



# City of Cumberland

Department of Community Development • 57 N. Liberty Street • Cumberland, MD 21502 • [www.cumberlandmd.gov](http://www.cumberlandmd.gov)  
301-759-6431 • Fax 301-759-6432 • [kathy.mckenny@cumberlandmd.gov](mailto:kathy.mckenny@cumberlandmd.gov)

Administrative Review     HP Commission Review

## CERTIFICATE OF APPROPRIATENESS PERMIT APPLICATION

For ALL exterior changes to a structure (including painting), design and maintenance issues within the City's Preservation District. Including but not limited to additions, alterations, awnings, entrances and doors, painting, porches, fences, siding, signage, window replacement, demolition, and new construction.

Project Location \_\_\_\_\_ Tax ID # \_\_\_\_\_ - \_\_\_\_\_

The Tax ID # can be found on your deed or by visiting [www.dat.state.md.us](http://www.dat.state.md.us) / Real Property / Real Property Search. When construction is being done and several property account numbers are involved, permit must fall under account of the main structure referencing other accounts (or a separate permit will be required per each property of record). It will be necessary to contact the State of Maryland Assessment Office, 112 Baltimore Street, Gateway Center, 301-777-2113, prior to applying for permit in order to obtain documentation required for the new Tax Account Number.

COA #

Application Date \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Summarized Description of Project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach a full written scope of work

Attach photographs of the site and structure

- Include:
- Façade Elevations
  - Sample of Proposed Materials
  - Scaled Drawings
  - Digital Renderings, when available
  - Color Scheme/Paint Chips
  - Manufacturer's Cut-Sheets or Product Specifications

Provide one (1) complete original copy of all supplementary materials.

Pay a non-refundable Certificate of Appropriateness review fee of \$30.00 - payable at time of application.

Apply for relevant Building and Occupancy Permits through the City (*fees apply*)

The HPC meets the second Wednesday of each month and complete applications are due the first Wednesday of each month before 4:00 p.m. You (or a representative) are required to attend the meeting scheduled for your COA review.

Preservation Guidelines (*Updated 1/1/16*) can be found on the City of Cumberland website at [www.cumberlandmd.gov](http://www.cumberlandmd.gov).

**Do not begin work until written approval is received from the Community Development Programs Manager. If the project requires additional building or occupancy permits, all applicable permits must also be approved.**  
An Occupancy, Building or Sign permit application may be required for this application and approval to be considered complete. Those permits are approved by the Code Compliance Manager or designated representative.