



Planning & Zoning: INFOSHEET - Historic Area Work Permit

Calvert County, Maryland, Department of Planning & Zoning
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When do you need an Historic Area Work Permit (HAWP)?

For any exterior project that requires a Calvert County Building or Grading Permit on a property that is designated Calvert County Historic District; or:

- A. Repair, replacement or installation of roofs, gutters, siding, exterior doors, windows, exterior trim or lighting with materials of a 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 Calvert 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 an Historic District.

When do you NOT need an 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 AN HISTORIC PRESERVATION TAX CREDIT!); or
- B. Landscaping, except for the removal of significant healthy trees; or
- C. Paving using like materials of like design; or
- D. Repainting of surfaces.

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

1. Complete an application form (HIST-760)
2. Submit it to the Historic District Commission staff to ensure that the information provided is sufficient for Historic District Commission review
3. Applications submitted by the end of a calendar month will be reviewed by the Historic District Commission at their next meeting, usually the second Wednesday of the following month.

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

The Historic District Commission will review the proposed project based on the information provided and the criteria to which they are bound, specifically in Chapter 57 of the Calvert County Code, by the Secretary of Interior's Standards, and by the Calvert County Historic District Guidelines.