



PRINCE GEORGE'S COUNTY HISTORIC PRESERVATION COMMISSION

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

HOW TO APPLY FOR HISTORIC SITE EVALUATION

Application Submission: Application should be submitted to the Historic Preservation office (mailing address: Historic Preservation Section, M-NCPPC, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772). 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.**

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:** A written decision from the HPC (either classification as a Historic Site or deletion from the Inventory of Historic Resources) 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.

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 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 Site #		Tax Map	
Town		Grid	
Property Zoning		Parcel	
Subdivision		Election District	
Bloc		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			

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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