

MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION
STAFF REPORT

Address:	7417 Maple Ave., Takoma Park	Meeting Date:	7/14/2021
Resource:	Contributing Resource Takoma Park Historic District	Report Date:	7/7/2021
Applicant:	David Bend	Public Notice:	6/30/2021
Review:	HAWP	Tax Credit:	No
		Staff:	Michael Kyne
Permit Number: 957109			
PROPOSAL: Door replacement			

STAFF RECOMMENDATION

Staff recommends that the HPC **approve** the HAWP application.

ARCHITECTURAL DESCRIPTION

SIGNIFICANCE: Contributing Resource within the Takoma Park Historic District
STYLE: Dutch Colonial Revival
DATE: c. 1910-20s

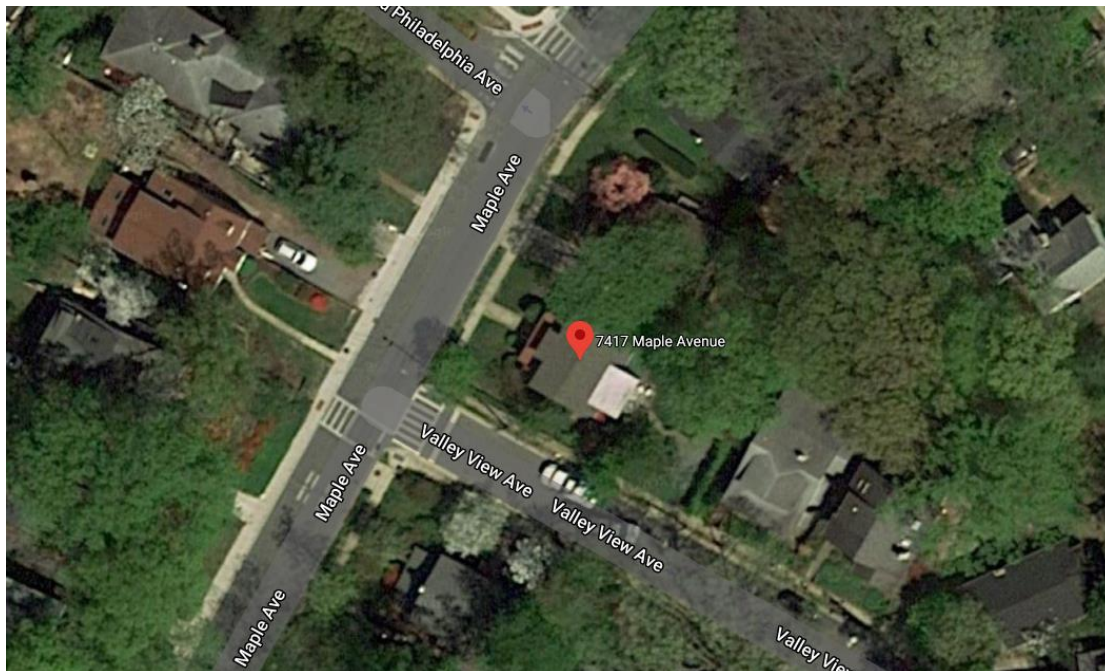


Fig. 1: Subject property.

PROPOSAL

The applicant proposes to replace the front door and sidelites and south (right, as viewed from the public right-of-way of Maple Avenue) side door at the subject property.

APPLICABLE GUIDELINES

When reviewing alterations and new construction within the Takoma Park Historic District several documents are to be utilized as guidelines to assist the Commission in developing their decision. These documents include the historic preservation review guidelines in the approved and adopted amendment for the *Takoma Park Historic District (Guidelines)*, *Montgomery County Code Chapter 24A (Chapter 24A)*, and the *Secretary of the Interior's Standards for Rehabilitation (Standards)*. The pertinent information in these documents is outlined below.

Takoma Park Historic District Guidelines

There are two very general, broad planning and design concepts which apply to all categories. These are:

- The design review emphasis will be restricted to changes that are all visible from the public right-of-way, irrespective of landscaping or vegetation (it is expected that the majority of new additions will be reviewed for their impact on the overall district), and
- The importance of assuring that additions and other changes to existing structures act to reinforce and continue existing streetscape, landscape, and building patterns rather than to impair the character of the historic district.

