



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

[www.berlinmd.gov](http://www.berlinmd.gov)

Town of Berlin Historic District Commission

August 5, 2015– 5:30 PM

Berlin Town Hall – Council Chambers



1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: July 1, 2015
4. Welcome Center- 14 South Main Street – Exterior Lighting
5. Comments from the Public
6. Comments from Staff
7. Comments from the Commissioners
8. Comments from the Chairman
9. Adjournment

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*Any persons having questions about the above-referenced meeting or any persons needing special accommodations should contact Dave Engelhart at 410-641-4143. Written materials in alternate formats for persons with disabilities are made available upon request. TTY users dial 7-1-1 in the State of Maryland or 1-800-735-2258 outside Maryland.*



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## HISTORIC DISTRICT BUILDING PERMIT APPLICATION

|   |  |
|---|--|
| Date Received: <u>7/7/15</u>  | Property Address: <u>14 S. Main St</u> |
| Property Owner: <u>Town of Berlin</u>   | Phone: <u>410 629 1222</u>             |
| Property Owner Address: <u>10 William St<br/>Berlin, MD 21811</u>   | Email: <u>twells@berlinmd.gov</u>      |
| Applicant: <u>Town of Berlin</u>  | Phone: _____                           |
| <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor | Email: _____                           |
| Address: _____  |  |

|   |   |  |                                       |
|---|---|--|---------------------------------------|
| Type of Work:                                   |   |  |                                       |
| <input checked="" type="checkbox"/> Alterations | <input type="checkbox"/> New Construction | <input checked="" type="checkbox"/> Addition | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Demolition             | <input type="checkbox"/> Sign             | <input type="checkbox"/> Awning              | _____                                 |

DESCRIPTION OF WORK PROPOSED (Please be specific) Attach addition sheet if necessary. Type of material, color, dimensions, etc. must accompany application. If signs are proposed, indicate material, method of attachment, position on building, size and front lineal feet of building, size and position of all other signs on building, and a layout of the sign.

Added 2 lights to front of building.

All required documents must be submitted to the Planning Director at least 21 days prior to the next meeting of the Historic District Commission. See below for documents required to be filed with application.

Failure to include all the required attachments and/or failure of the applicant or his/her authorized representative to appear at the scheduled meeting may result in postponement of the application until the next regularly scheduled meeting. If an application is denied, the same application cannot be resubmitted for one year from date of such action.

I hereby certify that the owner of the subject premises has been fully informed of the alterations and that said owner is in full agreement with this application.  
Applicant/Agent Signature [Signature]

|   |
|---|
| <input type="checkbox"/> Site Plan, if applicable   |
| <input type="checkbox"/> Scaled and measured detailed drawings, including, but not limited to, plans and elevations of the proposed alterations or improvement, or in the alternative, a scale mock up.           |
| <input type="checkbox"/> For an existing structure, color photographs* of the structure showing all elevations, the area to be altered, close-ups of architectural detail and the area in the immediate vicinity. |
| <input type="checkbox"/> For a proposed new structure, photographs* of the subject site and all buildings in the immediate vicinity.  |
| <input type="checkbox"/> Samples of materials or copies of manufacturers product literature.  |
| *Photographs shall be printed or mounted on 8 1/2 X 11 paper or cardboard, and labeled  |

|                          |                    |                           |                         |
|--------------------------|--------------------|---------------------------|-------------------------|
| Date Rec'd <u>7/7/15</u> | Initials <u>CD</u> | HDC Meeting <u>8/5/15</u> | Case # <u>8/5/15-16</u> |
| HDC Approval (signature) |                    |                           |                         |

