



M-NCPPC EASEMENT

CHANGE/ALTERATION PROPOSAL APPLICATION

historicpreservation@ppd.mncppc.org • pgplan.org/hpc • 301-952-3680

Property Address: _____

Property Name (if any): _____

[OFFICE USE ONLY]

Historic Site #		Received Date	
Liber/Folio		Application Accepted as Complete	
Date of Conveyance		Director Decision Date	
<input type="checkbox"/> EXTERIOR	<input type="checkbox"/> INTERIOR	MHT EASEMENT	<input type="checkbox"/> NO <input type="checkbox"/> YES

PROPERTY OWNER

APPLICANT (IF DIFFERENT THAN OWNER)

Name	Name
Firm	Firm
Address	Address
City	City
State	State
ZIP	ZIP
Phone	Phone
email	email

CONTRACTOR

ARCHITECT/ARCHEOLOGIST/ENGINEER (IF APPLICABLE)

Name	Name
Firm	Firm
Address	Address
City	City
State	State
ZIP	ZIP
Phone	Phone
email	email

TYPE OF WORK FOR WHICH YOU ARE APPLYING

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Demolition | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Excavation | <input type="checkbox"/> Repair |
| <input type="checkbox"/> Archeology | <input type="checkbox"/> Grading | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Other (explain) _____ | | |

Is there an MHT **easement** for this building or the site?

YES NO

If YES, **submit a letter from the director of MHT** stating their approval of the proposed work.

Description of work proposed. Be specific and include as much information as possible. *Attach extra sheets as needed.*

Required attachments for all applications (check to acknowledge attachment/inclusion):

Printed or digital photographs of the existing buildings, property and area of work (e.g., roof, wall) must be submitted.

Required attachments as applicable (check as applicable):

If building or freestanding **signs** are proposed please provide scale drawings indicating material, method of attachment, position on building, size and front lineal feet of building, size and position of all other signs on building, and a layout of the sign. **Include a site plan** indicating property lines, existing structures and locations for all existing and proposed improvements including freestanding signs.

Scaled drawings (1/4" to 1') for new construction, signs, additions, and major alterations. Drawings must include: plans, sections, elevations and details. **Include a site plan** indicating property lines, existing structures and locations for all proposed improvements and additions.

Materials cut sheets and/or **methods specifications**.

I am the owner of this property, or I am the authorized representative of the property owner and I have advised the owner of this application and the intended work. The information on this application represents an accurate description of the proposed work. I have omitted nothing that might affect the decision of the Historic Preservation Commission. I understand that the approval of this application by the Prince George's County Historic Preservation Commission does not constitute approval of other required permit applications. I agree to supply two additional photographs of the proposed work when the work is completed. I will attend (or send a representative to attend) the Public Appearance on this application if it is not approved administratively.

Signature of Applicant

Date