



Application for

Historic District Commission (HDC) Designation Nomination

City of Rockville

Community Planning and Development Services

111 Maryland Avenue, Rockville MD 20850

Phone: 240-314-8200 • E-mail: history@rockvillemd.gov • website: www.rockvillemd.gov/historic

Property Address Information:

Address _____

Subdivision _____ Lot(s) _____ Block _____

Zoning _____ Tax Account(s) _____, _____, _____

Applicant and/or Agent _____ Email _____

Address _____ Phone _____

Applicant and/or Agent _____ Email _____

Address _____ Phone _____

Owner _____ Email _____

Address _____ Phone _____

THIRD PARTY NOMINATIONS:

If you are not the owner, please explain your relationship to the property:

A Certified Letter with notification of the historic designation nomination must be sent to the property owner. Proof of this notification is required to be submitted with this application.

STAFF USE ONLY

Date Received _____

Date Accepted as Complete _____

Staff Reviewer _____

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SUBMITTAL PROCEDURES FOR

HISTORIC DISTRICT COMMISSION (HDC) DESIGNATION NOMINATION APPLICATION

Each applicant needs to be aware of the following facts about the processing of this application. After reading the following information, **please sign application** to acknowledge your understanding.

1. CONSULTATION WITH HISTORIC PRESERVATION STAFF

Consultation with the historic preservation staff is recommended prior to filing all applications. Please call the Preservation Division at 240-314-8200 to speak with staff.

2. COMPLIANCE WITH ADOPTED DOCUMENTS

Projects must be reviewed for compliance with the following documents:

- City of Rockville Zoning Ordinance:

[See Rockville Code Section 25.14.01 for more on Historic District Zones.](#)

3. FILING LOCATION

Applications must be submitted online at history@rockvillemd.gov. **Paper applications will not be accepted.**

Applications will not be accepted until they are determined to be complete by City staff.

4. INSPECTION OF THE PROPERTY

City staff must be given the opportunity to physically inspect the subject property to help them reach a decision on the application. This opportunity must be granted provided that reasonable notice is given for said inspection.

5. HEARING/MEETING APPEARANCE

Once the application is complete, staff will set a tentative date for a public hearing by the Historic District Commission. Meetings of the Commission are held on the third Thursday of the month at 7:00 p.m. The applicant, or a representative designated by the applicant, should be prepared to present and/or answer from the Historic District Commission. The applicant will have the opportunity to ask questions and respond to comments at the public hearing. HDC decisions may be appealed to the Circuit Court of Montgomery County.

6. FILING DEADLINES

Applications are due five weeks preceding the regularly scheduled HDC meeting. A schedule of filing deadlines is available at: <https://www.rockvillemd.gov/107/Historic-District-Commission>

7. PUBLIC NOTICE SIGN

Two (2) weeks prior to the meeting, the applicant must post a public notice yard sign on the property announcing the HDC public hearing. The sign will be provided to you by City staff. After the HDC meeting, the sign must be removed.

TYPE OF RESOURCE:

(House, Commercial Building, Outbuilding, Cultural Landscape, Monument, etc.)

Current Use of Property: _____

CURRENT PROPERTY STATUS:

- ☐ Occupied
 - ☐ Vacant
 - ☐ For Sale
 - ☐ Under Renovation
 - ☐ Proposed for Demolition
 - ☐ Proposed for Development
 - ☐ In Process of Transfer

PROPERTY DESCRIPTION:[illegible]

HISTORIC SIGNIFICANCE:

[illegible]

ADDITIONAL INFORMATION:

(Historic Photos, Current Photos, Site Plan, Building Plans, Publications, etc.)

FOR THIRD PARTY NOMINATIONS:

Has the property owner been notified?

- ☐ Yes
☐ No

If yes, how were they notified?

- ☐ Certified Letter (Please include a copy of the letter and the USPS Receipt with Nomination Application)
☐ In person or by phone
 ☐ Date of conversation:
☐ Other:

If no, please provide a brief explanation why.

A copy of the Certified Letter to the owner and the USPS Receipt must be submitted with this application if it is filed by anyone other than the property owner.

I hereby certify that the application is complete and correct, and that I have read and understand all procedures for filing this application.

Applicant Signature

Date