A majority of structures in the Takoma Park Historic District have been assessed as being “Contributing Resources.” While these structures may not have the same level of architectural or historical significance as Outstanding Resources or may have lost some degree of integrity, collectively, they are the basic building blocks of the Takoma Park district. However, they are more important to the overall character of the district and the streetscape due to their size, scale, and architectural character, rather than for their particular architectural features.

Contributing Resources should receive a more lenient level of design review than those structures that have been classified as Outstanding. This design review should emphasize the importance of the resource to the overall streetscape and its compatibility with existing patterns rather than focusing on a close scrutiny of architectural detailing. In general, however, changes to Contributing Resources should respect the predominant architectural style of the resource.

The *Guidelines* that pertain to this project are as follows:

- All exterior alterations, including those to architectural features and details, should be generally consistent with the predominant architectural style and period of the resource and should preserve the predominant architectural features of the resource; exact replication of existing details and features is, however, not required.
- Original size and shape of window and door openings should be maintained, where feasible.
- Some non-original building materials may be acceptable on a case-by-case basis; artificial siding on areas visible from the public right of way is discouraged where such materials would replace or damage original building materials that are in good condition.

- All changes and additions should respect existing environmental settings, landscaping, and patterns of open space.

Montgomery County Code; Chapter 24A-8

- (b) The commission shall instruct the director to issue a permit, or issue a permit subject to such conditions as are found to be necessary to ensure conformity with the purposes and requirements of this chapter, if it finds that:
 - (1) The proposal will not substantially alter the exterior features of an historic site or historic resource within an historic district; or
 - (2) The proposal is compatible in character and nature with the historical, archeological, architectural or cultural features of the historic site or the historic district in which an historic resource is located and would not be detrimental thereto or to the achievement of the purposes of this chapter; or
 - (3) The proposal would enhance or aid in the protection, preservation and public or private utilization of the historic site or historic resource located within an historic district in a manner compatible with the historical, archeological, architectural or cultural value of the historic site or historic district in which an historic resource is located; or
 - (4) The proposal is necessary in order that unsafe conditions or health hazards be remedied; or
 - (5) The proposal is necessary in order that the owner of the subject property not be deprived of reasonable use of the property or suffer undue hardship; or
 - (6) In balancing the interests of the public in preserving the historic site or historic resource located within an historic district, with the interests of the public from the use and benefit of the alternative proposal, the general public welfare is better served by granting the permit.
- (c) It is not the intent of this chapter to limit new construction, alteration or repairs to any 1 period or architectural style.
- (d) In the case of an application for work on an historic resource located within an historic district, the commission shall be lenient in its judgment of plans for structures of little historical or design significance or for plans involving new construction, unless such plans would seriously impair the historic or architectural value of surrounding historic resources or would impair the character of the historic district. (Ord. No. 9-4, § 1; Ord. No. 11-59.)

Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior defines rehabilitation as “the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features, which convey its historical, cultural, or architectural values.” The applicable *Standards* in this case are as follows:

- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

STAFF DISCUSSION

The subject property is a c. 1910-20s Dutch Colonial Revival-style Contributing Resource within the Takoma Park Historic District. The house has a gambrel roof, shed dormer, nearly full-width front porch, and six-over-six double-hung windows, which are typical of Dutch Colonial Revival architecture and character-defining features of the subject property. The house is on a corner lot with Maple Avenue to the west (front) and Valley View Avenue to the south (right, as viewed from the public right-of-way of Maple Avenue).

The applicant proposes to replace the front door and sidelites and south (right) side door at the subject property. The proposed replacement doors and sidelites will be manufactured by Kolbe, with style and dimensions to exactly match the existing (15-lite front door with flanking 5-lite sidelites, and four-lite, three-panel south/right side door). The proposed replacement doors and sidelites will be constructed from wood, with K-Kron2 low maintenance spray-on finish. The muntins will be Kolbe's Performance Divided Lites (PDL), which are permanently affixed to the interior and exterior with internal spacer bars.

The Commission previously approved the replacement of all original windows at the subject property at the July 29, 2020 HPC meeting. In that case, the Commission found that the applicant sufficiently demonstrated high levels of lead in the home and that the proposal would not detract from the character-defining features of the subject property and/or surrounding streetscape. The approved replacement windows were similar to the currently proposed replacement doors and sidelites – Kolbe wood windows, with spay-on K-Kron2 finish and PDL muntins. As in the current proposal, the approved replacement windows matched the original in style and dimension.

