

## EXTERIOR LIGHTING

- ▶ Select light fixtures of an appropriate scale for the size of your building.
- ▶ Stay away from fixtures with specific style references or "coach lamps."
- ▶ Pick finishes of satin, antique, oil-rubbed, aged or matte black.
- ▶ Restore and retain historic fixtures whenever possible.



You must submit an application for HPC approval when adding new lighting or replacing existing fixtures. Most lighting applications can be approved administratively by Planning staff and do not require attending an HPC hearing.

## ADA COMPLIANCE

As a business located in the historic district, you are required to comply with the Americans with Disabilities Act (ADA), even if your business calls a historic building home. 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 business owner, contact the Building/Permits Department.

**PHONE:** 301-600-3808

**WEB:** [cityoffrederickmd.gov/ask](http://cityoffrederickmd.gov/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 may require a workshop prior to the hearing to further review the application and 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.

Exterior rehabilitation work not on the Minor Rehabilitation List, additions, new construction, and other site modifications require HPC approval. All projects requiring HPC approval will also need a building/zoning permit before starting work.

### PREPARE YOUR APPLICATION

- ▶ Consult the HPC Design Guidelines.
- ▶ 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](http://301-600-1498) / [cityoffrederickmd.gov/ask](http://cityoffrederickmd.gov/ask)
- ▶ Consult the City's Building/Permits Department to learn if your proposed project is consistent with the Building Code.  
[301-600-3808](http://301-600-3808) / [cityoffrederickmd.gov/ask](http://cityoffrederickmd.gov/ask)
- ▶ Contact Planning staff for assistance with your project.

An HPC application will consist of the Online form and associated attachments, which may include a written scope of work, photographs, drawings, product literature, and other documents that outline the project and address the considerations stated in the HPC Design Guidelines.

### SUBMIT YOUR APPLICATION



[cityoffrederickmd.gov/HPSubmit](http://cityoffrederickmd.gov/HPSubmit)

*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.*

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## HISTORIC DISTRICT GUIDE

### DOWNTOWN FREDERICK MERCHANTS



**FREDERICK**  
MARYLAND

downtown  
frederick  
PARTNERSHIP

# THANK YOU!

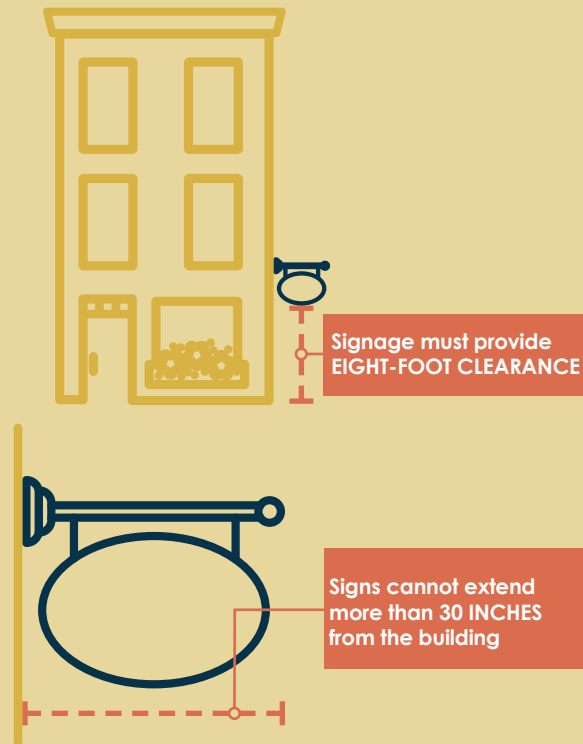
By locating your business in Downtown Frederick, you are a key part of keeping our historic buildings great.

The information in this brochure outlines some of the most common projects for business owners 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 [cityoffrederickmd.gov/HDGuideline](http://cityoffrederickmd.gov/HDGuideline) for more details.

**PHONE:** 301-600-1499

**EMAIL:** [preservation@cityoffrederickmd.gov](mailto:preservation@cityoffrederickmd.gov)

## SIGNAGE

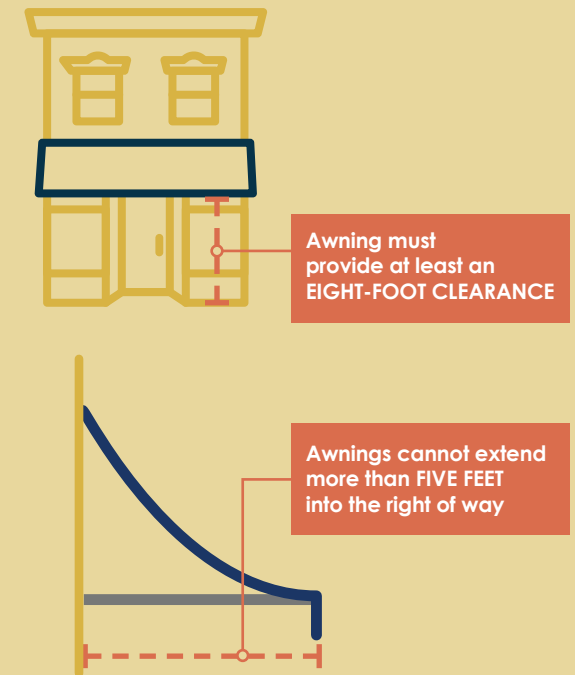


### DESIGN TIPS

- ▶ Do not cover any of the building's historic details.
- ▶ Consider selecting a painted wood sign (preferred). Other sign materials may be approved.
- ▶ Install new signs in a way that avoids building damage. For instance, mount signs through mortar joints whenever possible.
- ▶ Maintain historic signs.

Consult the Land Management Code ([bit.ly/fredlandmgmt](http://bit.ly/fredlandmgmt)) to learn how much signage your business is allowed. Whether installing new signs or re-facing existing signage, businesses must apply for Historic Preservation Commission (HPC) approval. Applications that are consistent with the Land Management Code and HPC Design Guidelines will be reviewed administratively. Inconsistent applications will be reviewed by the Commission. Sandwich board signs do not require an HPC application or review.

## AWNINGS



### DESIGN TIPS

- ▶ Repairing and preserving historic awnings is highly encouraged.
- ▶ Select a shed-style awning with a traditional, loose valance. Other awning styles are generally not allowed.
- ▶ Align your awning location to existing wall openings.
- ▶ Select canvas or a similar style of fabric for your awning. Plastic and vinyl awnings are not allowed.

Submit an application whether you are re-covering an existing awning or installing a new awning. If your business already has an awning, apply for administrative approval of the new fabric. New awning installation requires an HPC hearing.