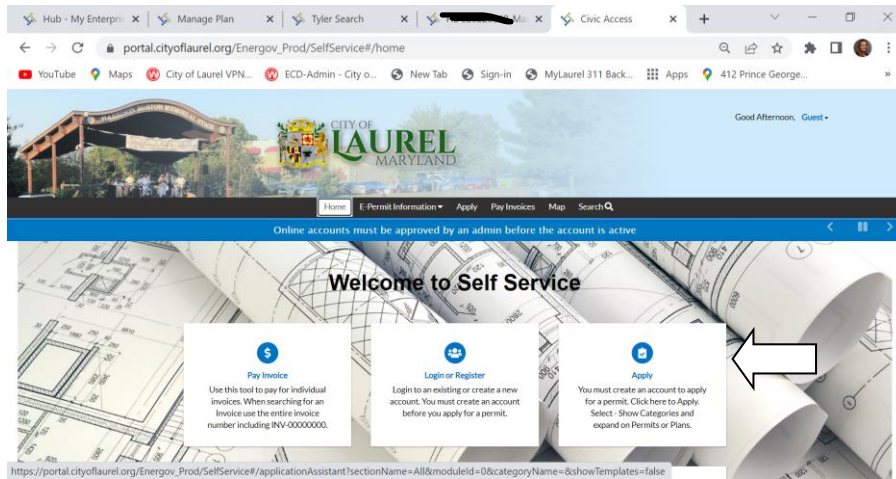
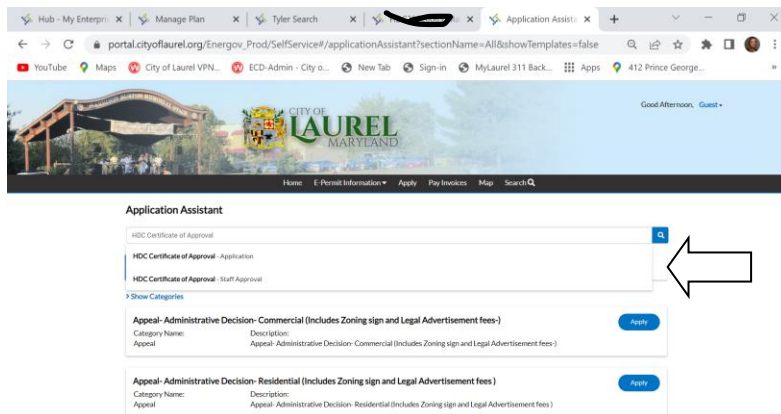


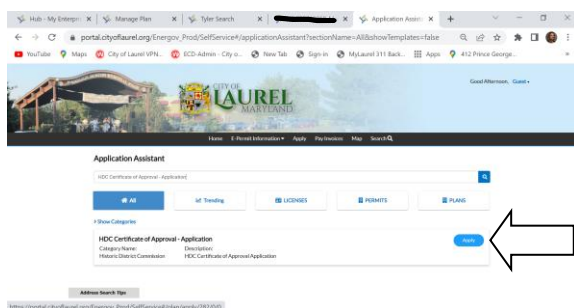
"Click on To access the RAP ePermits portal click here"



Select Apply



Type in HDC Certificate of Approval in the search bar



Select Application for regular request or staff approval for in kind requests.

Hub - My Enterprise | Manage Plan | Tyler Search | Apply for Plan

portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/282/0/0

YouTube | Maps | City of Laurel VPN... | ECD-Admin - City o... | New Tab | Sign-in | MyLaurel 311 Back... | Apps | 412 Prince George...

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Please enter the complete address of the property.

Location

Add Location

+

REQUIRED

Create Template Save Draft Next

Select Add Location and enter in the address

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portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/addressmap

YouTube | Maps | City of Laurel VPN... | ECD-Admin - City o... | New Tab | Sign-in | MyLaurel 311 Back... | Apps | 412 Prince George...

