

SUBSTANTIAL ALTERATION DETERMINATION Montgomery County Historic Preservation

Updated 09.09.09 by the Park Development Division

Options to Proceed

1. Individually Designated Property

If the Montgomery County Department of Permitting Services (DPS) determines that the project is a "substantial alteration," the work may not go forward.

- ◆ If the applicant chooses, an expedited review will occur to determine if the property is eligible for the Master Plan. (This expedited designation process can take up to 195 days, approx. 6-1/2 months).
- ◆ If a property is found eligible for the Montgomery County Master Plan, a Historic Area Work Permit (HAWP) will be required.
- ◆ If the property is not eligible for the Master Plan, it will be removed from the Locational Atlas and the work may proceed.

2. Historic District Designated Property

If DPS determines that the project is a "substantial alteration," the applicant has two choices:

- ◆ Apply for the same process as an individual property. (Completion of this process will put the property on the Master Plan or take it off the Locational Atlas)
- ◆ Automatically apply for a HAWP. (Completion of this process will keep the property on the Locational Atlas.)

Note: This summary was finalized April 3, 2008 in consultation with the M-NCPPC Historic Preservation Section and is intended as a guideline for Department of Parks' projects. At the time of a project's historic preservation review, this information should be verified with the Department of Parks Project Manager and Historic Preservation staff.