



# POSTING REQUIREMENTS FOR PROJECTS REFERRED TO THE HISTORIC PRESERVATION REVIEW BOARD

The applicant for project review by the Historic Preservation Review Board is required to provide supplemental public notice of the case by posting a placard at the property. This requirement has been adopted under the authority of Section 324.5 of the Board's regulations (DCMR Title 10-C).

Applicants are given blank notice placard(s) when an application is submitted. Placards must be filled out and posted in accordance with the following instructions.

## 1. POSTING REQUIREMENTS

- Fill in the application number and applicant name on the placard(s), using a magic marker
- Write a brief project description on the placard(s) in magic marker; *or*  
Attach a description from a separate piece of paper in the space provided, using clear packaging tape
- Post the placard(s) at each street frontage on the property involved, in a conspicuous place in plain view of the public and where it can be seen and read by the public
- Post the placard(s) no later than five (5) days after filing the application
- Submit a digital photograph showing the posted placard(s) as seen from the street or sidewalk
- Maintain the placard(s) in place until the date of the HPRB hearing

## 2. CERTIFICATION

I understand the requirement to post public notice by placard(s) on the project site, and hereby certify that the applicant will comply with all posting requirements. I understand that failure to do so may cause HPRB to defer consideration of the case.

Name: \_\_\_\_\_  Applicant  Agent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 3. SUBMISSION OF PHOTOGRAPHS

Send photograph copies labeled with the case number and address by email, fax, or regular mail to:

**historic.preservation@dc.gov**

**(202) 442-7638 (fax)**

**Historic Preservation Office/DC Office of Planning  
1100 4th Street, SW, Suite E650, Washington, DC 20024**



**Historic Preservation Office**  
DC Office of Planning  
(202) 442-8800  
historic.preservation@dc.gov

