

## HISTORIC AREA WORK PERMIT

### When do you need a Historic Area Work Permit (HAWP)?

For any exterior project that requires a St. Mary's County Building or Grading Permit on a property that is a designated St. Mary's County Historic District; or:

- A. Repair, replacement, or installation of roofs, gutters, siding, exterior doors, windows, exterior trim, lighting, with different materials of different design; or
- B. Removal of a building, structure or object, or a visible portion thereof, including outbuildings; or
- C. New construction or any enlargement, modification or alteration to the exterior of an existing building, structure or object which requires a St. Mary's County Building Permit; or
- D. Removal, replacement or enclosure of porches; or
- E. Basic alteration of materials, including installation of siding, shingles or masonry facing; or
- F. Removal of significant healthy trees; or
- G. Installation or removal of fencing or fence-walls; or
- H. Permanent installation or removal of shutters; or
- I. New paving or modification of paving materials; or
- J. Removal, modification or alteration of exterior architectural features; or
- K. First time painting, removal of paint; or
- L. Exterior sandblasting; or
- M. Any other act which does not constitute ordinary maintenance but which modifies, alters or otherwise affects the exterior features of a historic site or historic resource within a Historic District.

### When do you NOT need a Historic Area Work Permit (HAWP)?

For specific projects counted as ordinary maintenance:

- A. Repair or replacement of roofs, gutters, siding, exterior doors and windows, trim, lighting and other appurtenant fixtures with like materials of like design (**UNLESS YOU ARE ALSO APPLYING FOR A HISTORIC PRESERVATION TAX CREDIT!**); or
- B. Landscaping, except for the removal of significant healthy trees; or
- C. Paving repair using like materials of like design; or
- D. Repainting of surfaces.

### How do you apply for a Historic Area Work Permit (HAWP)?

1. Complete an application form (found on this page)  
Submit it to the Historic Preservation Commission staff to ensure that the information provided is sufficient for the Historic Preservation Commission review

2. Applications submitted by the end of a calendar month will be reviewed by the Historic Preservation Commission at their next meeting, on the fourth Thursday of the following month

If you need assistance completing the form, contact staff who will be pleased to help you.

The Historic Preservation Commission will review the proposed project based on the information provided and the criteria to which they are bound, specifically in Chapter 42 of the St. Mary's County Comprehensive Zoning Ordinance, by the Secretary of Interior's Standards, and by the St. Mary's County Historic Preservation Guidelines.