



# PRINCE GEORGE'S COUNTY HISTORIC PRESERVATION COMMISSION

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

[pgplanning.org/469/Historic-Preservation-Commission.htm](http://pgplanning.org/469/Historic-Preservation-Commission.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 relates physically and/or visually, as determined by the Commission.

**Application Submission:** Application should be submitted to the Historic Preservation office (by e-mail to [historicpreservation@ppd.mncppc.org](mailto:historicpreservation@ppd.mncppc.org), or by mail to 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. **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.
3. **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.
4. **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 at the address above, by phone at 301-952-3680, or by e-mail at [historicpreservation@ppd.mncppc.org](mailto:historicpreservation@ppd.mncppc.org).



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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	
City/Town		Grid	
Property Zoning		Parcel	
Subdivision		Election District	
Block		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			

REQUESTED CHANGE AND JUSTIFICATION:

\_\_\_\_\_  
Signature of Applicant/Contact/Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date