

## Historic Area Work Permits Frequently Asked Questions

### What projects do and do not require a Historic Area Work Permit?

You need a Historic Area Work Permit (HAWP) in order to:

- Construct additions and/or any type of new structure
- Remove or enclose porches
- Install artificial (vinyl, aluminum, etc.) siding, shingles, or masonry facing, or make other changes in exterior materials
- Replace windows or sash
- Add, remove, or change architectural features, including the size, shape, and placement of window openings
- Construct a fence or wall
- Remove live trees greater than 6" in diameter, shutters, or fences
- Paint masonry surfaces that have never been painted or remove paint from masonry
- Demolish any structure, including outbuildings (sheds, garages, etc.)

A HAWP is **not** required for interior changes, ordinary maintenance, repair of exterior features (meaning retention of original materials), or selection of paint colors.

#### **What do I do once my HAWP is approved?**

If the Historic Preservation Commission (HPC) approves the HAWP application, it is returned to Department of Permitting Services (DPS) for issuance of the Historic Area Work Permit. If a building permit is not required for the project, the owner may commence work. Subsequently if a building permit is required for the project, a copy of the approved HAWP and stamped plans are mailed to the property owner and to be presented to DPS officials when obtaining building permit. If you are not satisfied with the decision of the HPC, you can submit a revised application to be reviewed by the HPC at a future meeting or appeal the decision to the County Board of Appeals (240) 777-6600, which will hear the original application *de novo* (that is, starting fresh with a new hearing) and render its own decision.

#### **When are the HPC meetings held?**

Typically, HPC public meetings are held on the second and fourth Wednesdays of each month.

#### **When is the deadline for filing a HAWP?**

The firm deadline for filing a HAWP is the Wednesday three weeks prior to each meeting.

#### **What is a Local Advisory Panel?**

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.

#### **Where are the HPC Meetings held?**

In the first floor Auditorium at the Maryland-National Capital Park and Planning Commission building at 8787 Georgia Avenue, Silver Spring, Maryland.

#### **Do I have to attend the HPC meeting?**

Yes - you are notified by mail of the scheduled meeting date, time, and location and are expected to attend.

#### **Where do I file my HAWP?**

At the Department of Permitting Services Office located on the second floor of the building at 255 Rockville Pike, Rockville, Maryland.

## **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 Department of Permitting Services (DPS), 255 Rockville Pike, Rockville, 240.777.0311. The application requirements depend on the nature of the proposed project and are listed on the attached checklist. 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.

## HISTORIC AREA WORK PERMIT CHECKLIST OF APPLICATION REQUIREMENTS

	Required Attachments						
Proposed Work	1. 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	*	*		*	*	*	*
Major Landscaping/ Grading	*	*		*	*	*	*
Tree Removal	*	*		*	*	*	*
Siding/ Roof Changes	*	*	*	*	*		*
Window/ Door Changes	*	*	*	*	*		*
Masonry Repair/ Repoint	*	*	*	*	*		*
Signs	*	*	*	*	*		*

PLEASE SEE INSTRUCTIONS ON DPS' HAWP APPLICATION FOR FURTHER DETAILS REGARDING APPLICATION REQUIREMENTS.

NOTE: Historic Area Work Permits are not required for ordinary maintenance projects, such as painting, gutter repair, roof repair with duplicate materials, and window repairs. All replacement materials must match the original exactly and be of the same dimensions.

**ALL HAWPS MUST BE FILED AT DPS:  
255 ROCKVILLE PIKE,  
ROCKVILLE, MARYLAND, 20850.**



HISTORIC PRESERVATION COMMISSION  
301/563-3400

# APPLICATION FOR HISTORIC AREA WORK PERMIT

Contact Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Daytime Phone No.: \_\_\_\_\_  
Tax Account No.: \_\_\_\_\_  
Name of Property Owner: \_\_\_\_\_ Daytime Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street Number City State Zip Code  
Contractor: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Contractor Registration No.: \_\_\_\_\_  
Agent for Owner: \_\_\_\_\_ Daytime Phone No.: \_\_\_\_\_

## LOCATION OF BUILDING/PREMISE

House Number: \_\_\_\_\_ Street \_\_\_\_\_  
Town/City: \_\_\_\_\_ Nearest Cross Street: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Liber: \_\_\_\_\_ Folio: \_\_\_\_\_ Parcel: \_\_\_\_\_

## PART ONE: TYPE OF PERMIT ACTION AND USE

### 1A. CHECK ALL APPLICABLE:

- ☐ Construct ☐ Extend ☐ Alter/Renovate  
☐ Move ☐ Install ☐ Wreck/Raze  
☐ Revision ☐ Repair ☐ Revocable

### CHECK ALL APPLICABLE:

- ☐ A/C ☐ Slab ☐ Room Addition ☐ Porch ☐ Deck ☐ Shed  
☐ Solar ☐ Fireplace ☐ Woodburning Stove ☐ Single Family  
☐ Fence/Wall (complete Section 4) ☐ Other: \_\_\_\_\_

