



Barry Glassman
Harford County Executive

Certification of Completed Work

Historic Preservation Tax Credit Application

General Property Information

Historic Landmark _____ Inventory No. _____
Address _____
City, state, zip _____
Tax ID Number _____

Applicant

(Property Owner)

Name (s) _____
Address _____ Telephone _____
City, town _____ State _____ Zip code _____
Email Address _____

Contractor

Name (s) _____ Cellphone _____
Address _____ Telephone _____
City, town _____ State _____ Zip code _____
Email Address _____

Property/ Homeowner completed the work without the assistance of a contractor: _____

Project Data

COA approval date _____
Project start date _____ Project completion date _____
Total project cost _____
Total of ineligible costs _____
Total Qualified Rehabilitation Expenditures (QRE) _____
(the 10% tax credit will be based on this amount, which may not exceed \$7,500)

Itemized Expense Spreadsheet

Attach the itemized spreadsheet and supporting documentation (paid invoices/receipts/cancelled checks) to this application. Supporting documentation must be keyed to the spreadsheet. Include both eligible and ineligible expenses.

Mandatory Application Checklist

Instructions: After completing your application, print and fill out this checklist to ensure that your application contains the documentation required for HPC review. Read and check each line carefully; the application review period will not begin until a completed application with checklist is submitted.

- GENERAL APPLICATION FORM** – I filled in all applicable fields. I understand that missing information will not be filled; therefore if my application is missing information it will be returned.
- ITEMIZED EXPENSE SPREADSHEET**- I have included a spreadsheet of all of my itemized expenses, filled out according to the instructions, with eligible and ineligible expenses clearly delineated. For each item on the spreadsheet I have included supporting documentation consisting of BOTH (1) a copy of the invoice or receipt, showing which goods or services were purchased, and (2) certifiable proof of payment such as a credit card receipt or cancelled check. All supporting documentation is keyed to the spreadsheet.
- PHOTOGRAPHS** – I have included 1 set of clear, color photographs on 4"x6" photo paper OR high resolution digital photographs on CD or thumb drive showing my completed project that correspond to my photographs in my approved COA application. Photographs are numbered and clearly labeled (including address, date of photograph, and brief description).
- SIGNATURE** – I signed and dated the application after printing.

I attest that I have read and understand the Certification of Completed Work application and have attached the appropriate supporting documentation required.

I hereby apply for certification of completed work for purposes of the Harford County Historic Preservation Tax Credit, in accordance with the Annotated Code of Maryland Tax Article 9-204 and 9-204.1, and Harford County Ordinance, 123-43.5.1 and 123-43.5.2. I hereby attest that, to the best of my knowledge, the information provided is correct, and that the completed work is consistent with the work described in my Application for Certificate of Appropriateness and the Secretary of Interior's Standards for the Treatment of Historic Properties.

Applicant Signature *John Doe*

Date July 5, 2017

Application Deadline:
Application materials are due 14 days prior to the regularly scheduled meeting to be reviewed by the Harford County Historic Preservation Commission.

SEND THE COMPLETED APPLICATION TO:
 The Department of Planning and Zoning:
 220 S. Main Street, Bel Air, Maryland, 21014
 Attn: Caitlin Merritt

Department of Planning and Zoning Office Use Only

Date of Staff Site Visit: July 10, 2017

The Historic Preservation Commission, in conjunction with the Department of Planning and Zoning has reviewed the *Certification of Completed Work* application, for the above mentioned Harford County Historic Landmark, and has determined that:

- the completed rehabilitation is consistent with the proposed work approved under the Application for Certificate of Appropriateness and the Secretary of the Interior's Standards for the Treatment of Historic Properties. Effective the date indicated below, the rehabilitation of the County Historic Landmark is hereby **certified**.
- the completed rehabilitation is not consistent with the proposed work approved under the Application for Certificate of Appropriateness and the Secretary of the Interior's Standards for the Treatment of Historic Properties and therefore certification is **denied**.

Carol L. Deibel

Chair, Harford County Historic Preservation Commission

8/3/2017

Date

Caitlin E. Merritt

Harford County Historic Preservation Planner

8/3/2017

Date

**Harford County Historic Preservation Tax Credit
Itemized Expense Sheet**

Property Address: 2501 Laurel Brook Rd Fallston, MD

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8
Date of Payment	Your page #(s) of invoice / receipt / check	Payee for Item (name of contractor, company, etc.)	COA Work Item #	Description of Expenditure	Expenditure Amount	Eligible Expense	Ineligible Expense
4/2/2017	1	Historic Roofing Company	1	Down Payment for Cedar Roof (1/3 of planned cost)	\$17,450.00	\$17,450.00	\$0.00
6/4/2017	2	Historic Roofing Company	1	Second Payment for Cedar Roof (1/3 of planned cost)	\$17,450.00	\$17,450.00	\$0.00
6/26/2017	3	Historic Roofing Company	1	Final Payment for Cedar Roof (includes last third and cost for required sheathing replacement)	\$22,356.00	\$22,356.00	\$0.00
SUBTOTALS (will auto-calculate):					\$57,256.00		\$0.00
SUBTOTAL of eligible costs:						\$57,256.00	
SUBTRACT Non-Personal (ineligible) Funding Sources:							
				Insurance Reimbursement Funds (enter value):			
				Local Government Funding (list type, i.e. grants, loans) (enter value):			
				State Government Funding (list type, i.e. grants, loans, credits) (enter value):			
SUBTOTAL of ineligible funding sources to subtract:						\$0.00	
Total Qualified Rehabilitation Expenditures as submitted:						\$57,256.00	

* Invoices, receipts, and personal checks were submitted with this application, but were not included with this example because they contained sensitive personal information.