

## **INSTRUCTIONS FOR FILING A HISTORIC AREA WORK PERMIT APPLICATION**

All applications for proposed exterior work involving properties listed on the Montgomery County Master Plan for Historic Preservation, either as individual historic sites or as properties within a historic district, require the approval of the Montgomery County Historic Preservation Commission (HPC).

The HPC, staffed by Historic Preservation Planners who work at M-NCPPC, reviews proposals for new construction, demolition, and exterior alterations through the mechanism of the Historic Area Work Permit (HAWP) process. You are encouraged to discuss proposals for major work with the staff in advance of filing a HAWP. For information or to make an appointment, call the HPC staff at M-NCPPC: 301.563.3400.

### **The HAWP Application Process**

\*\*\*\*\* HAWP applications are obtained from and returned to the Information Counter at the Department of Permitting Services (DPS), 2425 Reedy Drive, Wheaton, 240.777.0311. The application requirements depend on the nature of the proposed project and are listed on the attached checklist in the application form. Your application must be complete before it will be accepted by DPS staff. **DO NOT FILE YOUR APPLICATION AT M-NCPPC!**

**Typically, HPC public meetings are held on the second and fourth Wednesdays of each month. A current schedule of meetings can be found on our website:**

<http://www.montgomeryplanning.org/historic/commission/index.shtm>

**The firm deadline for filing a HAWP is the Wednesday three weeks prior to each meeting.** You are notified by mail of the scheduled meeting date, time, and location, and are normally expected to attend.

Some historic districts have Local Advisory Panels (LAPs), groups of volunteer citizens which assist the HPC by reviewing HAWP applications and forwarding comments for the public record. Further information on Local Advisory Panels and their role in the HAWP review can be provided by the HPC staff. In addition, adjacent and confronting property owners, whose names and addresses are provided by you on the application, are notified by mail that you have filed a HAWP application.

### **Actions After HAWP Review Hearing**

If the HPC approved the HAWP application, it is up to the applicant to provide 3 copies of the final approved plans to the office of Historic Preservation for stamping. The applicant then is to return to DPS for issuance of the HAWP. **A copy of the approved HAWP and the stamped plans are to be presented to DPS officials in order to obtain a Building Permit.**

If you are not satisfied with the decision of the HPC, you can submit a revised application or appeal the decision to the County Board of Appeals, which will hear the original application de novo (that is, starting fresh with a new hearing) and render its own decision.