



HISTORIC AREA WORK PERMIT

Frequently Asked Questions

1. When do I need to submit a Historic Area Work Permit Application?

A Historic Area Work Permit Application is required prior to the construction, alteration, reconstruction, moving, or demolition affecting the exterior of a designated site or structure, or a site or structure within a designated district. Specific items requiring a Historic Area Work Permit Application include:

- a) Repair or replacement of roofs, gutters, siding, external doors and windows, trim, lights and other appurtenant fixtures, with different materials of different design.
- b) Removal of a building, structure or object, or a visible portion thereof, including out-buildings.
- c) New construction or any enlargement, modification, or alteration of the exterior of an existing building, structure or object which requires a Charles County building permit.
- d) Removal, replacement or enclosure of porches.
- e) Basic alteration of materials, including installation of siding, shingles, or masonry facing.
- f) Permanent removal of shutters.
- g) Removal, modification, or alteration of exterior architectural features.
- h) Painting or removal of paint on masonry.
- i) Repoint brick.
- j) Exterior sandblasting.
- k) New paving or modification of paving materials in front of building line.
- l) Installation or removal of fencing or fence-walls.
- m) Removal or installation of signs.

2. What is the application process for a Historic Area Work Permit?

Upon receipt of a Historic Area Work Permit application, the Historic Preservation Commission will review and consider the application at a public meeting for acceptance or rejection. The Commission shall give consideration to the historic, archeological, or architectural significance of the historic site, or structure and the relationship of the exterior architectural features of a site or structure to the remainder of the site or structure, and to the surrounding area. The Commission shall also consider the general compatibility of the proposed exterior design, scale, proportion, arrangement, texture and materials to the site, structure, or designated district, if applicable, and to the surrounding area.

The Historic Preservation Commission shall file a Certificate of Approval certifying approval, modification, or rejection of each application submitted for review to the Department of Planning & Growth Management. Work shall not commence on any project until the Certificate of Approval has been filed. The Commission has 45 days from the date a completed application is submitted to render a Certificate of Approval, or the application will be automatically approved.

3. Is routine exterior maintenance subject to a Historic Area Work Permit?

Routine maintenance, or work that does not alter the exterior fabric or features of a site or structure, and has no material effect on the historical, archeological, or architectural significance of the site or structure, is not subject to a Historic Area Work Permit.

Specific items considered as ordinary maintenance that do not require a Historic Area Work Permit Application include:

- a) Repair or replacement of roofs, gutters, siding, external doors and windows, trim, lights and other appurtenant features with like material of like design.
- b) Landscaping.
- c) Paving repair using like materials of like design.
- d) Painting on non-masonry surfaces using same or substantially the same color.

For more information on Historic Landmark Designation, Historic Area Work Permit Applications, and the Historic Preservation Commission, please see Article XXXI of Chapter 297 of the Charles County Zoning Ordinance (www.CharlesCountyMD.gov/sites/default/files/pgm/planning/zoning_ord_1-2013.pdf).

If you have further questions please contact
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