



Baltimore County Department of Planning  
ARCHITECT-ON-CALL  
Application

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Baltimore County Department of Planning  
Jefferson Building, 105 West Chesapeake Avenue, Suite 101  
Towson, Maryland 21204 • 410-887-3480  
Staff: Maria Mougridis • [mmougridis@baltimorecountymd.gov](mailto:mmougridis@baltimorecountymd.gov)

The Architect-on-Call program considers requests for services from owners of commercial properties located within Baltimore County Commercial Revitalization Districts. The program offers up to ten (10) free hours of professional architectural design services for **exterior** improvements to their buildings. After an initial site visit and meeting, the architect prepares a digital rendering of the building with design recommendations and a rough cost estimate. This service is free when improvements are certified as complete within six months.

Improvements considered for the Architect-on-Call program:

- Façade
- Landscaping
- Signage/Awnings
- Parking lot
- Exterior lighting
- Windows/Doors
- Minor additions

Improvements **not** considered for the Architect-on-Call program:

- Interior
- Mechanical/Systems

PROPERTY INFORMATION  
Number, Street, Town, State, Zip

Tax Parcel #:

How did you hear about the Architect-on-Call Program?

Are taxes currently owed to Baltimore County?  Yes  No

APPLICANT NAME

Mailing Address:

Telephone:

Email Address:

PROPERTY OWNER

Is the property owner different than the applicant?

Yes  No

If yes, please complete info below.

Name:

Telephone:

Email Address:

CONSTRUCTION

In order to review your project comprehensively, please include a written description of all exterior planned improvements. Failure to complete this section will delay application process.

Please include at least one exterior photo of the property. Image can be submitted as a separate attachment.

NOTE:

If your property is located within a Baltimore County [Design Review Panel](#) area, any proposed changes to your property WILL need additional Department of Planning review. This will be discussed during the initial meeting on-site with the architect.

Describe other funding being sought:

Are you pursuing the Building Improvement Loan Program (BILP)?

Yes  No

If yes, have you contacted the Department of Economic and Workforce Development?

Yes  No

To learn more about other funding opportunities please go to:  
<https://www.baltimorecountymd.gov/departments/economic-development/business/financing-and-tax-credits>

Please provide any additional comments or questions here:

<p>ACKNOWLEDGEMENT</p>	<p>I hereby certify that all of the information provided above is true and correct to the best of my knowledge and belief. By signing below, I certify that I have read and understand, and shall remain in compliance with, the Baltimore County Architect on Call Program and agrees:</p> <ol style="list-style-type: none"> <li>1. To make improvement(s) based on the Architect's recommendations within six (6) months of design completion.</li> <li>2. To reimburse the County for payments made to the Architect for the Architect's time and reimbursable expenses should improvements, as agreed upon by the applicant, Baltimore County and the Architect, not commence within six (6) months from design completion; total costs will not exceed \$1,500.00 and reimbursement will be due and payable on the first day after the sixth month period. It is understood that a reasonable amount of time will be provided to complete construction of the intended improvements.</li> </ol>
<p>APPLICANT NAME</p>	<hr/> <p>Print Name</p>  <hr/> <p>Signature</p>  <hr/> <p>Date</p>
<p>SUPPORTING INFORMATION</p>	<p>Note any attachments that are included:</p>
<p>SUBMIT TO:</p>	<p>Please send completed applications to:          Maria Mougridis  <a href="mailto:mmougridis@baltimorecountymd.gov">mmougridis@baltimorecountymd.gov</a></p>

FOR STAFF USE ONLY	
Date Received:	
Project number:	
Sector & Planner:	
CR District:	
DRP Area:	
Zoning:	
BILP application:	

### Architect-on-Call Program Process

- Step #1>>>> APPLY  
Submit completed Architect-on-Call Request for Services application to the program coordinator in the Baltimore County Department of Planning.
- Step #2 >>>> MEET WITH ARCHITECT  
AOC Program Coordinator reviews application and if it meets the program criteria, will set up a meeting with the property owner and architect. Meeting on-site with property owner, architect, AOC Program Coordinator, and area planner to discuss improvements to the property. NOTE: If your property is located within a Baltimore County Design Review Panel area, any proposed changes to your property WILL need additional Department of Planning review. This will be discussed during the initial meeting on-site with the architect.
- Step #3 >>>> PROJECT DEVELOPMENT  
Architect develops preliminary renderings and preliminary Scope of Work outline. These documents are sent to the AOC Program Coordinator and then are, in turn, presented to the property owner for initial feedback.
- Step #4 >>>> PROJECT REVISIONS (if needed)  
Based on any feedback from property owner or AOC Program Coordinator, the Architect revises recommendations and produces the final AOC proposal containing:  
    Before & after renderings  
    Scope of Work  
    Cost Estimate
- Step #5 >>>> PROJECT FINANCING  
Property owner may be eligible for a low or no-interest loan by applying to Baltimore County's Building Improvement Loan Program (BILP), which can be used for exterior improvements to properties within Commercial Revitalization Districts. For large projects, this loan could be combined with the Commercial Revitalization Tax Credit. The Tax Credit provides a five or ten-year real property tax credit if improvements increase the assessed property value by \$100,000 or more.
- Step #6 >>>> CONSTRUCTION  
Property owner makes improvements based on the Architect's recommendations within six (6) months of receiving final AOC proposal.