Good Afternoon, Brooke Quillen

Home | My Dashboard | E-Permit Information | Apply | My Work | Pay Invoices | Map | Search

Add Address As Location Back to Application

SEARCH

8103 sandy

Select All Add

8103 SANDY SPRING RD, LAUREL, MD 20707

Parcel: 1004472

Owner: LAUREL MAYOR & CITY COUNCIL OF

8103 SANDY SPRING RD, LAUREL, MD 20707

Parcel: 1004472

Owner: LAUREL MAYOR & CITY COUNCIL OF

Address will populate then select it and click add

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YouTube | Maps | City of Laurel VPN... | ECD-Admin - City o... | New Tab | Sign-in | MyLaurel 311 Back... | Apps | 412 Prince George...

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Please enter the complete address of the property.

Type: Location

8103 SANDY SPRING RD, LAUREL, MD 20707

Main Address

Parcel Number

1004472

Main Parcel

Remove

Location

Add Location

+

Create Template Save Draft Next

Click Next on the bottom right

Hub - My Enterpri... Manage Plan... Tyler Search... Apply for Plan

portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/282/0/0

Apply for Plan - HDC Certificate of Approval - Application

Locations Type Contacts Move Info Attachments Signature Review and Submit

PLAN DETAILS

The City of Laurel Historic District consists of seven individual, but contiguous districts as established in Sec. 11-2 of the City of Laurel Municipal Code. Located in the northernmost part of the City, all of these districts fall under the design review authority of the Historic District Commission. Click here for a link to the Maryland Association of Historic District. There you can find helpful resources such as contractor information, design guidelines and much more!

<https://mashdc.org/>

This authorization does not by its issuance preclude or replace permits required by other departments or agencies. Please familiarize yourself with the Historic District Guidelines provided at:

<https://www.cityoflaurel.org/boards/commissions/historic-district-commission>

Plan Type: HDC Certificate of Approval - Apply

Description: Replace front door from brown wood to black metal, size will remain the same, style will change, new door will have different window pattern

Type a detailed description of work

Hub - My Enterpri... Manage Plan... Tyler Search... Apply for Plan

portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/282/0/0

Locations Type Contacts Move Info Attachments Signature Review and Submit

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Description: Replace front door from brown wood to black metal, size will remain the same, style will change, new door will have different window pattern

Back Create Template Save Draft Next

Select Next

Hub - My Enterpri... Manage Plan... Tyler Search... Apply for Plan

portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/282/0/0

Applicant's Name, Address, Phone and Email

Applicant: Brooke Quillen (You)
City of Laurel, Maryland
8103 Sandy Spring Road 8103
Sandy Spring, Laurel, MD, 20707

Select Type Add Contact

Back Create Template Save Draft Next

Address Search Tip

- Home address cannot be pasted into this field. 255 or 256 Ave
- Use 1/2 or 1/4 for Road Number
- Road name cannot be 10, 20, 30, 40
- Try including Ave, Blvd, Dr, Rd, St, etc. from search criteria

Click on Add Contact

Hub - My Enterprise | Manage Plan | Tyler Search | Apply for Plan

portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/282/0/0

Applicant's Name, Address, Phone and Email

Applicant
Brooke Quillen (You)
City of Laurel, Maryland
8303 Sandy Spring Road 8303
Sandy Spring, Laurel, MD, 20707

Applicant
Architect
Contractor
Developer
Occupant
Owner
Owner/Builder

Back Create Template Save Draft Next

Address Search Tips

- Type address without any punctuation: 100 W 20th Ave
- Use a 5 digit zip code for street location
- Use a 5 digit zip code for street location
- Use a 5 digit zip code for street location
- Use a 5 digit zip code for street location

Select who you are in the drop down list

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portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/contact

Applicant's Name, Address, Phone and Email

Applicant
Brooke Quillen (You)
City of Laurel, Maryland
8303 Sandy Spring Road 8303
Sandy Spring, Laurel, MD, 20707

Add Contact

Back Create Template Save Draft Next

Address Search Tips

- Type address without any punctuation: 100 W 20th Ave
- Use a 5 digit zip code for street location
- Use a 5 digit zip code for street location
- Use a 5 digit zip code for street location
- Use a 5 digit zip code for street location

