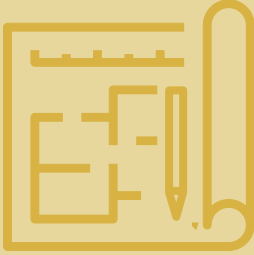


ADDITIONS

- Seek approval for all additions.
- Do not compromise the historical or architectural integrity of the original building, and do not destroy, damage or conceal historic details.
- Limit the size and scale of your addition, and reflect the building's existing style and design. Additions are typically located at the rear of the building.
- Consult the City's Building/Permits Department for preliminary review (301-600-3808 / cityoffrederick.com/ask) before applying with the HPC.



ADA COMPLIANCE

Commercial buildings within the historic district are required to comply with the Americans with Disabilities Act (ADA). ADA requires that you offer adequate access to accommodate people of all abilities, while avoiding as much damage as possible to your building. For more information on ADA compliance and the responsibilities of a building owner, contact the Building/Permits Department.

PHONE: 301-600-3808

WEB: cityoffrederick.com/ask

APPROVAL

In order to best serve property owners within the historic district, the HPC has developed two different approval processes that may be used, depending on the nature of your project.

- Some projects can be approved administratively, meaning they are reviewed by the City's Planning Department staff. These approvals do not require applicants to attend any meetings, but applications must still be in compliance with the HPC Design Guidelines.
- For more involved projects, the Commission reviews the application at a hearing. Some projects will require a workshop to further review the application and the design. All projects that go before the Commission require signs to be posted at the project site.

START YOUR NEXT PROJECT

DETERMINE THE PARAMETERS OF YOUR PROJECT

Review the "Minor Rehabilitation List" to see if your project is considered routine maintenance. Items on this list do not require an HPC application or review. bit.ly/fredmaint



OBTAIN AN APPLICATION

- Download: bit.ly/hpcapps
- Request by email: preservation@cityoffrederick.com
- Pick up in person at 140 W Patrick Street



PREPARE YOUR APPLICATION

- Consult the HPC Design Guidelines: bit.ly/freddesign
- Consult the City's Engineering Department to learn if an encroachment (any portion of the work will extend in to or over the sidewalk) agreement is required. 301-600-1498 / cityoffrederick.com/ask
- Consult the City's Building/Permits Department to learn if your proposed project is consistent with the Building Code. 301-600-3808 / cityoffrederick.com/ask
- Contact Planning staff for assistance with your project. Many projects do not require attending a hearing.



SUBMIT YOUR APPLICATION

- Check to make sure you have the right number of copies.
- Include your application fee.
- Drop off or mail to the Planning Department at 140 W Patrick Street
- Receive project approval (either administratively or from the Commission).
- Submit a building/zoning permit application: bit.ly/fredpermits
If your project is eligible, get your permit using the OneStop Shop (Tuesdays from 8–11am).

This brochure is intended as a reference, and all information was accurate at the time of publication. All exterior alterations require approval, even if not specifically mentioned in this brochure.

PUBLICATION DATE: NOVEMBER 2018
FUNDING FOR THIS PROJECT WAS PROVIDED IN PART BY
PRESERVATION MARYLAND AND THE MARYLAND HISTORICAL TRUST.

HISTORIC DISTRICT GUIDE

DOWNTOWN FREDERICK CONTRACTORS



The City of
Frederick
Maryland

downtown
frederick
PARTNERSHIP

THANK YOU!

Your skills and craftsmanship help preserve and protect one of the most loved things about Downtown Frederick—our historic buildings.

The information in this brochure outlines some of the most common projects for contractors and can be used as a general guide to the historic preservation review process. If you have any questions, the Frederick City Planning staff will be more than happy to help! It's always a great idea to review the Frederick Historic District Design Guidelines before submitting applications. Visit bit.ly/freddesign for more details.

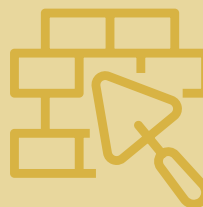
PHONE: 301-600-1499

EMAIL: preservation@cityoffrederick.com

REHABILITATION

MASONRY

- Retain and preserve original and character-defining elements whenever possible.
- Submit your repointing project for review. If mortar joints are deteriorated, repair using a lime-based mortar and hand tools, and avoid using power tools.
- Handle with care. Do not pressure wash or sandblast masonry, and do not use any abrasive cleaning methods or harsh chemical solutions.



PORCHES & STOOPS

- Retain character-defining elements like railings and columns whenever possible.
- Do not add porches and stoops where they did not previously exist. Avoid decks (which do not have roofs), as they typically are not approved.
- Repair original features whenever possible and replace deteriorated elements with in-kind materials.
- Limit your use of pressure-treated materials to areas that have direct contact with the ground, or for concealed structural elements.

ROOFING & GUTTERS

- Preserve and retain the roof's original form and shape, functional and decorative features, and other defining historic characteristics.
- Match new roofing materials to the historic material. The most common roofing material downtown is standing seam metal; however, slate and asphalt shingles are also used. Rubber roofing systems can be used on flat and nearly flat roofs that are not visible from the street.
- Use round-profile, galvanized gutters and downspouts. Copper and factory finishes can be approved.



PAINT

- Paint or stain all wooden elements with a solid, opaque stain that conceals the wood grain.
- Paint and stain colors do not need to be approved, though the Commission does review painted signs and prefinished elements like roofs and building accessories.
- Do not paint or coat unpainted masonry. Seek approval before removing any paint from masonry. Removal will only be approved if it can be done without harming the underlying historic material.



UTILITIES & HVAC

- Seek approval for utility equipment that will be placed outside of a building.
- Be careful not to damage historic materials with mechanical equipment.
- Keep mechanical equipment, whether installed in the rear yard or on the rooftop, out of sight from the public right-of-way.

WINDOWS & DOORS

- Restore and preserve historic windows and doors.
- Seek approval for any windows and doors that need to be repaired or replaced. When a deteriorated window or door cannot be repaired, replace it with solid wood (not clad) and use a design that replicates the original.
- Use clear glass only; acrylics (like Plexiglass) will not be approved.



SIDING

- Retain and preserve historic siding whenever possible. Repair siding (whether it is historic or not) using wood.
- Seek approval before removing non-historic siding. If there is historic siding underneath, it should be retained and preserved. Small amounts of siding can be replaced in-kind without approval. Refer to the Minor Rehabilitation List at bit.ly/fredmaint for more info.