



# Historic Preservation Commission

*Prince George's County Maryland*

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COUNTY ADMINISTRATION BUILDING • UPPER MARLBORO, MD. 20772 • 301-952-3520

## STAFF SIGN-OFF PROVISIONS

### DELEGATION OF HAWP APPROVAL AUTHORITY TO STAFF

Historic Preservation Staff are authorized to issue HAWP's for alterations to structures and environmental settings that

- will not significantly change the exterior features of a Historic Site or contributing structure within a Historic District or its environmental setting
- will have no significant effect on its historical, architectural, cultural or archeological value.
- will comply with the Secretary of the Interior's Standards for Rehabilitation, where applicable.

Structural work items to be approved by Historic Preservation Staff shall include (but not be limited to)

- Projects that have been approved by the Maryland Historical Trust, which in the opinion of staff, meet the conditions for approval of an HAWP.
- Projects which have been originated and/or administered by the Prince George's County Department of Parks and Recreation (M-NCPPC), which have been reviewed and approved by the Department's Natural and Historical Resources Division or Arts and Cultural Heritage Division, and which in the opinion of staff meet the conditions for approval of a HAWP.
- Minor projects which do not require building permits because of cost or because they involve nonstructural alterations.
- In-kind replacement of existing features and minor repairs and/or modifications to the property that do not significantly alter its visual character. This in-kind replacement shall include such items as:
  - Repair or replacement of slate or tile roof coverings where there is no change in material.
  - Repair or replacement of masonry foundation where the original foundation material is retained or where new material matches the original as closely as possible;
  - Installation of metal foundation vents (one sides and rear only) and replacement of wood access doors; installation of foundation access doors which cannot easily be seen from the public right of way.
  - Repointing and other masonry repairs when the color and composition of the mortar matches the original and any new brick or stone used in the repair work matches the original as closely as possible
  - Removal of asbestos, asphalt, or other artificial siding when the original siding is to be repaired, and (where necessary) replaced in-kind.
  - Replacement of missing or deteriorated siding and trim and porch floors, ceilings, columns, railings, balusters, and brackets or other architectural details with new materials which are identical to the original.

- Removal of accessory buildings that are not original to the site or otherwise historically significant and/or which cannot easily be seen from the street.
- Replacement of missing architectural details, provided that at least following conditions are met:
  - At least one example of the detail to be replaced exists on the house.  
or
  - Physical or documentary evidence exists which illustrates or describes the missing detail or details. (Examples of this include photographs, drawings, or physical signs on the structure which show that such details were formerly present and which suggest the shape, size and placement of the detail.)  
or
  - Within a Historic District, the proposed replacement detail is very similar to original details found on at least one structure within the District that is comparable in terms of style, size and age. (An example is the replacement of a missing porch railing with a new railing of a design very similar to an original railing found on another house of the same style in the Historic District.
- Signs that do not require a sign permit
- Additions that are not readily visible from a public right-of-way and/or are easily removable; (such as the addition of a wooden deck on the rear of the house).
- Installation of gutters painted to match the house or trim, as long as no significant architectural features are removed.

Projects delegated to staff that involves changes within environmental setting include:

- Construction of fences that are compatible with the visual character of the Historic Site or the Historic District in terms of material, height, location, and design.
- In-kind replacement of existing fences or minor alterations that do not significantly change the original appearance of the fence or involve a change in the material used.
- The construction or replacement of brick, stone, concrete or gravel walkways, parking areas, patios, driveways or other paved areas that are not readily visible from public right-of-way and/or are compatible in materials, location and design with the visual character of the Environmental Setting and which do not significantly change their appearance or the material used.
- Construction or repair of brick or stone retaining walls where the new walls are compatible in material, location, design and height with the visual character of the Historic Site or District or where repair work used in-kind materials and does not significantly change the appearance of the original.
- Landscaping, or the removal or modification of existing plantings, that is compatible with the visual character of the Historic Site or Historic District in terms of type, height and location.
- Construction or replacement of storage and accessory buildings that are not visible from the public right-of way.

## General Polices

- Delegation to staff is limited to those items specifically listed and subject to conditions enumerated.
- The Commission may, if it so chooses, review all HAWP approvals by staff at the next meeting
- Property owners shall retain a right of appeal to the Commission from staff signoff, as will property owners within the area of notification.
- Staff shall refer an application to the Commission if any uncertainty exists as to whether the application meets the criteria for issuing a historic area work permit.

I/HISTORIC/Forms/HAWP staff signoff

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