



**CALVERT COUNTY  
PLANNING COMMISSION**

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**ARCHITECTURAL REVIEW APPLICATION**

**NAME OF PROJECT:** \_\_\_\_\_

Town Center: (please check one)

Dunkirk \_\_\_ Owings \_\_\_ Huntingtown \_\_\_ Prince Frederick \_\_\_ St. Leonard \_\_\_ Lusby \_\_\_ Solomons \_\_\_

**PART I – GENERAL INFORMATION:**

Project Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner Name & Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*(Authorization by Owner or Agent)*

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

*Office Use Only: County Case # \_\_\_\_\_ Date Received \_\_\_\_\_*

## **PART II – PROJECT DESCRIPTION:**

### **A. Building**

Commercial: \_\_\_\_\_ Residential: \_\_\_\_\_ New Construction: \_\_\_\_\_ Addition: \_\_\_\_\_ Renovation: \_\_\_\_\_ Case Revision: \_\_\_\_\_

Building Height: \_\_\_\_\_ Roof Pitch: \_\_\_\_\_

#### **Foundation:**

Material: \_\_\_\_\_ Style/Manufacturer: \_\_\_\_\_ Color: \_\_\_\_\_

#### **Exterior Finish:**

Siding: \_\_\_\_\_ Style: \_\_\_\_\_ Color: \_\_\_\_\_

Brick: \_\_\_\_\_ Style/Manufacturer: \_\_\_\_\_ Color: \_\_\_\_\_

Stucco: \_\_\_\_\_ Style/Manufacturer: \_\_\_\_\_ Color: \_\_\_\_\_

Other: \_\_\_\_\_ Description: \_\_\_\_\_ Color: \_\_\_\_\_

#### **Roofing:**

Asphalt Shingle: \_\_\_\_\_ Style/Manufacturer: \_\_\_\_\_ Color: \_\_\_\_\_

Metal: \_\_\_\_\_ Style/Manufacturer: \_\_\_\_\_ Color: \_\_\_\_\_

Other: \_\_\_\_\_ Description: \_\_\_\_\_ Color: \_\_\_\_\_

**Windows:** Material: \_\_\_\_\_ Style/Manufacturer: \_\_\_\_\_ Color: \_\_\_\_\_

**Doors:** Material: \_\_\_\_\_ Style/Manufacturer: \_\_\_\_\_ Color: \_\_\_\_\_

**Shutters:** Material: \_\_\_\_\_ Style/Manufacturer: \_\_\_\_\_ Color: \_\_\_\_\_

**Trim:** Material: \_\_\_\_\_ Style/Manufacturer: \_\_\_\_\_ Color: \_\_\_\_\_

**Fence:** Material: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Style/Manufacturer: \_\_\_\_\_ Color: \_\_\_\_\_

Description: \_\_\_\_\_

#### **Outdoor Lighting:**

Material: \_\_\_\_\_ Style/Manufacturer: \_\_\_\_\_ Color: \_\_\_\_\_

Description: \_\_\_\_\_

#### **Other:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Sign**

Type: Freestanding Sign: \_\_\_\_\_ Wall Sign: \_\_\_\_\_ Window Sign: \_\_\_\_\_

Dimensions: \_\_\_\_\_ Materials: \_\_\_\_\_ Installed Height: \_\_\_\_\_

Illumination: None: \_\_\_\_\_ Internal: \_\_\_\_\_ Halo: \_\_\_\_\_ Projecting onto Sign Face: \_\_\_\_\_

Internal Lighting of Lettering/Logo with Opaque Sign Face: \_\_\_\_\_

Description:

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**PART III – REQUIRED ATTACHMENTS:**

\_\_\_\_\_ 8 1/2” x 11” elevations (to scale)  
Building elevations shall show all sides of building and shall include (where applicable) windows and door designs and locations, shutters, corner boards, ornamentation and trim, porch/deck railing design, fence design, utility screening and outdoor lighting design to scale. Sign elevations shall show dimensions and exact wording, lettering and logo style.

\_\_\_\_\_ Map showing project location

\_\_\_\_\_ Site Plan

**PART IV – PRESENTATION MATERIALS (for review at Committee Meeting)**

\_\_\_\_\_ Samples of materials and colors  
(Note: For larger projects, presentation boards are recommended.)

**CONTACT INFORMATION:**

Huntingtown, Solomons and Prince Frederick Town Centers	Jenny Plummer-Welker	410-535-1600 x 2333
Dunkirk, Lusby, Owings and St. Leonard Town Centers	Patricia “Pat” Haddon	410-535-1600 x 2631
General Information	Judy Holt	410-535-1600 x 2356