1B. Construction cost estimate: \$ \_\_\_\_\_

1C. If this is a revision of a previously approved active permit, see Permit # \_\_\_\_\_

## PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/ADDITIONS

2A. Type of sewage disposal: 01 ☐ WSSC 02 ☐ Septic 03 ☐ Other: \_\_\_\_\_  
2B. Type of water supply: 01 ☐ WSSC 02 ☐ Well 03 ☐ Other: \_\_\_\_\_

## PART THREE: COMPLETE ONLY FOR FENCE/RETAINING WALL

3A. Height \_\_\_\_\_ feet \_\_\_\_\_ inches  
3B. Indicate whether the fence or retaining wall is to be constructed on one of the following locations:  
☐ On party line/property line ☐ Entirely on land of owner ☐ On public right of way/easement

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

\_\_\_\_\_  
Signature of owner or authorized agent

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_ For Chairperson, Historic Preservation Commission

Disapproved: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application/Permit No.: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**THE FOLLOWING ITEMS MUST BE COMPLETED AND THE  
REQUIRED DOCUMENTS MUST ACCOMPANY THIS APPLICATION.**

1. **WRITTEN DESCRIPTION OF PROJECT**

- a. Description of existing structure(s) and environmental setting, including their historical features and significance:

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- b. General description of project and its effect on the historic resource(s), the environmental setting, and, where applicable, the historic district:

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2. **SITE PLAN**

Site and environmental setting, drawn to scale. You may use your plat. Your site plan must include:

- a. the scale, north arrow, and date;
- b. dimensions of all existing and proposed structures; and
- c. site features such as walkways, driveways, fences, ponds, streams, trash dumpsters, mechanical equipment, and landscaping.

3. **PLANS AND ELEVATIONS**

You must submit 2 copies of plans and elevations in a format no larger than 11" x 17". Plans on 8 1/2" x 11" paper are preferred.

- a. *Schematic construction plans*, with marked dimensions, indicating location, size and general type of walls, window and door openings, and other fixed features of both the existing resource(s) and the proposed work.
- b. Elevations (facades), with marked dimensions, clearly indicating proposed work in relation to existing construction and, when appropriate, context. All materials and fixtures proposed for the exterior must be noted on the elevations drawings. An existing and a proposed elevation drawing of each facade affected by the proposed work is required.

4. **MATERIALS SPECIFICATIONS**

General description of materials and manufactured items proposed for incorporation in the work of the project. This information may be included on your design drawings.

5. **PHOTOGRAPHS**

- a. Clearly labeled photographic prints of each facade of existing resource, including details of the affected portions. All labels should be placed on the front of photographs.
- b. Clearly label photographic prints of the resource as viewed from the public right-of-way and of the adjoining properties. All labels should be placed on the front of photographs.

6. **TREE SURVEY**

If you are proposing construction adjacent to or within the dripline of any tree 6" or larger in diameter (at approximately 4 feet above the ground), you must file an accurate tree survey identifying the size, location, and species of each tree of at least that dimension.

7. **ADDRESSES OF ADJACENT AND CONFRONTING PROPERTY OWNERS**

For ALL projects, provide an accurate list of adjacent and confronting property owners (not tenants), including names, addresses, and zip codes. This list should include the owners of all lots or parcels which adjoin the parcel in question, as well as the owner(s) of lot(s) or parcel(s) which lie directly across the street/highway from the parcel in question.

