



Office of Planning and Zoning

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Architectural Documentation Requirements
Planning and Zoning
Cultural Resources Division
2664 Riva Rd, 4th Floor
Annapolis, MD 21401

When the historic integrity or physical condition of an historic building has deteriorated to such an extent that retention is deemed not feasible under the Code, documentation of the building will be required prior to demolition approval. Documentation must meet the following archival standards in order to provide a lasting record of a building that is to be demolished. **If unable to carry out this work to these specifications, hiring a professional architectural historian to perform these requirements is recommended.** These standards include scaled plan view drawings of the building (all floors) and photographic documentation of all exterior facades, interiors, and detailed photographs of principal architectural features.

Archival Photographic Requirements:

- Digital images (in color) documenting the structure must be submitted.
 - o Digital images must be submitted as a *.tif file at a minimum of 300 DPI resolution.
 - o All files shall be labeled by inventory number and image number. (AA1000_1.jpg, AA1000_2.jpg)
 - o Files shall be submitted on a CD-R labeled with the inventory number and building name.
 - o An accompanying text file should provide descriptive information on the content or subject of the digital photos. For example;
 - File AA1000_1.jpg is the North Elevation.
 - File AA1000_2.jpg is a detail of the fireplace in the Northeast room on the first floor.
- Additional black and white prints (5x7 or 4 x6,) or 35mm slides are appreciated.
 - o Prints shall be labeled as follows:
 - AACo. Inventory Number and building name/ address
 - Subject of photograph with cardinal direction (i.e. North elevation)
 - Date of photograph

Measured Drawing Requirements:

- Measured plan views of all the primary floors of a building shall be submitted prior to demolition approval.
 - o Each floors' plan view should be drawn to scale, with dimensions.
 - o The plan views should capture primary interior features and room layout (including location of walls, windows, doors, stairs, fireplaces), which will serve as a record of the buildings plan.
 - o Drawings can be hand drafted or computer drafted (CAD).
 - o Submittals should printed on 8 ½" x 11" or 11" x 17" paper.
 - o Drawings should include a scale, north arrow and clear description of the subject
 - o While our office only requires drawings of the primary floors of a building, elevation drawings of the primary facades, and detailed drawings of important architectural features are appreciated.

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