

PROCESS FOR REVIEWING PROJECTS IN THE KENSINGTON HISTORIC DISTRICT

1. Contact Town of Kensington staff to discuss Kensington permitting requirements and process.
2. Contact Historic Preservation Commission staff to discuss your project early in the planning phase.
 - a. You may also want to discuss your project with the Kensington LAP to get their early input.
3. Historic Preservation Staff will assess your scope of work and determine if:
 - a. **no HAWP is required.** If no HAWP is required, Historic Preservation Staff can write you a letter to document that no additional historic preservation review is required and the project may proceed once you have secured any required town or county review or permits.
 - b. **a preliminary consultation would be beneficial.** A preliminary consultation is an opportunity for a potential applicant to seek Historic Preservation Commission advice and feedback prior to applying for a HAWP. These informal consultations, held in public during regularly schedule Commission meetings, allow the Commission to provide input and advice early in the design process and can help applicants submit projects that will meet the criteria for approval. Staff will outline the materials that you will need to prepare in order for the commission to review your project.
 - c. **you are ready to submit a HAWP application.** If Historic Preservation Staff determine that your project proposal is complete and meets the criteria for approval, they will advise you to submit your HAWP application.
 1. Application materials and instructions, and the Commission's meeting schedule, are available at www.montgomeryplanning.org/historic. Application materials must be submitted to the Department of Permitting Services three weeks prior to the meeting at which the Commission will consider the project.
 2. Once Historic Preservation Staff has received your application materials, a review process is initiated. Notice that your application will be heard is published in a newspaper and online, and mailed to neighbors, the LAP, and other interested parties approximately two weeks prior to the meeting. Approximately one week later, staff will provide you and the LAP with a copy of a staff report. The staff report will make findings about your project and include a recommendation that the Commission approve, approve with conditions, or deny your project. Staff works very hard with applicants to try to shape projects such that the projects meet the criteria for approval.
 3. The Commission will hold a public meeting to hear your application. You will be given an opportunity to present your project to the Commission, and interested parties will have a chance to provide testimony in support or opposition. In many cases, the Commission will determine that an application meets the criteria for approval, in which case it will add the application to their consent calendar. If the Commission receives no testimony in opposition to a consent calendar item, the applicant need not attend the meeting.
 4. Once the Commission has approved your project, you must provide Historic Preservation Staff with three sets of your final approved plans. Staff will stamp these plans, which you may then take to the Department of Permitting Services and the Town of Kensington for issuance of your HAWP and all necessary permits.