



City of Cumberland

Administrative Review HP Commission Review

Department of Community Development ▪ 57 N. Liberty Street ▪ Cumberland, MD 21502 ▪ www.cumberlandmd.gov
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Planner/Preservation Coordinator

CERTIFICATE OF APPROPRIATENESS PERMIT APPLICATION

This application is required for ALL exterior work on properties that are located within the Canal Place Preservation District (Cumberland’s locally zoned historic district). The application will be reviewed by the Historic Preservation Commission. Examples include additions, alterations, awnings, roofs, doors, painting, porches, fences, siding, signage, window replacement, demolition, and new construction. Please note that you do not need to separately submit this form if you are entering your request through the City of Cumberland’s Online Permit Portal. The portal can be accessed at <http://www.ci.cumberland.md.us/150/Community-Development> If you do not already have a portal account, you will need to create one, however once created the same account can be used for any future permit applications, rental licenses, and pavilion reservations.

Project Address: _____ Tax ID # ____ - _____

The Tax ID # can be found on your tax bill or by visiting [www.dat.state.md.us / Real Property / Real Property Search](http://www.dat.state.md.us/RealProperty/RealPropertySearch). If you are using the permit portal, you may use the search function to select your property account number. When construction is being done and several property account numbers are involved, permits must be entered under the account of the main structure (if the work is limited to the main structure) or entered separately, if more than one tax account is affected by the undertaking.

COA #

Application Date _____

Applicant Name _____ Phone _____

Address (if different than project address) _____

Fax _____ Email _____

Contractor Name (If applicable or if known) _____ Phone _____

Contractor Address _____

Contractor Email/Phone _____

Summarized Description of Project (please add extra pages, if needed) _____

Attach a full written scope of work

Attach photographs of the site and structure

As it pertains to the application/project scope of work, please include the following and consult with HPC staff if you require assistance (please note that all of the following might not pertain to your application):

- 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 (in hardcopy if applying in person; upload digitally if using the portal).

Pay a non-refundable Certificate of Appropriateness review fee of \$30.00 - payable at time of application either in person or online.

Apply for any 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 can be found on the City of Cumberland website at www.cumberlandmd.gov. Navigate to Historic Preservation Commission and then to Revised Guidelines.

Do not begin work until written approval is received from HPC Staff. If the project requires additional building or occupancy permits, all applicable permits must also be approved. These will be provided separately.

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.