

# HISTORIC LANDMARK DESIGNATION

## *Frequently Asked Questions*



### 1. Why should I designate a property as a local historic landmark?

Local landmark designation is the most effective way to ensure that a historic building, site, structure is preserved and protected from demolition, additions or renovations that would compromise its historic qualities.

### 2. How do I designate my home or property as a local historic landmark?

An application for Charles County Historic Landmark Designation must be submitted to the Historic Preservation Commission. Application packets are available online at [www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov). Application packets are also available in the Planning Division of the Department of Planning & Growth Management at 200 Baltimore Street, La Plata, MD 20646.

Once an application is received, the Historic Preservation Commission will review it at one of their regular public meetings. The Historic Preservation Commission will make a recommendation for designation as a site, structure, or district of historic, archeological, or architectural significance. The recommendation shall be submitted to the Planning Commission for review and forwarded to the County Commissioners for approval or disapproval.

### 3. What are the criteria for designation?

The site, structure, or district under designation consideration should generally meet the criteria necessary to be placed on the National Register of Historic Places and also have historical and cultural significance or architectural and design significance. For information on the National Register of Historic Places evaluation criteria, visit [www.nps.gov/nr/publications/bulletins/nrb15/nrb15\\_2.htm](http://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_2.htm).

### 4. When will my application be scheduled for review at a Public Meeting by the Historic Preservation Commission?

The Public Meeting shall be held within 45 days of a complete application submission.

### 5. If I receive Historic Landmark Designation, is this a permanent designation?

A Historic Landmark Designation may be removed by legislative action of the Charles County Commissioners if the Historic Preservation Commission forwards a recommendation for removal should a historic site, structure, or district no longer meet the appropriate criteria. However, if the owner received County-authorized preservation grants, loans or tax incentives, the County may require reimbursement of those funds prior to the removal of landmark designation.

### 6. What should be included in the application package?

The Maryland Inventory of Historic Properties Form or the National Register of Historic Places Nomination shall serve as the application form. These can be found at <http://mht.maryland.gov>. If forms do not exist for a historic resource, they must be prepared by a qualified professional per the Maryland Historical Trust's Standards and Guidelines for Architectural and Historical Investigations in Maryland or the Standards and Guidelines for Archeological Investigations in Maryland. Applications should document how the site, structure or district meets criteria for evaluation and should include all relevant images and maps.

### 7. What incentives are available to help fund repairs to my historic property?

There are a variety of Federal, State and Local tax credit programs that may help offset costs associated with the care and preservation of designated local landmarks. For more information on these programs contact planning staff or visit the program website.

### 8. Will local landmark designation include environmental settings?

Yes. Environmental setting is defined as the area surrounding the primary structure which is related both physically and visually. Environmental setting will be established as part of the application process.