



HISTORIC LANDMARK DESIGNATION

Application Information

APPLICATION GUIDELINES

1. Application Cover Sheet, with appropriate applicant and owner signatures, must be submitted with all applications for Historic Landmark Designation.
2. The Maryland Inventory of Historic Properties Form or the National Register of Historic Places Nomination form shall serve as the application form for evaluation of historic, archeological, and architectural significance.

Forms can be found at <http://mht.maryland.gov>. If forms do not exist for a historic resource, they must be prepared by a qualified professional, per the Maryland Historical Trust's Standards and Guidelines for Architectural and Historical Investigations in Maryland (http://mht.maryland.gov/documents/PDF/Survey_standards_architecture_web.pdf) or the Standards and Guidelines for Archeological Investigations in Maryland (http://mht.maryland.gov/documents/PDF/Archeology_standards_investigations.pdf).

To locate a preservation consultant, please visit the Maryland Historical Trust's website (<http://mht.maryland.gov/consultantsearch/>). For a list of preservation consultants that have worked in Charles County, please contact Community Planning Staff in the Planning Division at 301-645-0540.

Applications should document how the site, structure, or district meets the criteria for evaluation and should include slides, photographs, orientation map, site plan, and, if relevant, drawings.

3. Applications for the creation of a historic district or a historic site shall include a map showing the proposed boundaries, an accurate description of those boundaries, and a statement of justification for the proposed boundaries.

4. It is the responsibility of the applicant to present completed materials for a district and evidence of support by the owners of a majority of the properties in the proposed district, unless review is initiated by Historic Preservation Commission action.
5. For individual sites or structures, it is the responsibility of the applicant to present evidence that the owner of the site or structure consents to the historic designation, if the applicant is not the owner of record of the site or structure.
6. If there is an approved Preservation Plan as part of a Preliminary Subdivision Plan, this must be included in the application package.

APPLICATION EVALUATION

7. Applications for designation shall be evaluated at regular public meetings of the Historic Preservation Commission, upon proper notification of the owner, applicant, and interested parties.
8. For designation criteria, see Article XXXI, Section 297-513, of the Charles County Zoning Ordinance. For information on the National Register of Historic Places evaluation criteria, visit www.nps.gov/nr/publications/bulletins/nrb15/nrb15_2.htm.
9. The public meeting shall be held within 45 days of submission of a complete application package.
10. Recommendations of the Historic Preservation Commission shall be submitted to the Planning Commission for their review and forwarded to the County Commissioners for approval or disapproval.

APPLICATION SUBMISSION REQUIREMENTS

- One (1) original copy of application with original photos.
- Eight (8) hard copies for review. Color copies of photographs are acceptable.
- One (1) digital copy of the full application package on a CD.

Complete applications may be submitted to the following address:

Charles County Government
Department of Planning & Growth Management
Historic Preservation Commission
Attn: Community Planning Program Manager
P.O. Box 2150
La Plata, MD 20646



Historic Preservation Commission

APPLICATION COVER SHEET FOR CHARLES COUNTY HISTORIC LANDMARK DESIGNATION

Name of Applicant					
Mailing Address					
Phone Number		E-mail			
Location:	Election District	Community			
	Tax Map #	Parcel/Lot #		Tax ID #	
	Acres				
Name of Property/Historic Home Name					
Maryland Inventory of Historic Properties #					
National Register Listing Information					
Easement Information					

APPLICATION CHECKLIST

<input type="checkbox"/>	Maryland Inventory of Historic Properties form, or the National Register of Historic Places Nomination Form, prepared by a qualified professional per the Maryland Historical Trust's <i>Standards and Guidelines for Architectural and Historical Investigations in Maryland</i> or the <i>Standards and Guidelines for Archeological Investigations in Maryland</i> .				
<input type="checkbox"/>	Capsule Summary	<input type="checkbox"/>	Photographs and Slides	<input type="checkbox"/>	Orientation Map
<input type="checkbox"/>	Site Development Plan (if relevant)				
<input type="checkbox"/>	Drawings (if relevant)				
<input type="checkbox"/>	Preservation Plan from approved Preliminary Subdivision Plan (if applicable)				

OTHER ATTACHMENTS (ex: deeds, plats, historical documents, etc.)

Signature of Applicant	Date

Signature of Owner	Date