



Maryland Department of Planning
Maryland Historical Trust

Martin O'Malley
Governor
Anthony G. Brown
Lt. Governor

Richard Eberhart Hall
Secretary
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Maryland Historical Trust: Procedures for Reviewing Alterations to Easement Properties

1. Complete the Checklist and Change/Alteration Project Proposal Application and submit to the Maryland Historical Trust, Administrator, Preservation Easement Programs [Ms. Amy Skinner] at 100 Community Place, Crownsville, MD 21032, listing (in detail) each of the proposed alteration(s) to the easement property. All applications must be submitted at least one week prior to the scheduled meeting date. They should include any information that would assist the Easement Committee and the Director in their review, such as photos, architectural plans, drawings, etc.
 2. Maryland Historical Trust Easement Committee will review the request at its regularly scheduled meeting, every three weeks. The schedule is available on the website [<http://mht.maryland.gov/>] or by contacting Ms. Skinner at (410) 514-7632. If the request does not include sufficient information needed for the Committee to make a decision, the Committee will consider the request incomplete and direct staff to obtain the required information from the applicant. For some projects, a site visit by staff or the Committee may be necessary.
 3. If the application is complete, the Committee will make a recommendation to the Maryland Historical Trust Director [J. Rodney Little]. Generally, the Committee and the Director will apply the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (36 CFR Part 68) in their review of requests. A copy of the *Standards* is available on the website under Forms and Documents.
 4. The Director will approve, approve with conditions, or deny the request based upon the Committee's recommendation.
 5. A letter detailing the Director's decision will be sent to the applicant within the length of time specified within the easement. Approval by the Director is effective for a period of six (6) months from the date of approval. If an extension of the approval period is necessary, a written request must be submitted to the Director.
- ✓ *Please note: The Easement Committee is not a "public body" as defined under the State Open Meetings Act (State Government Article, § 10-502(h), Annotated Code of Maryland). Its meetings are not open sessions and the Open Meetings Act does not entitle the general public to attend. Applicants who will provide additional information that is relevant to the project may be permitted to attend the meetings. Please indicate your request in your application letter.*