



**TOWN OF CHESTERTOWN  
HISTORIC DISTRICT COMMISSION**

118 N Cross Street  
Chestertown, Maryland 21620

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**INVOICE**

**Invoice To:**

HDC Applicant  
123 Street Road  
Chestertown, MD 21620

**Invoice From:**

Town of Chestertown – Historic District Commission  
118 N Cross Street  
Chestertown, Maryland 21620

**Invoice Number:** HDC-2025-0531

**Invoice Date:** December 3, 2025

**Due Date:** Upon Receipt

**Amount Due:** \$1,350.00 USD

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**INVOICE INFORMATION**

This invoice represents the required **Application Review & Approval Fee** for the submitted Historic District Commission request. Payment of this fee is mandatory for the administrative processing, technical review, and regulatory evaluation of the application.

Processing will not begin until payment is settled in full.

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**INVOICE BREAKDOWN**

Description	Amount (USD)
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Historic District Application Review Fee	\$950.00
Administrative & File Management Fee	\$200.00
Site Review / Inspection Allocation (if necessary)	\$200.00
<b>Total Amount Due</b>	<b>\$1,350.00</b>

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## INVOICE PAYMENT INSTRUCTIONS

Payment method accepted: **Bank Transfer**

To complete payment:

1. **Reply to this email or correspondence to request the official settlement instructions.**
  2. **Use only the payment details issued directly by the Town of Chestertown Historic District Commission.**
  3. Once payment is completed, **send proof of payment** (receipt, confirmation, or wire slip) to the Commission for verification and record-keeping.
  4. All communications must be via email for tracking, auditing, and accuracy of records.
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**TOTAL AMOUNT DUE: \$1,350.00 USD**

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### PAYER ACKNOWLEDGMENT

I, the undersigned, acknowledge receipt of this invoice and agree to settle the total amount due **upon receipt.**

**Payer Name:** \_\_\_\_\_

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

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

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## WIRE TRANSFER INSTRUCTIONS

Bank: Wells Fargo

Account number: **40630209010652300**

Routing number: 121000248

Swift Code: WFBIUS6SXXX

Account Type: BUSINESS CHECKING

Address: 9450 Southwest Gemini Drive, Beaverton, OR, 97008, USA

## PAYMENT CONFIRMATION INSTRUCTIONS

After completing the wire transfer, please email the following to this email address:  
A signed copy of your invoice (a digital signature is acceptable)

## WIRE PAYMENT CONFIRMATION / RECEIPT

This confirmation is required to ensure:  
Proper processing and tracking of your application

## FINANCIAL RECORDKEEPING & CONFIDENTIALITY REASSURANCE

Inclusion of your request on the appropriate Planning & Zoning Commission

Sincerely,

**Bradley Moore**

**Zoning Administrator**

**Town of Chestertown**

**118 N Cross Street**

**Chestertown, Maryland 21620**