Staff supports the applicant's proposal. As noted, the applicant previously demonstrated high levels of lead in the home, and the Commission gave this considerable weight in the July 29, 2020 window replacement proposal. Staff finds that the proposal will remove original character-defining materials, contrary to *Standards* #2 and #9. However, the proposal is consistent with the Criteria for Issuance in Chapter 24A-8(b) (1), (2), (4), and (d). Of particular note is Chapter 24A-8(b) (4), which states "[t]he proposal is necessary in order that unsafe conditions or health hazards be remedied."

In accordance with the *Guidelines*, the original size and shape of window and door openings will be maintained. Additionally, the house has experienced previous fenestration alterations, and staff finds that the current proposal will not result in a greater and/or cumulative effect on the house's ability to convey its historical significance.

After full and fair consideration of the applicant's submission, staff finds the proposal consistent with the Criteria for Issuance in Chapter 24A-8(b) (1), (2), (4), and (d) and with the *Takoma Park Historic District Guidelines* outlined above.

STAFF RECOMMENDATION

Staff recommends that the Commission **approve** the HAWP application under the Criteria for Issuance in Chapter 24A-8(b) (1), (2), (4), & (d), having found that the proposal is consistent with the *Takoma Park Historic District Guidelines*, and therefore will not substantially alter the exterior features of the historic resource and is compatible in character with the district and the purposes of Chapter 24A;

and with the general condition that the applicant shall present an electronic set of drawings, if applicable, to Historic Preservation Commission (HPC) staff for review and stamping prior to submission for the Montgomery County Department of Permitting Services (DPS) building permits;

and with the general condition that final project design details, not specifically delineated by the Commission, shall be approved by HPC staff or brought back to the Commission as a revised HAWP application at staff's discretion;

and with the general condition that the applicant shall notify the Historic Preservation Staff if they propose to make **any alterations** to the approved plans. Once the work is completed the applicant will contact the staff person assigned to this application at 301-563-3400 or michael.kyne@montgomeryplanning.org to schedule a follow-up site visit.



FOR STAFF ONLY:
HAWP# 957109
DATE ASSIGNED _____

**APPLICATION FOR
HISTORIC AREA WORK PERMIT**
HISTORIC PRESERVATION COMMISSION
301.563.3400

APPLICANT:

Name: _____

E-mail: _____

Address: _____

City: _____ Zip: _____

Daytime Phone: _____

Tax Account No.: _____

AGENT/CONTACT (if applicable):

Name: _____

E-mail: _____

Address: _____

City: _____ Zip: _____

Daytime Phone: _____

Contractor Registration No.: _____

LOCATION OF BUILDING/PREMISE: MIHP # of Historic Property _____

Is the Property Located within an Historic District? Yes/District Name _____

No/Individual Site Name _____

Is there an Historic Preservation/Land Trust/Environmental Easement on the Property? If YES, include a map of the easement, and documentation from the Easement Holder supporting this application.

Are other Planning and/or Hearing Examiner Approvals /Reviews Required as part of this Application? (Conditional Use, Variance, Record Plat, etc.?) If YES, include information on these reviews as supplemental information.

Building Number: _____ Street: _____

Town/City: _____ Nearest Cross Street: _____

Lot: _____ Block: _____ Subdivision: _____ Parcel: _____

TYPE OF WORK PROPOSED: See the checklist on Page 4 to verify that all supporting items for proposed work are submitted with this application. Incomplete Applications will not be accepted for review. Check all that apply:

☐ New Construction

☐ Deck/Porch

☐ Shed/Garage/Accessory Structure

☐ Addition

☐ Fence

☐ Solar

☐ Demolition

☐ Hardscape/Landscape

☐ Tree removal/planting

☐ Grading/Excavation

☐ Roof

☐ Window/Door

☐ Other: _____

I hereby certify that I have the authority to make the foregoing application, that the application is correct and accurate and that the construction will comply with plans reviewed and approved by all necessary agencies and hereby acknowledge and accept this to be a condition for the issuance of this permit.

