



Government of the District of Columbia

# APPLICATION AND REFERRAL TO THE US COMMISSION OF FINE ARTS FOR OLD GEORGETOWN REVIEW

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The Old Georgetown Act of 1950 requires the District of Columbia to refer construction plans to the US Commission of Fine Arts (CFA) for review before a building permit is issued. Work in Georgetown is also subject to a coordinated historic preservation review under the DC Historic Landmark and Historic District Protection Act of 1978. To initiate these reviews, please submit this form with all required attachments as directed below.

THIS IS A REQUEST FOR THE FOLLOWING REVIEW BY THE COMMISSION OF FINE ARTS:

- CONCEPTUAL REVIEW** to receive guidance at the early stages of design
- PERMIT REVIEW** to receive a recommendation on a building permit application

## 1. OWNER, APPLICANT, AND PROPERTY INFORMATION

Property Owner's Name: \_\_\_\_\_

Applicant's Name (if different from owner): \_\_\_\_\_

Project Address: \_\_\_\_\_

Square: \_\_\_\_\_ Lot: \_\_\_\_\_

To find your square and lot, see [www.propertyquest.dc.gov](http://www.propertyquest.dc.gov)

- I am currently the owner of the property
- I am a homeowner currently receiving the DC homestead deduction for this property
- I am an authorized representative of the property owner
- I am or represent a potential purchaser of the property

## 2. SUBMISSION MATERIALS FOR THE COMMISSION OF FINE ARTS AND HISTORIC PRESERVATION REVIEW

The following materials are included with this application:

- Two (2) sets of comprehensive exterior photographs of the building, structure, or site and its context (showing adjacent buildings, immediate surroundings, and the areas of proposed work)

For each of the following, two (2) copies for a concept application or five (5) copies for a permit application:

- Site plan showing the existing footprint of the property and adjacent buildings
- Building plans, elevations, and site plan sufficient to illustrate the footprint, height, massing, design, and materials of the proposed work and its surrounding context

For more information on submission requirements, see [www.cfa.gov](http://www.cfa.gov) or contact the CFA staff at 202-504-2200

## 3. PROJECT DESCRIPTION (CHECK ALL THAT APPLY)

- Addition     Exterior Alteration     New Construction     Subdivision     Other

Briefly describe the nature of the project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

	YES	NO	UNSURE
Is the proposed work visible from a public street or alley?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will there be work on the front of the building or in the front yard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project include work in public space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project include removal of roof or floor framing or bearing walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this a Fair Housing Act request for "reasonable accommodation"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(over)

#### 4. ADDITIONAL INFORMATION FOR LARGER PROJECTS

For renovation or new construction projects exceeding 20,000 square feet, attach a full narrative description indicating the general nature of the project, program of uses, estimated gross floor area by use, number of residential units, scope of preservation work, and any other pertinent features or benefits, including aspects of sustainability. *Homeowners proposing work on their own house do not need to provide this information.*

#### 5. EASEMENTS

YES NO UNSURE

Is there a conservation easement on the property?

If yes, have you discussed the project with the easement holder?

#### 6. COMMUNITY CONSULTATION

YES NO UNSURE

Have you shared project information with abutting neighbors?

Have you contacted the affected Advisory Neighborhood Commission (ANC 2E)?

Have you contacted any neighborhood community organizations?

*For more information about project review by ANC 2E, see [www.anc2E.com](http://www.anc2E.com) or call the ANC at 202-338-7427*

#### 7. ZONING REGULATIONS AND CONSTRUCTION CODE

YES NO UNSURE

Will the project cause a change in building footprint or lot occupancy?

Are any zoning variances or special exceptions required for the project?

If yes, have you discussed the project with the Zoning Administrator?

If yes, have you discussed the project with the Office of Planning?

Is any building code relief required for the project?

Briefly describe the nature of any zoning variances or code relief being sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### 8. CONTACT INFORMATION

Owner Address (if different from project address): \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Agent's Capacity:  Tenant  Architect  Contractor  Contract Purchaser  Expediter  Other

Agent Address (if different from owner): \_\_\_\_\_

Agent Phone: \_\_\_\_\_ Agent Email: \_\_\_\_\_

#### 9. CERTIFICATION

I hereby certify that the information given in this application is true and accurate. If applying as an agent of the owner, I certify that I have the owner's permission to make this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

When completed, submit this form with all plans, photographs, and other attachments to the Historic Preservation Office (HPO) desk at the DC Permit Center, Department of Consumer and Regulatory Affairs, 1100 4th Street SW, 2nd floor. Upon review of this submission, CFA or HPO staff may contact the owner or agent for consultation, and may request additional information if determined necessary to review the project.

Referral to CFA or the Historic Preservation Review Board, if required, may be deferred if information is not received within sufficient time to allow staff evaluation and preparation for review. All application materials are part of the public record and are made available to the public for inspection. For more information, see [www.cfa.gov](http://www.cfa.gov) or [www.preservation.dc.gov](http://www.preservation.dc.gov).



**Historic Preservation Office**  
DC Office of Planning  
(202) 442-8800  
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District of Columbia  
Office of Planning

