



APPLICATION FOR
HISTORIC AREA WORK PERMIT
HISTORIC PRESERVATION COMMISSION
301.563.3400

FOR STAFF ONLY:

HAWP# _____

DATE ASSIGNED _____

APPLICANT:

Name: _____

E-mail: _____

Address: _____

City: _____ Zip: _____

Daytime Phone: _____

Tax Account No.: _____

AGENT/CONTACT (if applicable):

Name: _____

E-mail: _____

Address: _____

City: _____ Zip: _____

Daytime Phone: _____

Contractor Registration No.: _____

LOCATION OF BUILDING/PREMISE: MIHP # of Historic Property _____

Is the Property Located within an Historic District? ☐ Yes/District Name _____

☐ No/Individual Site Name _____

Is there an Historic Preservation/Land Trust/Environmental Easement on the Property? If YES, include a map of the easement, and documentation from the Easement Holder supporting this application.

Are other Planning and/or Hearing Examiner Approvals /Reviews Required as part of this Application? (Conditional Use, Variance, Record Plat, etc.?) If YES, include information on these reviews as supplemental information.

Building Number: _____ Street: _____

Town/City: _____ Nearest Cross Street: _____

Lot: _____ Block: _____ Subdivision: _____ Parcel: _____

TYPE OF WORK PROPOSED: See the checklist on Page 4 to verify that all supporting items for proposed work are submitted with this application. Incomplete Applications will not be accepted for review. Check all that apply:

☐ New Construction

☐ Deck/Porch

☐ Shed/Garage/Accessory Structure

☐ Addition

☐ Fence

☐ Solar

☐ Demolition

☐ Hardscape/Landscape

☐ Tree removal/planting

☐ Grading/Excavation

☐ Roof

☐ Window/Door

☐ Other: _____

I hereby certify that I have the authority to make the foregoing application, that the application is correct and accurate and that the construction will comply with plans reviewed and approved by all necessary agencies and hereby acknowledge and accept this to be a condition for the issuance of this permit.

Signature of owner or authorized agent

Date

HAWP APPLICATION: MAILING ADDRESSES FOR NOTIFYING
[Owner, Owner's Agent, Adjacent and Confronting Property Owners]

Owner's mailing address

Owner's Agent's mailing address

Adjacent and confronting Property Owners mailing addresses

Description of Property: Please describe the building and surrounding environment. Include information on significant structures, landscape features, or other significant features of the property:

Description of Work Proposed: Please give an overview of the work to be undertaken:

Work Item 1: _____

Description of Current Condition:

Proposed Work:

Work Item 2: _____

Description of Current Condition:

Proposed Work:

