



# City of Cumberland

Department of Community Development • 57 N. Liberty Street • Cumberland, MD 21502 • [www.cumberlandmd.gov](http://www.cumberlandmd.gov)  
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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, properties must be combined under one property number. 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 \_\_\_\_\_

Contractor's License Number \_\_\_\_\_ Estimated Cost of the project \$ \_\_\_\_\_

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 complete original copy of all supplementary materials.

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

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

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

Preservation Guidelines (*Update 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 an approval is received on Permits from both –  
The Historic Preservation Commission and City of Cumberland.**  
A signed, approved, and stamped COA and MB or RB permit form is required for application to be considered complete.  
These will be sent to you upon approval of the department manager or designated representative.