



## City of Laurel Historic District Commission

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The City of Laurel Historic District consists of seven individual but contiguous districts as established in Sec. 11-2 of the City of Laurel Municipal Code. Located in the northernmost part of the City, all of these Districts fall under the design review authority of the Historic District Commission

### Historic District Application Process:

1. You can apply in person, by mail or through email to [ecd@laurel.md.us](mailto:ecd@laurel.md.us). You must send a **completed and signed** application along with a current picture of the structure/property and sample pictures of the proposed work. Also, if you are not the owner of the property we will need an owner permission letter. **Applications are available online at:**  
<https://www.cityoflaurel.org/system/files/files/hdccertificationapplication.pdf>
2. Once all the documents are turned into staff, a review process will begin. A planner will write up a staff report with recommendation to approve or deny the request. The Commission ultimately makes the approval or denial. Copies will be made of your packet and sent to each Commission member. **You will be contacted by staff to confirm your meeting date.** The Commission only meets once a month. For a list of deadline dates you can go here:  
<https://www.cityoflaurel.org/system/files/files/2018hdcapplicationfilingdatesupdate3152018.pdf>
3. Attend the meeting, sign in for the record. **Please be on time.** Meetings start at 7:00 p.m. These meetings can go rather quickly, however, depending on how many items are on the agenda. You do not need to stay for the entire meeting, once your request has been voted on you may leave if you wish. Be prepared to answer any questions from the Commission.
4. **If you received APPROVAL** - You will receive an approval letter from staff along with your certificate in the following days after the meeting. **If you received DENIAL**- Depending on the circumstance, you can re-submit for the next meeting with any changes that may have been requested by the Commission. **If your item was TABLED**- You will need to attend the next meeting that your request will be re-reviewed by the Commission.