



# Application for Historic Preservation Review



I request the following review by the Historic Preservation Review Board:

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

## 1. OWNER and PROPERTY INFORMATION

Owner Name(s): \_\_\_\_\_

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

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

- I am a homeowner currently receiving the Homestead deduction for this property

## 2. SUBMISSION MATERIALS

The following materials are included with this application:

- Comprehensive exterior photographs of the building, structure, or site and its context (adjacent buildings and immediate surroundings)
- Site plan showing existing footprint of subject property and adjacent buildings
- Building plans, elevations, and site plan sufficient to illustrate the footprint, height, massing, design, and materials of the proposed work and its surrounding context

## 3. DESCRIPTION OF PROJECT

- Addition
- Exterior alteration
- New Construction
- Subdivision
- Other

Briefly describe the nature of the project (*for large projects, see Section 7*): \_\_\_\_\_

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	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project subject to review by the Commission of Fine Arts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this a request for "reasonable accommodation" under the Fair Housing Act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4. EASEMENTS**

	Yes	No	Unsure
Is there a conservation easement on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you discussed the project with the easement holder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. COMMUNITY CONSULTATION**

	Yes	No	Unsure
Have you shared project information with abutting neighbors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you contacted the affected Advisory Neighborhood Commission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you contacted any neighborhood community organizations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. ZONING and CONSTRUCTION CODES**

	Yes	No	Unsure
Will the project cause a change in building footprint or lot occupancy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any zoning variances or special exceptions required for the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you discussed the project with the Zoning Administrator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you discussed the project with the Office of Planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any building code relief required for the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

\_\_\_\_\_

\_\_\_\_\_

**7. ADDITIONAL INFORMATION FOR LARGER AND COMMERCIAL PROJECTS**

For renovation or new construction projects exceeding 5,000 square feet, applicants should provide a narrative description indicating the general nature of the project, the program of uses, estimated gross floor area by use, the number of residential units, the scope of preservation work, and any other pertinent features, such as aspects of sustainability or other benefits. *Homeowners proposing a project on their own house do not need to provide this information.*

**8. CERTIFICATION AND CONTACT INFORMATION**

Owner Address (if different from Project Address): \_\_\_\_\_

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

Agent for Owner (if applicable): \_\_\_\_\_  Architect  Contractor  Other

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

I hereby certify that the information given in this application is true and accurate:

Signature of Owner or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

When completed, this form should be submitted with plans and photographs to the HPO desk at the DCRA Permit Center, 1100 4<sup>th</sup> Street, SW, 2<sup>nd</sup> floor. Upon review of the submission, HPO will 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 HPRB review.