



## FREDERICK COUNTY GOVERNMENT

### DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jessica Fitzwater  
County Executive

Deborah A. Carpenter, AICP, Division Director

Kimberly Gaines, Director

### MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Amanda Whitmore, Historic Preservation Planner  
**DATE:** August 25, 2023  
**RE:** Proposed Changes to the County Register Nomination Form and the Certificate of Appropriateness Application

#### **Issue:**

What additional comments and edits does the Historic Preservation Commission have regarding the proposed changes to the County Register nomination form ([Attachment 1](#)) and the Certificate of Appropriateness application ([Attachment 2](#))?

#### **Background and Discussion:**

The County Register nomination form has not been extensively updated since 2011. With the increase of nominations we have been receiving, Staff finds it necessary to update the form to assist in reducing Staff's research time. Staff believes the updated form will also give more guidance to the applicant on what information to provide. A separate document *How to Complete a Frederick County Historic Designation Nomination* ([Attachment 3](#)) will be available to the applicant as well.

The Certificate of Appropriateness application has not been extensively updated since at least 2016. Staff finds they are frequently requesting additional information from the applicant which can cause delays in processing and approving applications. Staff believes the proposed updated application provides clearer direction on what is required with the application submission.

If the Commission is satisfied with these proposed update documents, Staff will begin using them immediately.

#### **Recommendations:**

Staff recommends the Commission provide comments or edits regarding the proposed documents.

#### **Attachments:**

Attachment 1: Proposed County Register Nomination Form

Attachment 2: Proposed Certificate of Appropriateness Application

Attachment 3: How to Complete a Frederick County Historic Designation Nomination