Click Add Contact again

Hub - My Enterprise | Manage Plan | Tyler Search | Apply for Plan

portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/contact

Back to Application

Add Contact

Add Contact As Applicant

Search Enter Manually My Favorites

Search [Name, E-mail, or Company]

Address Search Tips

- Type address without any punctuation: 100 W 20th Ave
- Use a 5 digit zip code for street location
- Use a 5 digit zip code for street location
- Use a 5 digit zip code for street location
- Use a 5 digit zip code for street location

CITY OF LAUREL, MARYLAND

City of Laurel - 8303 Sandy Spring Road, Laurel, MD 20707

PLANNING AND ZONING DEPARTMENT

Need Help? email FMPS@laurel.md.us

Search for your information if you are already in the

system or enter manually if its your first time

Hub - My Enterpr... Manage Plan Tyler Search Apply for Plan

portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/contact

Add Contact As Applicant

Search Enter Manually My Favorites

Enter Manually

First Name Lisa

Last Name Quillen

Company Name City of Laurel, Maryland

Email brookel@laurel.md.us

Home Phone (202) 725-5380

Mobile Phone

Business Phone

Submit

Enter information in at least the required fields

Hub - My Enterpr... Manage Plan Tyler Search Apply for Plan

portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/contact

Add Contact As Applicant

Search Enter Manually My Favorites

Enter Manually

First Name Lisa

Last Name Quillen

Company Name City of Laurel, Maryland

Email brookel@laurel.md.us

Home Phone (202) 725-5380

Mobile Phone

Business Phone

Submit

Click Submit

Hub - My Enterpr... Manage Plan Tyler Search Apply for Plan

portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/282/0/0

Please provide complete contact information including the:

- Owner's Name, Address, Phone and Email
- Contractor's Name, Address, Phone and Email
- Applicant's Name, Address, Phone and Email

Applicant

Select Type

Brooke Quillen (You)

City of Laurel, Maryland

8103 Sandy Spring Road B102

Sandy Spring, Laurel, MD, 20707

Add Contact

Back Create Template Save Draft Next

Click Next

portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/282/0/0

Please provide the information below for the work to be performed.

TYPE OF REQUEST (Check all that apply):

*Type of Request

- ☐ Sign
- ☐ Tree Removal
- ☐ Shutters
- ☐ Shed
- ☐ Roof
- ☐ Windows
- ☐ Fencing
- ☐ Fence
- ☐ Garage
- ☐ Porch
- ☐ Paint
- ☐ Addition
- ☐ Demolition
- ☐ Other Provide Description

Type of Request is required.



Select Type of Request box

portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/282/0/0

If you checked Other above, please provide a description below.

Description of Other

WORK DESCRIPTION (Please be as detailed as possible. *Example: Request to repaint dark blue porch white. New color will be Pure White Sherman Williams #3245, see current photos and paint sample)

*Work Description

Work Description is required.

Signs or Awnings

*COMPLETE FOR SIGNAGE or AWNING REQUESTS ONLY: (Check one)

Flatwall ☐



Description again, if Signs or Awnings fill out all the information requested

Enter description of Other if necessary and Work

portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/282/0/0

For Signs and Awnings, please provide details described below.

