

BALTIMORE COUNTY HISTORIC PROPERTY TAX CREDIT

Instructions

How to Complete a Baltimore County Historic Property Tax Credit Application

Please read the following instructions carefully before filling out the applications. Please type or print clearly. Illegible applications will be returned to the applicant. In cases where adequate documentation is not provided, review and evaluation cannot be completed. It is suggested that you contact Vicki Nevy, at 410-887-3495, or vnevy@baltimorecountymd.gov before beginning the tax credit application process.

General Information

A property tax credit is available for the rehabilitation of historic resources. Historic residential properties (owner occupied only) and commercial properties (all income producing properties, including retail, office, industrial, apartments and condominiums) may qualify. Certain accessory buildings, such as barns, carriage houses, or springhouses, may also be eligible. The application process for residential and commercial properties involves different forms, but in each case consists of three parts.

The Part I application establishes whether the property is eligible, Part II describes the proposed work, and Part III certifies that the work was completed in accordance with the specifications listed in Part II and that all the appropriate building permits were obtained. Preservation Services staff (in the Office of Planning) administers Part I and Part II. The Office of Budget and Finance processes Part III.

The Landmarks Preservation Commission (LPC) must approve Part I and Part II applications before the commencement of any rehabilitation work. No tax credit will be granted for work completed without prior approval in accordance with Section 11-2-201 of the Baltimore County Code, 2003. All proposals must be in compliance with the Secretary of the Interior's Standards and must meet the spirit and intent of the Baltimore County Design Guidelines. Part I and Part II applications may be submitted at any time. They may be submitted together or separate. If submitted separately, the Part I application must precede the Part II application.

Note: Use continuation sheets of paper if the information exceeds the space provided in the application forms. At the top of the sheet, indicate the project name or address, along with Part I or Part II and the item number to which the "continued" information pertains.

Part I Application

The Part I application records the property's basic information (property address, owner(s) name, contact information, and the present use of the property (residential,

apartment, condominium, retail, office, industrial). It is used to certify whether the property qualifies as an eligible historic resource.

A historic resource is a structure that is:

- A contributing structure located in a National Register Historic District;
- A contributing structure located in a Baltimore County Historic District;
- Individually listed on the Baltimore County Final Landmarks List; or
- Individually listed on the National Register of Historic Places.

Note: Properties listed only on the Maryland Inventory of Historic Properties are **not** eligible. To become eligible, the owner must first nominate the property to the Landmarks List and have it placed on the Final Landmarks List by the County Council. New landmarks nominations will have a historic environmental setting delineated by the LPC. Properties previously placed on the Final Landmarks List that do not yet have a historic environmental setting must have a setting delineated by the LPC before applying for a tax credit. Accessory structures, such as barns, carriage house, or springhouses, must be referenced individually as contributing to the Landmarks property's historical significance in order to be eligible. Structures in a County Historic District or National Register Historic District do not require a setting.

Not all structures in a County Historic District or a National Register Historic District are contributing. The records filed at the time a County Historic District is created determine which structures are contributing. The Maryland Historical Trust determines which structures are contributing in National Register Historic Districts.

Completing Part I

The Part I applications for residential and commercial properties are almost identical. Hence, they are both explained under this heading. Where the information required differs, details are provided.

1. *Questions 1 through 4.* Provide the property address, the owner's name, the daytime telephone number and the e-mail address of the applicant. If an authorized designee represents the property owner, provide the relevant contact information. For commercial projects provide the name of the project (if applicable) and the name and contact information of the primary contact person.
2. *Property Tax ID #, Map # & Parcel #.* The property tax identification number is the ten-digit account number found below the heading of the Maryland Department of Assessments and Taxation property information sheet. That same page also indicates the map and the parcel number. The information can be accessed on the web at www.dat.state.md.us/, click on Real Property Data Search.
3. *Current use of the property.* Means the function of the property before the beginning of the rehabilitation work. In the case of commercial properties, also indicate the proposed use.

4. *Property is an eligible historic resource by being listed in.* Means whether a property qualifies as a historic resource in at least one of the categories described above. Staff can assist in obtaining this information.

The Baltimore County web pages provide various data sources in regard to the historic status of a property. Go to www.baltimorecountymd.gov, click on agency, scroll down to Planning and click on Historic Preservation. The Historic Preservation web pages provide a list of properties currently on the Final Landmarks List as well as list of County Historic Districts and National Register Historic Districts and properties.

5. All property owners, or their authorized representative, must sign the Part I application. Applications without the relevant signatures will be considered invalid

Completing Part II

Basic Historic Information about the property. Describe the architectural style, exterior construction materials, distinguishing architectural features (window types, doors, chimneys, porches, etc.) in its present condition (before rehabilitation). Indicate the construction date, if known, or provide an approximate date. Describe changes that have been made to the structure since its construction (such as new additions, porch enclosure, windows replaces). (Example: XX House is a contributing structure in the XX County Historic District – estimated construction date, 1877. It is a small frame vernacular house, two stories, three bays wide, with its gable end to the street. The dwelling is enclosed with cream-colored aluminum siding. A two-car garage was added in 1997.) Provide photographs of all sides of the structure or structures on the site (the photos should support what is verbally described). Clearly indicate what is shown on each photograph. If available, show historic maps and historic photographs. Other buildings on the property, such as barns, sheds, or carriage house should be likewise described and documented. Where multiple structures are involved, describe how they relate to each other. Submit a site plan showing the structures and photo locations. Present photographs of structures on abutting properties and indicate how they relate to the historic property.