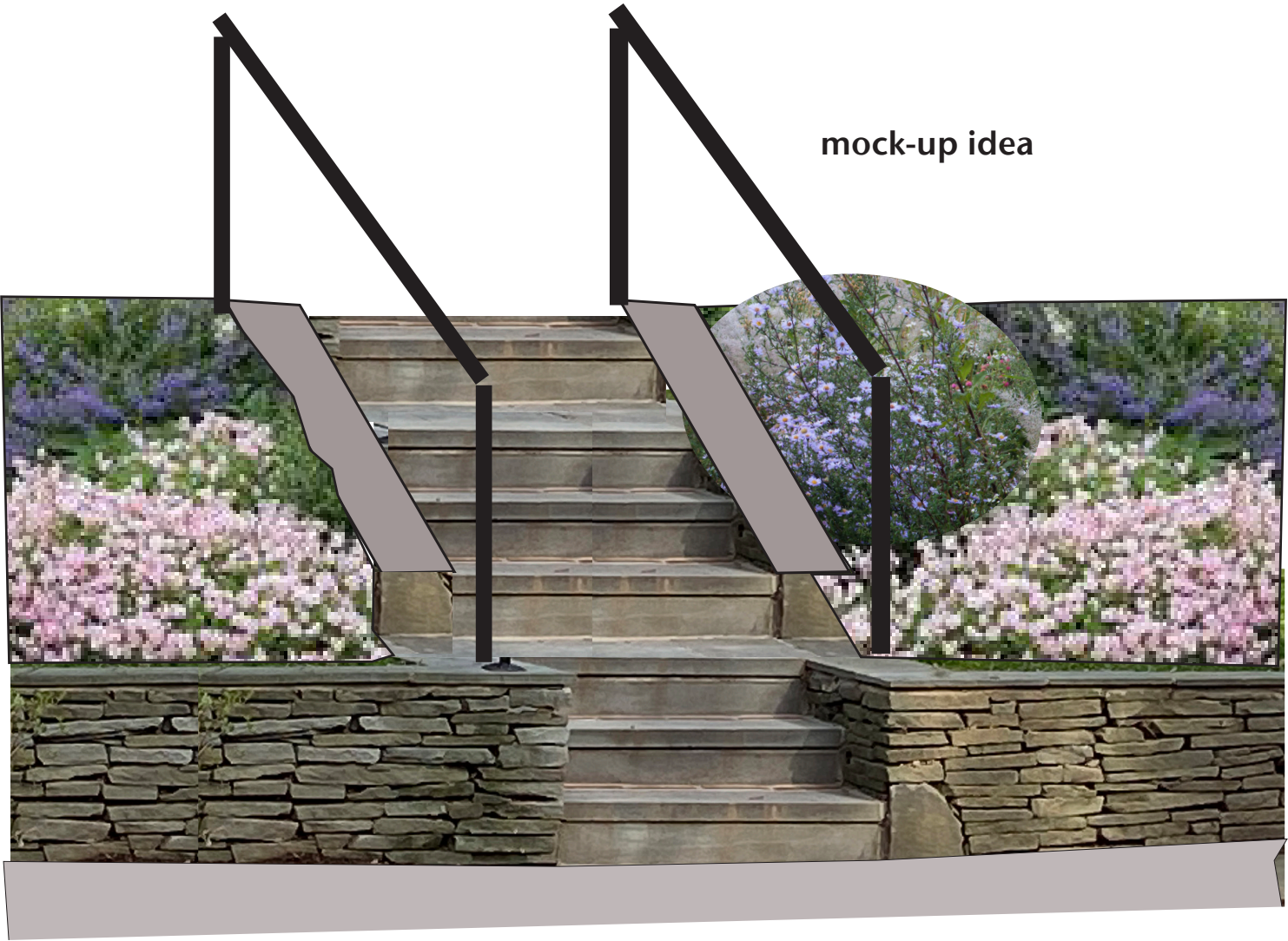
Work Item 3: _____

Description of Current Condition:

Proposed Work:

