



# APPLICATION AND REFERRAL TO THE HISTORIC PRESERVATION REVIEW BOARD

The DC Historic Landmark and Historic District Protection Act of 1978 requires the Mayor to refer construction plans to the Historic Preservation Review Board (HPRB) for consideration before issuing a building permit affecting a designated historic landmark or property within a historic district. To initiate a historic preservation review with HPRB, please submit this form with all required attachments as directed below.

**THIS IS A REQUEST FOR THE FOLLOWING REVIEW BY THE HISTORIC PRESERVATION REVIEW BOARD:**

- CONCEPTUAL REVIEW** to receive HPRB guidance at the early stages of design and to enable delegation of final permit review to the Historic Preservation Office (HPO)
- PERMIT REVIEW** to receive final historic preservation review of the building permit plans for a project  
*I have confirmed with the HPO staff that the proposed work needs to be submitted for HPRB review*

### 1. OWNER, APPLICANT, AND PROPERTY INFORMATION

Property Owner's Name: \_\_\_\_\_

Applicant's Name (if different from owner): \_\_\_\_\_

Project Address: \_\_\_\_\_

Square: \_\_\_\_\_ Lot: \_\_\_\_\_ Historic District: \_\_\_\_\_

*To find your square, lot and historic district, see [www.propertyquest.dc.gov](http://www.propertyquest.dc.gov)*

- I am currently the owner of the property
- I am a homeowner currently receiving the DC homestead deduction for this property
- I am an authorized representative of the property owner
- I am or represent a potential purchaser of the property

### 2. SUBMISSION MATERIALS FOR HPRB

Please provide an electronic version (3MB maximum size, by email or flash drive) and two print copies of the following (11" x 17" preferred):

- Comprehensive exterior photographs of the building, site and its context showing adjacent buildings, immediate surroundings, and the areas of proposed work
- Site plan showing the existing footprint of the property and all other buildings on the block or square
- Building plans, elevations, and site plans sufficient to illustrate the footprint, height, massing, design, and materials of the proposed work and its surrounding context

### 3. PROJECT DESCRIPTION (CHECK ALL THAT APPLY)

- Addition     Exterior Alteration     New Construction     Subdivision     Other

Briefly describe the nature of the project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

	YES	NO	UNSURE
Is the proposed work visible from a public street?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will there be work on the front of the building or in the front yard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project include work in public space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project include removal of roof or floor framing or bearing walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this a Fair Housing Act request for "reasonable accommodation"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4. ADDITIONAL INFORMATION FOR LARGER PROJECTS**

For renovation or new construction projects exceeding 20,000 square feet, attach a full narrative description indicating the general nature of the project, program of uses, estimated gross floor area by use, number of residential units, scope of preservation work, and any other pertinent features or benefits, including aspects of sustainability. *Homeowners proposing work on their own house do not need to provide this information.*

**5. EASEMENTS**

YES No UNSURE

Is there a conservation easement on the property?

If yes, have you discussed the project with the easement holder?

**6. COMMUNITY CONSULTATION**

YES No UNSURE

Have you shared project information with abutting neighbors?

Have you contacted the affected Advisory Neighborhood Commission (ANC)?

Have you contacted any neighborhood community organizations?

*To locate your ANC, see [www.anc.dc.gov/anc/site](http://www.anc.dc.gov/anc/site)*

**7. ZONING REGULATIONS AND CONSTRUCTION CODE**

YES No UNSURE

Will the project cause a change in building footprint or lot occupancy?

Are any zoning variances or special exceptions required for the project?

If yes, have you discussed the project with the Zoning Administrator?

If yes, have you discussed the project with the Office of Planning?

Is any building code relief required for the project?

Briefly describe the nature of any zoning variances or code relief being sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**8. CONTACT INFORMATION**

Owner Address (if different from project address): \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Agent’s Capacity:  Tenant  Architect  Contractor  Contract Purchaser  Expediter  Other

Agent Name (if different from owner): \_\_\_\_\_

Agent Phone: \_\_\_\_\_ Agent Email: \_\_\_\_\_

**9. CERTIFICATION**

I hereby certify that the information given in this application is true and accurate. If applying as an agent of the owner, I certify that I have the owner’s permission to make this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

When completed, submit this form with all plans, photographs, and other attachments to the Historic Preservation Office desk at the DC Permit Center, Department of Consumer and Regulatory Affairs, 1100 4th Street SW, 2nd floor. Upon review of this submission, HPO staff may contact the owner or agent for consultation, and may request additional information if determined necessary to review the project.

Referral to HPRB may be deferred if information is not received within sufficient time to allow staff evaluation and preparation for review. All application materials are part of the public record and are made available to the public for inspection. For more information, see [www.preservation.dc.gov](http://www.preservation.dc.gov).



**Historic Preservation Office**  
DC Office of Planning  
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