Detailed description of the conditions to be altered or corrected. Describe each feature to be altered or repaired and show good, clear photographs of **each** item **before** beginning rehabilitation work (high-quality photo documentation is of utmost importance, because it documents the condition of the feature prior to its rehabilitation). Show elevation drawings where exterior alterations are proposed (Examples: returning an enclosed porch to its original condition, removing a non-historic addition). Likewise, provide cross-sections and/or detail drawings where interior features are proposed to be changed (Examples: removal of walls; installation of air-conditioning). No elevation drawings or cross-sections are required in cases where the rehabilitation work involves the repair of an existing condition.

Estimated total cost of the rehabilitation work. Submit a total cost estimate of the proposed rehabilitation work. **The estimate must be printed on the contractor's stationary** and must show the cost of each item or grouping of items (Examples: repair of slate roof \$XX, repair and repainting of 6 wood windows \$XX). **Note:** Expenditures for architectural consultation, site work, landscaping, and cost for labor performed by the property owner, do **not** qualify for a tax credit. Likewise, expenditures for new additions to or adjacent to a historic structure are **not** eligible. Walls and gates on the property that are not attached to a historic building(s) also do **not** qualify.

Affidavit. All property owners or their authorized representative must sign the Part II application. The signature constitutes an affidavit that the information provided is accurate. Violations constitute a criminal offense and are punishable under penalty of perjury.

Note: Applicants who received approval of the State (MHT) Part 2 Tax Credit application may submit signed copies of that document. Such applicants neither have to describe the existing conditions of the dwelling, nor the work to be performed (since this is already described in the State application). However, the County Part II application will have to show the property address and the owner/authorized representative's name and signature, and must include legible copies of the photographs of the existing conditions, along with a copy of the work description submitted to the State.

Another advantage of submitting an approved State application is that staff can approve the tax credit application. Since the State already subjected the request to thorough review, LPC approval is not necessary. This can expedite the process.

Part III

The form may be obtained from the County website at www.baltimorecountymd.gov under Agency/Office of Planning/Historic Preservation/Tax Credits.

Completing Part III (Residential Properties)

1. *Date Application Filed.* Provide the date that the (Part III) application is being filed.
2. *Property account number.* This is the property tax ID# described in Part I above.
3. *Name of Property Owner(s).* List the name(s) of all property owners.
4. *Mailing Address and Location of Property:* Provide the owner's mailing address and the address of the rehabilitated property.

5. *Will the Property be Owner Occupied (Y/N).* **Note:** properties offered for sale after completion of the rehabilitation work are eligible for a tax credit. The credit can be transferred to a new owner. The amount of the credit runs with the property so that the owner has up to ten consecutive years to make use of the credit. Dwellings used as rental properties after the rehabilitation work, are classified as commercial property and must be dealt with through the commercial process.
6. *Cost of Eligible Rehabilitation Work.* List the **total cost** of the rehabilitation expenditures. Document the corresponding expenditures by listing them in major groups and by providing copies of invoices, receipts **AND** copies of cancelled checks. Invoices must indicate that the cost has been paid in full. In cases where payment was made using a credit card, a copy of the card statement must be provided. The Budget Office does **not** approve expenditures for which proof of payment has not been established. **Do not** submit a collection of non-tallied receipts. Rather total your costs and present them in a manner that clearly shows how you arrived at the total. The value of the tax credit is based on the total costs provided and cannot exceed the estimated rehabilitation cost. **Note:** Cost increases generated by additional rehabilitation work, must be submitted as an amendment to the Part II application. No part of the work funded by State or local government grants can be included in this amount.
7. *Provide photographs of the completed rehabilitation work.* The photos must show the same views as those shown in the photographs submitted with the Part II application or the State Part 2 application. The photographs serve as the basis for certifying that the rehabilitation work is in compliance with the Part II application approved by the LPC. In case Preservation Services judges the work to be non-compliant, it will be referred to the LPC for final determination.
8. *Provide copies of all building permits related to the rehabilitation project* for which a tax credit is sought.
9. *Affidavit* that the information provided is correct. All property owners or authorized designees must sign.

Completing Part II (Commerical Properties)

1. *Date Application Filed.* Provide the date that the (Part III) application is filed.
2. *Date of Assessment Notice.* This is the first property assessment notice **after** completion of the rehabilitation project. It should reflect an increase in assessment generated by the rehabilitation work.
3. *Name of the Tax Payer/ mailing address.* The name and address must correspond to the name/address specified on the tax bill.

4. *Location of Property.* Provide the address of the historic property that was rehabilitated.
5. *Day Phone Number.* The telephone number of the contact person responsible for the rehabilitation project.
6. *Property Account Number.* This is the property tax ID # described in Part I above.
7. *Increase in Assessment.* This is the difference between the property's assessed value from the previous year and the new (post-rehabilitation) assessment.
8. *The following materials must be provided:*

Photographs of the completed rehabilitation work. The photos must show the same views as those shown in the photographs submitted with the Part II application. Note: Photo documentation serves as the basis for certification that the rehabilitation work is in compliance with the Part II application approved by the LPC. In case Preservation Services judges the work to be non-compliant, it will be reviewed by the LPC, which will make a final determination.

A copy of the assessment increase notice. Provide a copy of the assessment notice preceding the increase as well as the most recent assessment.

Copies of all the building permits related to the rehabilitation project for which a tax credit is sought.

9. *Affidavit that the information provided is correct.* All property owners or authorized designees must sign.

Send applications to:
Office of Planning, Suite 101
Attention: Vicki Nevy
105 West Chesapeake Avenue
Towson, MD 21204