



M A R Y L A N D

Office of Planning and Zoning

Philip R. Hager, Planning and Zoning Officer

Architectural Documentation Requirements

Planning and Zoning

Cultural Resources Division

2664 Riva Rd, 4th Floor

Annapolis, MD 21401

Our office has requested additional documentation related to a historic resource in order to review a permit or project for compliance with **Article 17-6-501** and/or **Article 15-1-105.8** (Demolition of historic resources). Documentation must meet the following standards. **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.

Historic or archival research narrative requirements:

- A brief narrative describing relevant aspects of the property history:
 - Provide the date of construction, a brief chain of title, & historic photographs/documents (if available).
 - Briefly discuss if the historic resource represents County history, if it is associated with the lives of historically significant persons, if it has historically significant architectural value, or is capable of yielding information important to the County's history or prehistory.

Archival Photographic Requirements:

- Digital images (in color) documenting the structure must be submitted.
 - Digital images must be submitted as a *.tif file at a minimum of 300 DPI resolution.
 - All files shall be labeled by inventory number and image number. (AA1000_1.jpg, AA1000_2.jpg)
 - Files shall be submitted on a CD-R labeled with the inventory number and building name.
 - 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.
 - 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
 - Each floors' plan view should be drawn to scale, with dimensions.
 - 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.
 - Drawings can be hand drafted or computer drafted (CAD).
 - Submittals should printed on 8 ½" x 11" or 11" x 17" paper.
 - Drawings should include a scale, north arrow and clear description of the subject
 - 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.

(410) 222-7432

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