Howard County Historic Preservation Commission
Application Submission Procedures

Please follow the application submission procedures below to ensure that your application can be processed by the Department. Applications will not be reviewed by the Historic Preservation Commission until staff confirm with the applicant that a complete application has been received and the submission procedures have been followed.

APPLICATION DEADLINES:
Applications are due by 5:00 pm 22 days before the meeting at which you would like your application to be considered. Only completed applications will be eligible to be considered at the next meeting – please see processing information below for details on completing applications.

For a list of Historic Preservation Commission meeting dates and their corresponding application deadlines, please see the 2021 Historic Preservation Commission meeting schedule. Incomplete application submissions will result in a delay in the processing of your application and therefore, the meeting date at which the HPC can review your application.

PROCEDURES:
1) **Paper Copies** - Ten copies of the application and all supplementary materials must be placed in the bin labeled "HPC" in the George Howard Building lobby by 5:00 pm on the deadline date. After dropping off your application in the bin, refer to #2 below.

2) **Emailed PDF –** Email the complete application, including all supplementary information, as a pdf to the email address below. The digital pdf must match the paper copies of the application.
This is due by 5:00 pm on the deadline date.

2021 HISTORIC PRESERVATION COMMISSION MEETING SCHEDULE Applications are due 22 days before the meeting, by 5:00 pm, according to the below schedule.	
Deadline for Applications (Wednesday 22 days before meeting)	**Date of Meeting (First Thursday of each month)**
n/a	The Commission does not meet in January
January 13	February 4
February 10	March 4
March 10	April 1
April 14	May 6
May 12	June 3
June 9	July 1
July 14	August 5
August 11	September 2
September 15	October 7
October 13	November 4
November 10	December 2

If you submitted a pdf of your application via email prior to dropping off the paper copies, please email staff to confirm that you dropped off the paper copies at preservation@howardcountymd.gov.

Applications can be found on the County website:
https://www.howardcountymd.gov/Departments/Planning-and-Zoning/Conservation-and-Preservation/Historic

3) **Notify Staff** - If for any reason, you are unable to email a completed pdf version of the application, or drop off paper copies, you MUST notify staff via email at preservation@howardcountymd.gov so that staff can assist you with your submission. Otherwise, failure to provide both printed copies and a digital copy by the deadline date will result in an incomplete application that will be deferred to a future meeting until it is complete.

IMPORTANT PROCESSING INFORMATION:
Staff is currently working remotely and will review applications as expeditiously as possible to determine whether it is complete or if additional information is needed. Applicants are encouraged to utilize the checklist in the application form to ensure they have submitted all necessary materials. If an application is determined to be incomplete, applicants will be notified and provided a list of missing information. Failure to provide all necessary materials before the deadline could result in a delay of the application being forwarded to the HPC for review.

Please note, applications received near the deadline, may not complete initial review in enough time to be placed on the upcoming meeting agenda. This may result in a delay until a future month, once the application is determined to be complete.

Complete applications will be forwarded to the HPC for review. Applicants will receive a copy of the agenda prior to the meeting, with instructions on how to register for the virtual WebEx HPC meeting.

QUESTIONS:
Please email any questions to preservation@howardcountymd.gov.