Signature of owner or authorized agent

Date

Description of Property: Please describe the building and surrounding environment. Include information on significant structures, landscape features, or other significant features of the property:

Description of Work Proposed: Please give an overview of the work to be undertaken:

Work Item 1: _____	
Description of Current Condition:	Proposed Work:

Work Item 2: _____	
Description of Current Condition:	Proposed Work:

Work Item 3: _____	
Description of Current Condition:	Proposed Work:

HISTORIC AREA WORK PERMIT CHECKLIST OF APPLICATION REQUIREMENTS

	Required Attachments						
Proposed Work	I. Written Description	2. Site Plan	3. Plans/ Elevations	4. Material Specifications	5. Photographs	6. Tree Survey	7. Property Owner Addresses
New Construction	*	*	*	*	*	*	*
Additions/ Alterations	*	*	*	*	*	*	*
Demolition	*	*	*		*		*
Deck/Porch	*	*	*	*	*	*	*
Fence/Wall	*	*	*	*	*	*	*
Driveway/ Parking Area	*	*		*	*	*	*
Grading/Excavation/ Landscaping	*	*		*	*	*	*
Tree Removal	*	*		*	*	*	*
Siding/ Roof Changes	*	*	*	*	*		*
Window/ Door Changes	*	*	*	*	*		*
Masonry Repair/ Repoint	*	*	*	*	*		*
Signs	*	*	*	*	*		*

Front Door

- Exact Dimensions existing and replacement door (replacement door is exact dimensions of current door)

002	ENTRY DOOR	EA	(1)	49.93	\$7,288.41	\$7,288.41
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*** Unit ***

Unit 1.1: WXD1270TRD (Assy 1)

Unit 1.2: WXD3070TRD (Assy 2)

Unit 1.3: WXD1270TRD (Assy 3)

Heritage Rectangle Exterior Swinging Door

*** Unit ***

Unit 1.1, 1.3: Wood Sash, Heritage, Fixed - Sash Set Sidelite, Inswing, Sidelite Hinging, Full Lite Panel Style, Beveled Sticking

Unit 1.2: Wood Sash, Heritage, Inswing, Left Hinging, Full Lite Panel Style, Beveled Sticking

*** Glass ***

Unit 1.1, 1.2, 1.3: Solar Low-E Glass

Unit 1.1, 1.2, 1.3: Tempered Glass

*** Lite Divisions ***

Unit 1.1: Performance Divided Lites, Colonial, 1W5H, 5/8" Bars, Beveled Bars - Exterior

Unit 1.2: Performance Divided Lites, Colonial, Align Horizontal Bars, 3W5H, 5/8" Bars, Beveled Bars - Exterior

Unit 1.3: Performance Divided Lites, Colonial, Align Horizontal Bars, 1W5H, 5/8" Bars, Beveled Bars - Exterior

*** Hardware-Accessories ***

Unit 1.2: Single Point Prep Door Hardware, 45 mm Backset, Standard Lock Height, Antique Brass Hinges

*** Species-Finish-Color ***

Unit 1.1, 1.2, 1.3: K-Kron2 Exterior Sash, Primed Latex Exterior Frame, Ultra Pure White Exterior Sash, Colored Prefinish Interior Sash, Colored Prefinish Interior Frame, Bright White Interior.

*** Casing-Jambs-Trim ***

Unit 1.1, 1.2, 1.3: 5 1/2" Flat Casing, 10-1/16" Clips Installation Clips, 5-5/16" Jambs

Selected hardware prep does not contain the hardware 'guts'. To select 'guts only', choose the appropriate door hardware and select 'guts only' under the handle type.

Number of installation clips applied is configured for a DP20 installation design pressure. Kolbe also recommends adding an additional 1/2" to the standard rough opening.



Rough Opening:
69 5/8" X 87 3/4"

Frame Size:
69 1/8" X 87 1/4"

Unit Dimension:
80" X 92 11/16"

