _____	\$ _____
3.	_____ _____ _____ _____	\$ _____
4.	_____ _____ _____ _____	\$ _____
<b>TOTAL ESTIMATED COST OF IMPROVEMENTS</b>		<b>\$ _____</b>

I/WE understand that approval of this application is a preliminary determination that the work described in this application is eligible for a tax credit. The application will not be recommended to the County Commissioners for final approval until all work is completed and receipts for actual expenditures have been submitted to, reviewed, and approved by the Historic District Commission. I also understand that the work must be in conformity with building permit requirements as stipulated by Inspections and Permits and the Historic District Commission.

I/WE further understand that this tax credit, if approved, applies to Calvert County real estate taxes only, commencing with the County tax year immediately subsequent to the year in which the improvement work, as set forth herein, is completed, and that any unused portion of the tax credit may be carried forward to subsequent tax years, not to exceed four (4) subsequent tax years.

**I/WE HEREBY DECLARE AND AFFIRM** under penalties of perjury that the facts and matters contained in the application are true and correct to the best of my/our knowledge.

\_\_\_\_\_  
APPLICANT'S PRINTED NAME                  APPLICANT'S SIGNATURE                  DATE

\_\_\_\_\_  
APPLICANT'S PRINTED NAME                  APPLICANT'S SIGNATURE                  DATE

**APPROVAL**

The above application ( was  was not) **APPROVED** at the HDC meeting held on \_\_\_\_\_, 20\_\_\_\_, subject to the following:

- 1.
- 2.

**HISTORIC DISTRICT COMMISSION OF CALVERT COUNTY**

BY \_\_\_\_\_  
CHAIRPERSON'S SIGNATURE                  DATE