



PRINCE GEORGE'S COUNTY HISTORIC PRESERVATION COMMISSION

County Administration Building • 14741 Governor Oden Bowie Drive, 4th Floor, Upper Marlboro, Maryland 20772
pgplanning.org/469/Historic-Preservation-Commission • 301-952-3680

HOW TO OBTAIN A HISTORIC AREA WORK PERMIT (HAWP)

Request an Application Form

Access a HAWP application [here](#). Or call the office at 301-952-3680 to have a form mailed to you.

Application Form Submission

a. Applications can be completed, digitally signed, saved to your device and submitted to historicpreservation@ppd.mnccppc.org. Applications will *not* be accepted as complete without required attachments such as photographs and site plans, which can also be submitted via email.

b. Application can also be mailed or delivered to:

Historic Preservation Section
The Maryland-National Capital Park and Planning Commission
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

See the [application](#) for attachments that may be required.

Review Process

After the application and attachments are accepted as complete by staff, a public appearance before the [Historic Preservation Commission](#) (HPC) will be scheduled, if required. The application may also be referred to a Local Advisory Committee (LAC) if applicable. [The HPC meets on the third Tuesday of each month](#) (except August); an application must be accepted as complete one month in advance of an agenda date.

If the application meets the criteria for approval by staff, it will be processed without a hearing before the HPC.

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 of the meeting. While attendance is not mandatory, it is strongly recommended.

Decision: A decision (either approval, approval with conditions, or denial) can be expected within 45 days of the acceptance of an application, or 15 days after the HPC record closes. The HPC's decision is based upon comments received at the public appearance and the HAWP review criteria in Section 29-111(b) of the [County Code](#), which requires one of the following findings:

- (1) The proposal will not substantially alter the exterior features of the historic resource;
- (2) The proposal is compatible in character and nature with the historical, archeological, architectural, or cultural features of the historic resource and is in harmony with the purpose and intent of this Subtitle;
- (3) The proposal will enhance or aid in the protection, preservation, and public or private utilization of the historic resource in a manner compatible with its historical, archeological, architectural, or cultural value;
- (4) The proposal is necessary to remedy unsafe conditions or health hazards;
- (5) The proposal is necessary in order that the owner of the subject property not be deprived of reasonable use of the property or suffer undue hardship;
- (6) In balancing the interests of the public in preserving the historical resource with the use and benefit of the alternative proposal, the general public welfare is better served by issuance of the permit.

In cases where an application is denied, the HPC's decision may be appealed (within 30 days) to the Circuit Court.

Preliminary Review

Applicants are encouraged to bring preliminary plans to the HPC or its staff for comment before applying for a HAWP. Through preliminary review, you can be provided with technical assistance and be informed about potential concerns before a more formal application is made.

Ordinary Maintenance

A Historic Area Work Permit (HAWP) is not required for interior work or for ordinary maintenance. Ordinary maintenance includes minor repairs using like materials and design; minor landscaping; and painting of non-masonry surfaces. Please contact the Historic Preservation Section staff for a determination of whether a HAWP would be required.

Other Permits

The approval of a HAWP does not eliminate the need for Building Permit approval by the [County Department of Environmental Resources \(DER\)](#). Please contact DER at 301-883-5784 for its application requirements.

If you have questions regarding the HAWP process, please contact the Historic Preservation Section at historicpreservation@ppd.mncppc.org or call 301-952-3680.