Line Number	002-1	Unit 3 Glass	\$5.07
Label	ENTRY DOOR	Unit 3 Sill	\$147.61
Number of Units in Assembly	3	Unit 3 Exterior Finish	\$199.90
Units 1.1, 1.3: Product Name	Heritage Rectangle Exterior Swinging Door (WXD1270TRD)	Unit 3 Interior Finish	\$258.56
Unit 1.2: Product Name	Heritage Rectangle Exterior Swinging Door (WXD3070TRD)	Unit 3 Extension Jamb	\$33.19
Configured in PK Version	668	Unit 3 Lite Finish	\$47.44
		Mull 1 Vertical Mull Charge	\$110.09
		Mull 2 Vertical Mull Charge	\$110.09
		Exterior Casing	\$287.54
		Back Band	\$69.89
		Sill Horns	\$56.49
		Installation Clips	\$49.97
		*** Notes ***	
		<p>Manufacturer Note: Selected hardware prep does not contain the hardware 'guts'. To select 'guts only', choose the appropriate door hardware and select 'guts only' under the handle type.</p> <p>Manufacturer Note: Number of installation clips applied is configured for a DP20 installation design pressure. Kolbe also recommends adding an additional 1/2" to the standard rough opening.</p>	
		*** Overall Dimensions ***	
		Overall Frame Width	69 1/8"
		Overall Frame Height	87 1/4"
		Overall Rough Opening Width	69 5/8"
		Overall Rough Opening Height	87 3/4"
		Overall Unit Dimension Width	80"
		Overall Unit Dimension Height	92 11/16"
		*** Dimensions ***	
		Units 1.1, 1.3: Call Width	1-2
		Unit 1.2: Call Width	3-0
		Units 1.1, 1.2, 1.3: Call Height	7-0
		Units 1.1, 1.3: Individual Frame Width	15 3/4"
		Unit 1.2: Individual Frame Width	37 5/8"
		Units 1.1, 1.2, 1.3: Individual Frame Height	87 1/4"
		Units 1.1, 1.3: Slab Width	14"
		Unit 1.2: Slab Width	35 13/16"
		Units 1.1, 1.2, 1.3: Slab Height	84"
		Units 1.1, 1.3: Glass Width	9 3/4"
		Unit 1.2: Glass Width	27 11/16"
		Units 1.1, 1.2, 1.3: Glass Height	72 29/32"
		*** Mull 1 ***	
		Connects Units	Unit 1.1, 1.2
		Type	Factory Mull
		Connection	Standard Mull
		Width	Standard
		*** Mull 2 ***	
		Connects Units	Unit 1.2, 1.3
		Type	Factory Mull
		Connection	Standard Mull
		Width	Standard

Quantity	(1)
Cubic Feet	49.93
Unit Price	\$7,288.41
Extended Price	\$7,288.41

Unit 1 PDL	\$114.07
Unit 1 Frame	\$477.29
Unit 1 Panel	\$489.61
Unit 1 Glass	\$5.07
Unit 1 Sill	\$147.61
Unit 1 Exterior Finish	\$199.90
Unit 1 Interior Finish	\$258.56
Unit 1 Extension Jamb	\$33.19
Unit 1 Lite Finish	\$47.44
Unit 2 PDL	\$342.22
Unit 2 Frame	\$742.38
Unit 2 Panel	\$894.47
Unit 2 Glass	\$14.20
Unit 2 Sill	\$236.26
Unit 2 Hardware	\$25.86
Unit 2 Hinges	\$19.12
Unit 2 Exterior Finish	\$243.36
Unit 2 Interior Finish	\$304.19
Unit 2 Extension Jamb	\$94.48
Unit 2 Lite Finish	\$142.32
Unit 3 PDL	\$114.07
Unit 3 Frame	\$477.29
Unit 3 Panel	\$489.61

AS VIEWED FROM EXTERIOR

15 3/4" 37 5/8" 15 3/4"

87 1/4"

Scaled To Fit

*** Pricing Details ***

- Conditions assessment - the front door and corresponding jam have tested positive for lead and are deteriorating. Because our home has settled substantially over the last 100 years, the door does not fit the jam and rubs considerably (see photos below). And because our home expands and contracts based on season it is not possible to have the door fit consistently throughout the year. As a highly used friction surface it is of significant concern. Particularly because we have a

child in the home at an age that the Montgomery County of Public Health has determined to be of particular concern (<age of 5). Our family has not been using the door for the past several months as a precaution and we would like to resume normal operation of our home. We have intentionally selected this model to be in design alignment with the window replacements that were approved by the historic commission at the July 29, 2020 meeting.







