

## Historic Preservation Easement Program Application Review Process Overview

1. Complete the **Change/Alteration Request Application** and submit it to the Maryland Historical Trust, Administrator, Preservation Easement Programs Ms. Kate Bolasky at 100 Community Place, Crownsville, MD 21032, listing (in detail) each of the proposed alteration(s) to the easement property on the **Detailed Work Description** page. All applications must be submitted in hard copy 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. The 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/>. If the request does not include sufficient information 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's Director, Elizabeth Hughes. The Director makes the final decision therefore; the Committee's guidance is for internal purposes only and may not be provided to the applicant. The Committee and the Director consult the language in the specific Deed of Easement, the condition and significance of the resource, the proposed project, and 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. No work may be undertaken if a proposal is denied or if approved with conditions, until all of the conditions of an approval are met.
  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:* A request for approval of work which is substantially identical to a previously rejected request may not be resubmitted within a period of one year after the rejection, except in cases where the applicant is able to present significant new information, as determined by the Committee.
  - ✓ *Please note:* If warranted, applicants may be permitted to attend the meetings to present particularly complex projects to the Committee. Please indicate your desire to attend the Easement Committee meeting in a cover letter attached to your application. 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.