



PRINCE GEORGE'S COUNTY HISTORIC PRESERVATION COMMISSION

County Administration Building • 14741 Governor Oden Bowie Drive, 4th Floor, Upper Marlboro, Maryland 20772

pgplanning.org/HPC.htm • 301-952-3680

HOW TO APPLY FOR A CHANGE TO ENVIRONMENTAL SETTING

An Environmental Setting is defined as the entire parcel of land, within those boundaries existing as of the date the historic resource is delineated on the master plan for historic preservation, and to which it related physically and/or visually, as determined by the Commission.

Application Submission: Application should be submitted to the Historic Preservation office (mailing address: Historic Preservation Section, M-NCPPC, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772). The applicant must attach a written statement giving the reason for and specifications of the request.

After the application is accepted as complete, a public hearing before the Historic Preservation Commission (HPC) will be scheduled. The HPC meets on the third Tuesday of each month (except August): **An application must be received at least one month before the date of the scheduled hearing.**

1. **Staff Report:** Preservation staff will visit the property, photograph, gather information and prepare a staff report and recommendation for the property.
2. **Posting of Property:** At least two weeks before the scheduled public hearing, a sign will be posted at the property identifying the historic site, giving the date, time and place of the hearing, and instructions for obtaining further information.
3. **HPC Meeting:** During the public hearing the HPC will review staff recommendations and receive comments from the applicant and other interested parties. The applicant will be notified of the time and place the meeting two weeks in advance. At least one week in advance of the hearing, the applicant will receive a copy of the staff report and recommendation. While attendance at the hearing is not mandatory, it is strongly recommended.
4. **Decision:** A written decision from the HPC regarding the boundaries of the Environmental Setting can be expected within 15 days after the close of the record
5. **Appeals:** Under section 29-119 of County's Historic Preservation Ordinance, a decision of the HPC may be appealed to the District Council if an appeal is filed within 30 days of service of the decision.

If you have questions regarding the evaluation process, please contact the Historic Preservation Section M-NCPPC, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772 or call 301-952-3680.



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REQUEST FOR A CHANGE TO ENVIRONMENTAL SETTING

Property Address: _____

Property Name: _____

For M-NCPPC office use only

Historic Site #		Tax Map	
Town		Grid	
Property Zoning		Parcel	
Subdivision		Election District	
Bloc		Tax Account	
Lot		Property Land Area	
Within Municipal Limits: YES <input type="checkbox"/> NO <input type="checkbox"/>			

PROPERTY OWNER(S)

APPLICANT/CONTACT (IF DIFFERENT THAN OWNER)

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

TGS WGUVGF 'EJ CPI G'CPF 'LWUVHKECVIQP <

Signature of Applicant/Contact/Owner

Date

Signature of Owner

Date