Side Door

- Exact Dimensions existing and replacement door (replacement door is exact dimensions of current door)

001

EA (1) 10.23

*** Unit ***

WXDTRD (Assy 1)

Heritage Rectangle Exterior Swinging Door

*** Unit ***

Unit 1.1: Wood Sash, Unit Notes = Slab to be 2w x 2h (7/8 SDL) over 3 horizontal panels; using Kolbe standard stiles and rails; see attached photo, Heritage, Inswing, Left Hinging, Custom Panel Style w/ Glass, Custom Panel Style = 1 lite over 3 horizontal raised panels, standard stiles and rails, Solar low E temp, clear, 4.625" crossrails at 40", 29.1725" and 18.3675", Beveled Sticking, Raised Panel, No raised moulding, No Grooves, 1 3/4" Panel, 1 3/4" Frame, Fixed Panel Construction

*** Glass ***

Unit 1.1: Dual Glazed, 7/8", Solar Low-E Glass, Mill Finish Spacer, Beveled Bead

Unit 1.1: Clear glass, Tempered Glass

*** Lite Divisions ***

Unit 1.1: Performance Divided Lites, Special, 7/8" Bars, Champagne Internal Spacers, Beveled Bars - Exterior, Beveled Bars - Interior

*** Hardware-Accessories ***

Unit 1.1: No Lock - No Prep Door Hardware, Adjustable Hinges, Antique Brass Hinges, No Screen - No Prep

*** Species-Finish-Color ***

Unit 1.1: Pine Species, KP2 Primed Exterior Sash, KP2 Primed Exterior Frame, KP2 Primed Interior Sash, KP2 Primed Interior Frame, Black Weatherstrip

*** Casing-Jambs-Trim ***

Unit 1.1: Aluminum Door Sill, Dark Bronze Anodized Door Sill, No Casing, 6" on Each Side Extended Horns, 6-5/16" Clips Installation Clips, 4-9/16" Jambs

Number of installation clips applied is configured for a DP20 installation design pressure. Kolbe also recommends adding an additional 1/2" to the standard rough opening.
Extended Horns are not included in the Overall Unit Dimension Width.



Scaled to Fit

Rough Opening:
30 5/16" X 81 23/32"

Frame Size:
29 13/16" X 81 7/32"

Unit Dimension:
29 13/16" X 81 7/32"

Line Item	Location	Product	Qty	Unit Price	Total Price
1		RPDW - Patio Door - Replacement Wood Kolbe: Heritage Rectangle Exterior Swinging Door Custom Panel Style -- Slab to be 2w x 2h (7/8 SDL) over 3 horizontal panels; using Kolbe standard stiles and rails Species All Pine Exterior Frame Finish KP2 Primed Exterior Sash Finish KP2 Primed Interior Frame Finish KP2 Primed Interior Sash Finish KP2 Primed Weatherstrip Color Black Door Hardware No Lock - No Prep Hinge Type Adjustable Hinges Hinge Color Antique Brass Jamb Depth 4 9/16" Operation Inswing Hinging (As Door Pulls Towards You) Left Sash Material Wood Glass Thickness Double Glazed Fractional Glass Thickness 7/8" Glass Solar Low-E Glass Spacer Mill Finish High Altitude No Narrow Margins for Cutlite No Glass Preserve / Neat+ Coating No Preserve or Neat+ Coating Glazing Bead Beveled Glass Type Clear Obscure / Opaque Glass None Tempered *** Lite Divisions *** Lite Division Performance Divided Lites Bar Profile - Exterior Beveled Bar Profile - Interior Beveled Bar Size 7/8" Internal Spacers Champagne	1	\$4,500.00	\$4,500.00

- Conditions assessment - the side door and corresponding jam have tested positive for lead and are deteriorating. Because our home has settled substantially over the last 100 years, the door does not fit the jam and rubs considerably (see photos below). And because our home expands and contracts based on season it is not possible to have the door fit consistently throughout the year. As a highly used friction surface it is of significant concern. Particularly because we have a child in the home at an age that the Montgomery County of Public Health has determined to be of particular concern (<age of 5). Our family has not been using the door for the past several months as a precaution and we would like to resume normal operation of our home. We have intentionally selected this model to be in design alignment with the window replacements that were approved by the historic commission at the July 29, 2020 meeting.













