These instructions pertain to the proposed demolition of entire buildings or portions of buildings, whether or not they contribute to the historic district. The demolition and replacement review process can take several months. Factors that are considered include whether the property contributes to the historic district, the significance of the building or element to be demolished, and the proposed replacement plan. A demolition permit will not be issued until a building permit is issued for the replacement project.

Bring the completed application form, with the required attachments and fee, to the Planning Department at 140 West Patrick Street (Municipal Office Annex).

FIFTEEN (15) copies of Demolition Application and required materials are submitted to the Planning Department at 140 West Patrick Street.

The application and associated fees are processed and a preservation planner verifies the application’s completeness. If more information is necessary, the planner will contact the applicant for clarification or more documentation.

The applicant is notified by a preservation planner if the application will be directed to an HPC Workshop for preliminary review, or if it will be scheduled for the next Historic Preservation Commission (HPC) hearing.

Workshops are informal meetings between the applicant and HPC to review the proposed demolition. The Commission may require that further information is submitted before the case is scheduled for the next HPC hearing.

The applicant will pick up a public notice sign at 140 West Patrick Street and post it ten (10) days prior to the hearing.

Workshop Results

** Contributing. If the property contributes to the historic district, no further action will be taken at the FIRST HEARING. At the SECOND HEARING, the HPC will vote on whether the demolition can proceed. At the THIRD HEARING it will vote on the replacement plan. If the demolition is denied, the applicant can resubmit the application in a year or appeal the decision to the Circuit Court of Frederick County.

** Non-contributing. If the property is deemed non-contributing to the historic district, the demolition and replacement plans can be voted on at the same hearing.

** Continued. If the applicant and HPC agree that a continuation is acceptable for any reason, the application will be continued.

Attend the HPC hearing. Staff will read report and applicant will have an opportunity to comment. The HPC will vote on the application. One of the following decisions will be made:

Note: If demolition is approved, proper documentation of the resource must be provided to HPC Staff before a permit can be obtained.

Questions? Contact the Planning Department and ask to speak to a historic preservation planner.

(P) 301-600-1499
(F) 301-600-1837

Rev. 1/26/2012