



# PRINCE GEORGE'S COUNTY HISTORIC PRESERVATION COMMISSION

County Administration Building • 14741 Governor Oden Bowie Drive, 4<sup>th</sup> Floor, Upper Marlboro, Maryland 20772  
www.pgplanning.org/HPC.htm • 301-952-3680 • historicpreservation@ppd.mncppc.org

## HOW TO APPLY FOR HISTORIC SITE EVALUATION

**Application Submission:** Applications should be submitted to the Historic Preservation Section via the email address or mailing address listed above. The applicant may include a written statement discussing how the property meets or does not meet the criteria of the Historic Preservation Ordinance (Subtitle 29-104).

After the application is accepted as complete, a public hearing before the Historic Preservation Commission (HPC) will be scheduled. The HPC meets on the third Tuesday of each month (except August): **An application must be received at least one month before the date of the scheduled hearing. If a property is not currently listed in the Inventory of Historic Resources, the HPC hearing will be scheduled within 120 days of receipt of the application.**

1. **Staff Report:** Preservation staff will visit the property, photograph, gather information and prepare a staff report and recommendation for the property.
2. **Posting of Property:** At least two weeks before the scheduled public hearing, a sign will be posted at the property identifying the historic resource, giving the date, time and place of the hearing, and instructions for obtaining further information.
3. **HPC Meeting:** During the public hearing the HPC will review staff recommendations and receive comments from the applicant and other interested parties. The applicant will be notified of the time and place the meeting two weeks in advance. At least one week in advance of the hearing, the applicant will receive a copy of the staff report and recommendation. While attendance at the hearing is not mandatory, it is strongly recommended.
4. **Decision:** In the case of a property that is currently listed as a historic resource in the Inventory of Historic Resources, a written decision from the HPC (either classification as a Historic Site or deletion from the Inventory) can be expected within 15 days after the hearing. The HPC decision is based upon comments received at the public hearing and the criteria in Section 29-104 of the County Code.
5. **Appeals:** Under section 29-119 of County's Historic Preservation Ordinance, a decision of the HPC may be appealed to the District Council if an appeal is filed within 30 days of service of the decision.
6. **Joint Public Hearing/Final Action by District Council:** In the case of a property that is not currently listed in the Inventory of Historic Resources, the HPC will transmit its recommendation on the Historic Site designation to the Planning Board within 30 days of the HPC hearing. A joint public hearing of the Planning Board and District Council will be held within 60 days of receipt of the HPC recommendation, at which time public testimony will be heard on the proposed designation. The Planning Board will transmit its recommendation to the District Council within 30 days of the close of the joint public hearing record. The District Council is required to take final action on the designation within two months of receiving the Planning Board's recommendation.

If you have questions regarding the evaluation process, please contact the Historic Preservation Section, M-NCPPC, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772, by email at [historicpreservation@ppd.mncppc.org](mailto:historicpreservation@ppd.mncppc.org), or call 301-952-3680.



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## REQUEST FOR J KUVQTHE 'UKV'G'GXCNWCVIQP

Property Address: \_\_\_\_\_

Property Name: \_\_\_\_\_

*For M-NCPPC office use only*

Historic ID #		Tax Map	
Town		Grid	
Property Zoning		Parcel	
Subdivision		Election District	
Block		Tax Account	
Lot		Property Land Area	
Within Municipal Limits: YES <input type="checkbox"/> NO <input type="checkbox"/>			

### PROPERTY OWNER(S)

### APPLICANT/CONTACT (IF DIFFERENT THAN OWNER)

Name				Name			
Firm				Firm			
Address				Address			
City	State	ZIP		City	State	ZIP	
Phone				Phone			
email				email			

TGCUQP 'HQT'TGS WGUV<

By initialing here, the owner/applicant acknowledges that they have received from Historic Preservation Section staff information on the responsibilities and incentives associated with historic site designation, including the Historic Area Work Permit process, Historic Preservation Tax Credits, the Historic Property Grant Program, and Subtitle 29 of the County Code.

\_\_\_\_\_  
Signature of Applicant/Contact/Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date