DEPARTMENT OF PERMITTING SERVICES

Marc Elrich
County Executive

Mitra Pedoeem
Director

HISTORIC AREA WORK PERMIT APPLICATION

Application Date: 6/21/2021

Application No: 957109
AP Type: HISTORIC
Customer No: 1410168

Affidavit Acknowledgement

The Homeowner is the Primary applicant
This application does not violate any covenants and deed restrictions

Primary Applicant Information

Location 7417 7417 Maple Avenue AVE 7417 Maple Avenu Takoma Park, MD 20912
Homeowner David (Primary)

Historic Area Work Permit Details

Work Type ALTER
Scope of Work Replace two existing doors with replica doors not containing lead paint

City of Takoma Park

Housing and Community Development Department

Main Office 301-891-7119
Fax 301-270-4568
www.takomaparkmd.gov



7500 Maple Avenue
Takoma Park, MD 20912

MUNICIPALITY LETTER

June 21, 2021

To: David Bend and Erin Mohan / dave.d.bend@gmail.com / 415.336.2278
7417 Maple Avenue
Takoma Park, MD 20912

To: Department of Permitting Services
255 Rockville Pike, 2nd Floor
Rockville, Maryland 20850-4166 Fax 240-777-6398; 240-777-6262; 240-777-6223

From: Planning and Development Services Division

THIS IS NOT A PERMIT – For Informational Purposes Only VALID FOR ONE YEAR FROM DATE OF ISSUE

The property owner is responsible for obtaining all required permits from Montgomery County and the City of Takoma Park. If this property is in the **Takoma Park Historic District**, it is subject to Montgomery County Historic Preservation requirements.

Representative/email: David Bend / dave.d.bend@gmail.com

Location of Project: 7417 Maple Avenue Takoma Park, MD 20912

Proposed Scope of Work: Replacing front and side door. The side door and corresponding jam have tested positive for lead and are deteriorating. Replica doors made by Kolbe which will match the dimensions of the existing doors.

The purpose of this municipality letter is to inform you that the City of Takoma Park has regulations and city permit requirements that may apply to your project. This municipality letter serves as notification that, in addition to all Montgomery County requirements, you are required to comply with all City permitting requirements, including:

- Tree Impact Assessment/Tree Protection Plan
- Stormwater management
- City Right of Way

Failure to comply with these requirements could result in the issuance of a Stop Work Order and other administrative actions within the provisions of the law. Details of Takoma Park's permit requirements are attached on page 2.

The issuance of this letter does not indicate approval of the project nor does it authorize the property owner to proceed with the project. The City retains the right to review and comment on project plans during the Montgomery County review process.

City Of Takoma Park



The City of Takoma Park permits for the following issues:

Tree Impact Assessment/Tree Protection Plan/Tree Removal Application:

Construction activities that occur within 50 feet of any urban forest tree (7 5/8" in diameter or greater), located on the property or on an adjacent property, may require a Tree Impact Assessment and Tree Protection Plan. Make sure to submit a Tree Impact Assessment and schedule a site visit with the City's Urban Forest Manager if any urban forest tree will be impacted by the proposed construction. The removal of any urban forest tree will require a tree removal application. The tree ordinance is detailed in the City Code, section 12.12. For permit information check: <https://takomaparkmd.gov/services/permits/tree-permits/> The City's Urban Forest Manager can be reached at 301-891-7612 or janvz@takomaparkmd.gov

Stormwater Management:

If you plan to develop or redevelop property, you may be required to provide appropriate stormwater management measures to control or manage runoff, as detailed in City Code section 16.04. All commercial or institutional development in the city must apply for Stormwater Management Permit regardless of the size of the land disturbance. Additions or modifications to existing detached single-family residential properties do not require a Stormwater Management permit if the project does not disturb more than 5,000 square feet of land area. For more information: <https://takomaparkmd.gov/government/public-works/stormwater-management-program/>. The City Engineer should be contacted to determine if a City permit is required at 301-891-7620.

City Right of Way:

- To place a **construction dumpster or storage container** temporarily on a City right of way (usually an adjacent road), you will need to obtain a permit. A permit is not required if the dumpster is placed in a privately-owned driveway or parking lot.
- If you plan to install a new **driveway apron**, or enlarge or replace an existing driveway apron, you need a Driveway Apron Permit.
- If you plan to construct a **fence** in the City right of way, you need to request a Fence Agreement. If approved, the Agreement will be recorded in the Land Records of Montgomery County.

For more information and applications for City permits, see <https://takomaparkmd.gov/services/permits/> or contact the Takoma Park Department of Public Works at 301-891-7633.

Failure to comply with the City's permitting requirements could result in the issuance of a Stop Work Order and other administrative actions within the provisions of the law.