



APPLICATION FOR PROPERTY TAX CREDIT FOR IMPROVEMENTS TO HISTORIC STRUCTURES

INTRODUCTORY REMARK: This application is submitted pursuant to An Ordinance to Provide Property Tax Credits for Improvements to Specified Historic Structures in Washington County, Maryland. It is the intent of this Ordinance to allow credit for bonafide and properly executed restoration activities which can be approved according to the standards specified in the Washington County Zoning Ordinance, including the Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings used by the Historic District Commission of Washington County, Maryland. It is not intended to provide credit for historically inappropriate modifications, normal maintenance activities, or repairs improperly performed.

Credits are available for restoration activities on the **EXTERIOR** of structures only. No credits will be approved for construction activities on the interior of the structure. Credits are available for expenditures made after July 1, 1990.

Other forms of tax advantages may be available from other government jurisdictions. However, property owners should **not** assume that granting of a credit on Washington County real property taxes, as a result of this application, will guarantee qualification for other jurisdiction’s tax advantages.

APPLICANTS SHOULD INCLUDE ‘BEFORE AND AFTER’ PHOTOGRAPHS WHENEVER POSSIBLE.

The completed application and all supporting documents should be mailed to:

**Washington County Historic District Commission
c/o Washington County Department of Planning & Zoning
747 Northern Avenue
Hagerstown, MD 21742**

email: askplanning@washco-md.net

CERTIFICATION AND SIGNATURE

My/our signature(s) below is/are certification that the information provided in this application is true, completed and accurate to the best of my/our knowledge and belief. I/we have retained receipts and records of the payment for all activity included in this application and will produce them, if requested, in order to substantiate all claims on this application.

Signature: _____

Date: _____

Signature: _____

Date: _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

TYPE OF CREDIT

This application is for a property tax credit for: (Check 1 or 2 AND a, b, or c)

1. _____ Preservation or restoration of an existing structure (10% credit)
 - a. _____ located in a Washington County HP zone
 - b. _____ located in a Washington County AO zone and listed on the Historic Sites Survey
 - c. _____ located inside the municipal limits of _____
(Name of Town)

2. _____ New construction attached to an existing structure (5% credit)
 - a. _____ located in a Washington County HP zone
 - b. _____ located in a Washington County AO zone and listed on the Historic Sites Survey
 - c. _____ located inside the municipal limits of _____
(Name of Town)

PROPERTY INFORMATION

Property Location: _____

Tax Map # _____ Block # _____ Parcel # _____ Lot # _____ Tax ID # _____

(This information can be found on your property tax bill)

Size (Acres or Square Feet) _____

Zoning (indicate Town or County zoning): _____

Historic Site Survey Reference: WA _____ - _____

Is the structure listed on the National Register of Historic Places? _____ Yes _____ No

Have tax credits been granted to the current owner of this property for previous preservation activities? _____ Yes _____ No Date of approval of previous tax credits: _____

Briefly describe the building(s) that are the subject of this application (size, number of stories, construction materials, date of construction, original section and/or additions, style, etc. Please attach an additional sheet if necessary.

BUILDING PERMIT INFORMATION

Did any or all of the restoration or construction activity require a building permit? _____ Yes
 _____ No

Building Permit Number (indicate Town or County): _____

Date of Washington County Historic District Commission or Town Historic Commission review and approval of building permit: _____

Date of Permit Issuance: _____ Date of Use & Occupancy Issuance: _____

Was any part of the restoration or construction activity performed on the interior of the structure? _____ Yes _____ No

Are any of the interior restoration costs included on page 4? _____ Yes _____ No

Date of completion of work: _____

Are before and after photographs included with this application? _____ Yes _____ No

(PLEASE NOTE: Photographs cannot be returned)

_____ If preservation activity is located within Town limits, check here and supply a copy of the approved building permits and documents of the Town’s Historic Commission’s approval of permit and inspection of construction.

DESCRIPTION OF WORK

Use this space (and additional copies, as needed) to describe the preservation construction activity. Examples of construction activity could be masonry cleaning, window repair, replacement or rehabilitation of moldings, repointing masonry, reconstruction of porch deck, steps or roof, contractor or architect fees, etc. Only construction activities on the **EXTERIOR** of the structure after July 1, 1990 are eligible for credit.

ACTIVITY	MATERIALS	COST	CONTRACTOR/SELF	RECEIPT/INVOICE

HISTORICT DISTRICT COMMISSION USE ONLY

- 1. File # _____
- 2. Date Received: _____ Application: Complete _____
Incomplete _____
Returned _____
- 3. Date of Commission Review of Applicable Building Permits:

- 4. Date of Commission Review of Tax Credit Application

- 5. Action: _____
- 6. Total Cost of Preservation Activity: _____
- 7. Portion of Total Eligible for Credit: _____
- 8. Type of Credit: 10% (x .10) _____ 5% (x .05) _____
- 9. Tax Year to which credit should be applied:

TREASURER'S OFFICE USE (Refer to information in preceding section)

- A. Amount upon which CREDIT is calculated (enter amount from #7 above) _____
- B. Type of CREDIT (enter multiplier from #8 above) % _____
- C. Amount of CREDIT (for this application) _____
- D. Remaining CREDIT (if any, from previous applications) _____
- E. Total CREDIT available _____
- F. CREDIT used _____
- G. Remaining CREDIT for future use _____