Size

Material

Message

Colors

Lighted

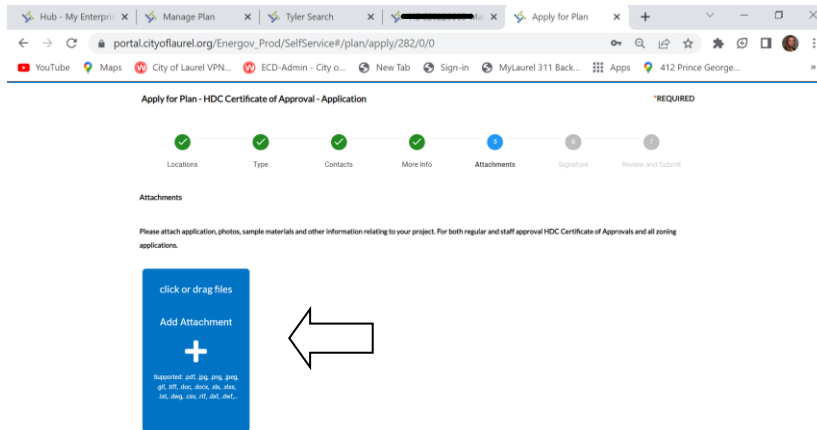
If Lighted Type

Back Create Template

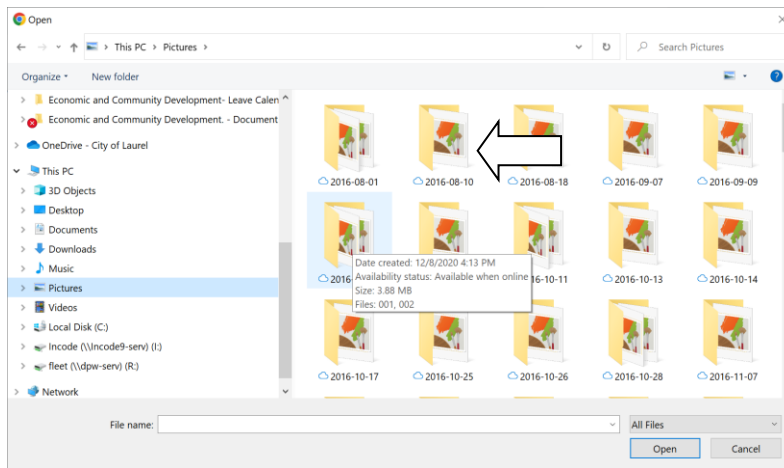
Save Draft Next



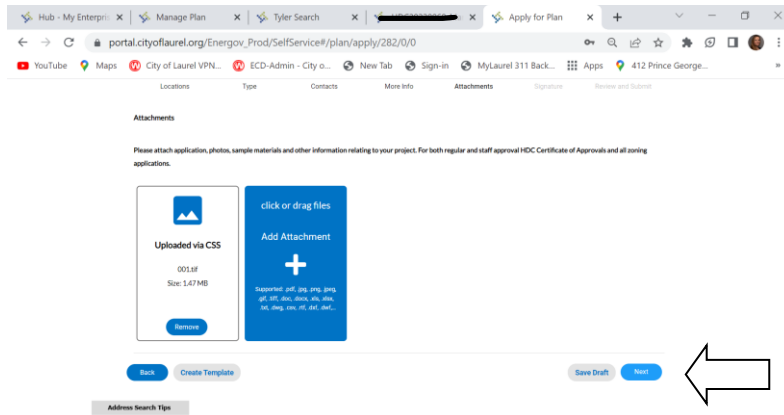
Click Next



Click on Add Attachment; add all photos and supporting documents regarding your request. You will also need to attach a copy of the application



Select your files to add



Once all your files are added, click Next

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portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/282/0/0

Apply for Plan - HDC Certificate of Approval - Application

Locations Type Contacts More Info Attachments Signature Review and Submit

SIGNATURE

* Please type your name as consent to electronically sign this application. Brooke Quillen

Enable Type Signature

Brooke Quillen
April 05 2023

Signature

Clear

Type and sign your name, then click Next

Hub - My Enterprise | Manage Plan | Tyler Search | Apply for Plan

portal.cityoflaurel.org/Energov_Prod/SelfService#/plan/apply/282/0/0

Locations Type Contacts More Info Attachments Signature Review and Submit

Submit

Locations

| | |
|---------------|--|
| Location | 8103 SANDY SPRING RD, LAUREL, MD 20707 |
| Parcel Number | 3004472 |

Basic Info

| | |
|--------------|---|
| Type | HDC Certificate of Approval - Application |
| Description | Replace front door from brown wood to black metal, size will remain the same, style will change, new door will have different window pattern. |
| Applied Date | 04/05/2023 |

Contacts

| | |
|-----------|--|
| Applicant | Brooke Quillen City of Laurel, Maryland 8103 Sandy Spring Road 8103 Sandy Spring Rd, Laurel, MD, 20707 |
|-----------|--|

More Info

click Submit

Review your information, verify all is correct then