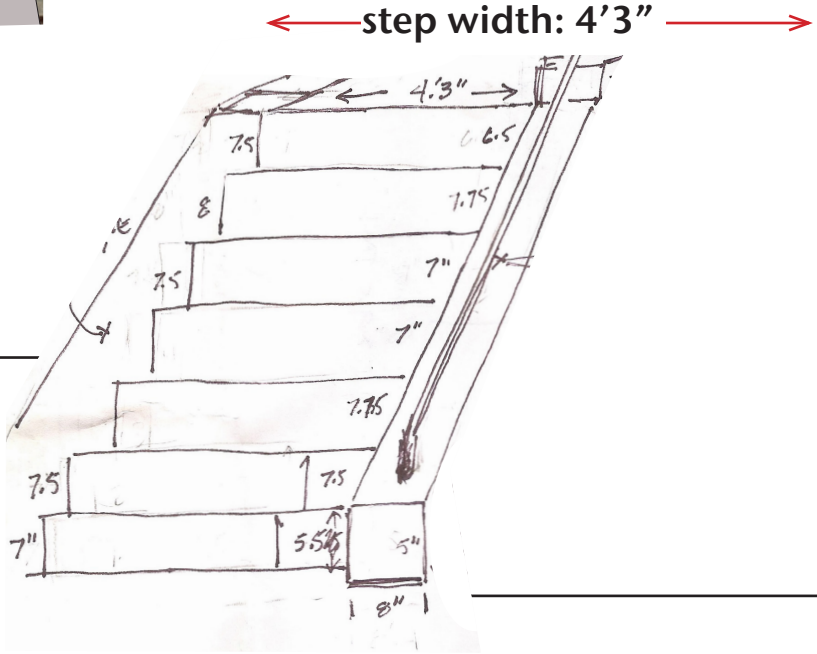
HISTORIC AREA WORK PERMIT CHECKLIST OF APPLICATION REQUIREMENTS

	Required Attachments						
Proposed Work	I. Written Description	2. Site Plan	3. Plans/ Elevations	4. Material Specifications	5. Photographs	6. Tree Survey	7. Property Owner Addresses
New Construction	*	*	*	*	*	*	*
Additions/ Alterations	*	*	*	*	*	*	*
Demolition	*	*	*		*		*
Deck/Porch	*	*	*	*	*	*	*
Fence/Wall	*	*	*	*	*	*	*
Driveway/ Parking Area	*	*		*	*	*	*
Grading/Excavation/ Landscaping	*	*		*	*	*	*
Tree Removal	*	*		*	*	*	*
Siding/ Roof Changes	*	*	*	*	*		*
Window/ Door Changes	*	*	*	*	*		*
Masonry Repair/ Repoint	*	*	*	*	*		*
Signs	*	*	*	*	*		*



mock-up idea

Existing steps
width: 4'3" x 6-7' high



width: 12'

18-24' retaining wall height

30' retaining wall length

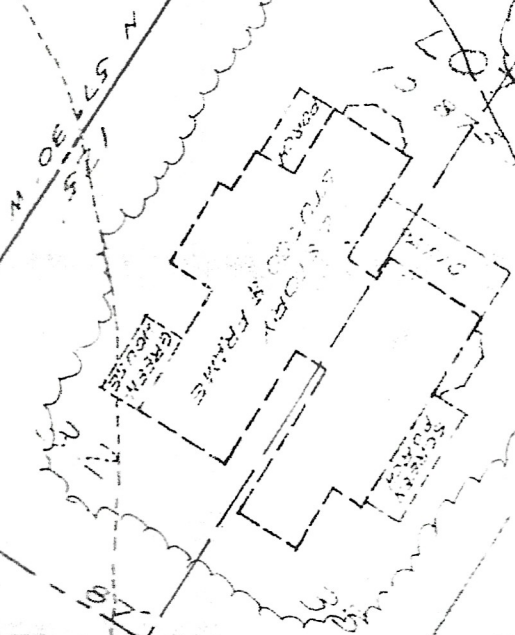
8' length

CEDAR

AVENUE

TULIP

AVENUE



LOT 4
6,820 sq ft

LOT 7
14,700

LOT 40
5,500 sq ft

122.00

250.00

180

N 0° 15' E
15.1

N 92° 50' E
5.1

S 51° 30' E
5.1

10

14

5

3

MATERIAL SPECS FOR STAIRS, WALKWAY, AND WALLS
at 7115 Cedar Avenue, Takoma Park, MD 20912

1. Replace Concrete Steps: Install new concrete (poured) stairs on existing concrete base footings.
2. Install (2) dry-laid stone walls: In 12 inch footings, one side is 32 LF, and the other side is 8 LF. The stone walls are between 20-24 inches high.
3. Extend (and complete) random rectangular walkway on stone dust CR6 base, and install a 4 inch channel drain across steps.



Rich Houston <richwhouston@gmail.com>

Tree Impact Assessment :: W013384-082125

1 message

Online Customer Service Center <TakomaParkMD@mycusthelp.com>

Wed, Sep 3, 2025 at 12:46 PM

To: "richwhouston@gmail.com" <richwhouston@gmail.com>



09/03/2025

APPLICATION NUMBER [W013384-082125](#)

Richard Houston
7115 Cedar Avenue
Takoma Park, MD 20912

RE: Tree Impact Assessment Request
Reference Number: W013384-082125
7115 Cedar Ave
Takoma Park MD 20912

Dear Richard Houston:

This letter is in response to the Request for Tree Impact Assessment received on 8/21/2025. After my inspection I have determined that the work described in your submission does not require a full Tree Protection Plan Permit. However, there is some risk of impact to protected urban forest trees and you are therefore required to comply with the following guidance:

- Concrete slab not to exceed a depth of 12 inches.
- All excavation to be completed by hand or jackhammer.
- All roots to be cleanly cut by hand.
- If any roots at or above 2" diameter are found, cease work and contact the UFM for instructions to proceed (240) 205-6137.
- No heavy machinery usage.
- No stockpiling of material, debris, or tools over the adjacent tree's critical root zones without root protection matting.

If you have any questions, please contact the Urban Forest Manager by replying to this email.