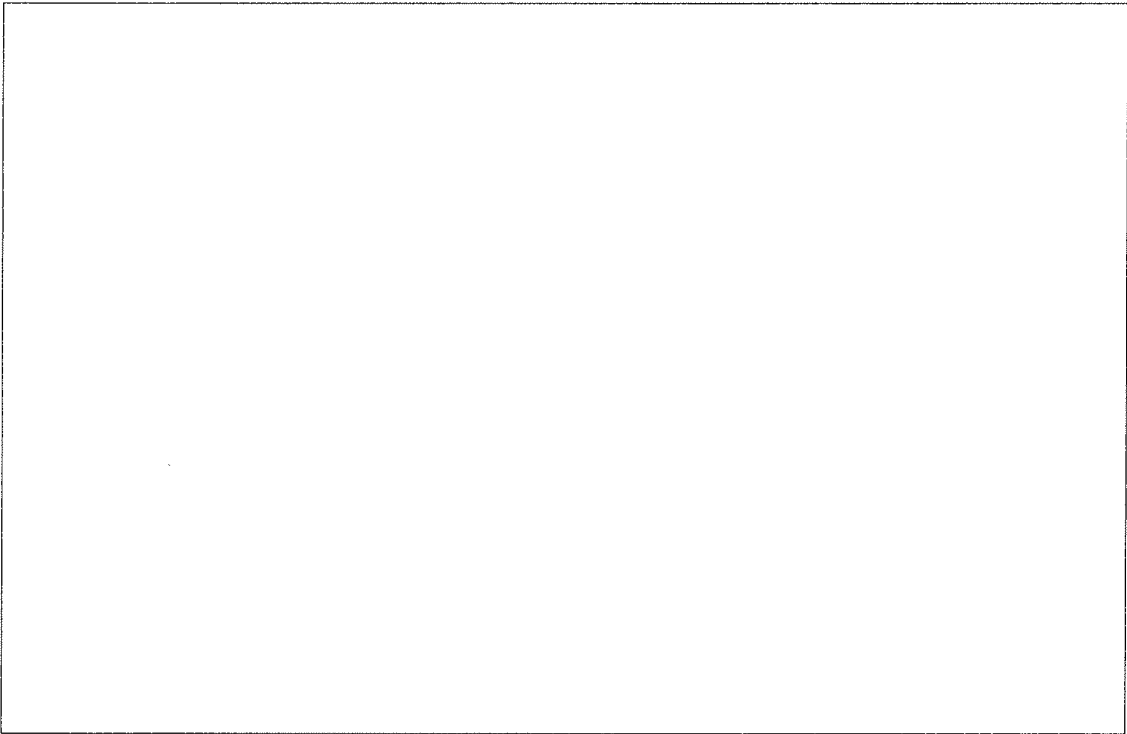
**HAWP APPLICATION: MAILING ADDRESSES FOR NOTIFYING**  
[Owner, Owner's Agent, Adjacent and Confronting Property Owners]

**Owner's mailing address**

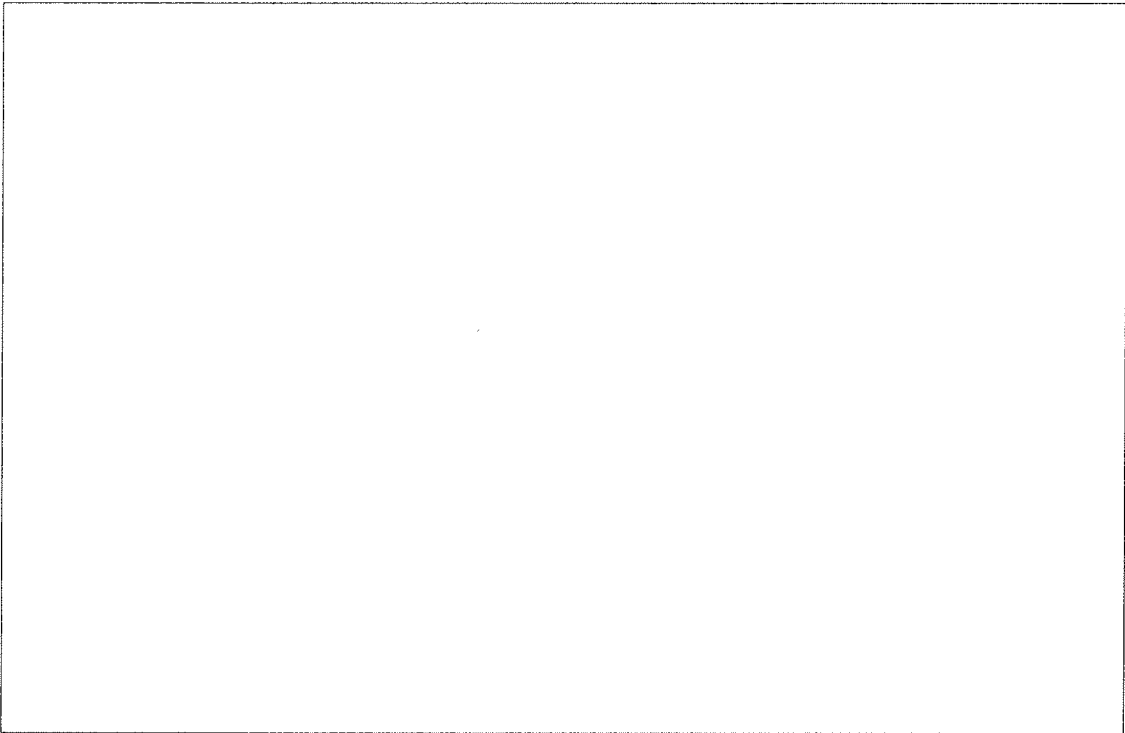
**Owner's Agent's mailing address**

**Adjacent and confronting Property Owners mailing addresses**

**Existing Property Condition Photographs** (duplicate as needed)

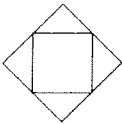


Detail: \_\_\_\_\_



Detail: \_\_\_\_\_

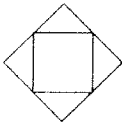
Site Plan



Shade portion to indicate North



Site Plan



Shade portion to indicate North