



Government of the  
District of Columbia

# APPLICATION AND REFERRAL TO THE US COMMISSION OF FINE ARTS FOR SHIPSTEAD-LUCE REVIEW

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HPA

In accordance with the Shipstead-Luce Act of 1930 (Public Law 231, 71<sup>st</sup> Congress) this application/transmittal is being transmitted to the US Commission of Fine Arts (CFA) for review and recommendation before a building permit can be issued. Construction in some of these areas is also subject to review by the Historic Preservation Review Board (HPRB) under the DC Historic Landmark and Historic District Protection Act of 1978. These reviews are initiated with the completion and submission of this form.

**THIS IS A REQUEST FOR THE FOLLOWING REVIEW BY CFA AND HPRB, AS APPLICABLE:**

- ☐ **CONCEPTUAL REVIEW** to receive guidance at the early stages of design
- ☐ **PERMIT REVIEW** to receive a recommendation on building permit application No. \_\_\_\_\_  
*I have submitted a permit application with the DC Department of Consumer and Regulatory Affairs*

## 1. OWNER, APPLICANT, AND PROPERTY INFORMATION

Project Address: \_\_\_\_\_

Square: \_\_\_\_\_ Lot: \_\_\_\_\_ Historic District: \_\_\_\_\_

*To find your square, lot and historic district, see [www.propertyquest.dc.gov](http://www.propertyquest.dc.gov)*

Property Owner's Name: \_\_\_\_\_

Owner Address (if different from project address): \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Applicant's Name (if different from owner): \_\_\_\_\_

Agent's Capacity: ☐ Tenant ☐ Architect ☐ Contractor ☐ Contract Purchaser ☐ Expediter ☐ Other

Agent Address (if different from owner): \_\_\_\_\_

Agent Phone: \_\_\_\_\_ Agent Email: \_\_\_\_\_

- ☐ I am currently the owner of the property
- ☐ I am an authorized representative of the property owner
- ☐ I am or represent a potential purchaser of the property

## 2. SUBMISSION MATERIALS FOR CFA AND HPRB

All materials must be submitted via email to [historic.preservation@dc.gov](mailto:historic.preservation@dc.gov).

The following digital materials are included with this application:

- ☐ Set of comprehensive exterior photographs of the building, structure, or site and its context (showing adjacent buildings, immediate surroundings, and the areas of proposed work)
- ☐ Site plan showing the existing footprint of the property and adjacent buildings
- ☐ Building plans, elevations, site plan, and details sufficient to illustrate the footprint, height, massing, design, and materials of the proposed work and its surrounding context

*For more information on CFA submission requirements, see [www.cfa.gov/project-review/shipstead-luce](http://www.cfa.gov/project-review/shipstead-luce) or contact CFA staff at 202-504-2200*

## 3. PROJECT DESCRIPTION (CHECK ALL THAT APPLY)

☐ Addition ☐ Exterior Alteration ☐ New Construction ☐ Subdivision ☐ Other

Briefly describe the nature of the project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(over)

	YES	NO	UNSURE
Is the proposed work visible from a public street or alley?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will there be work on the front of the building or in the front yard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project include work in public space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project include removal of roof or floor framing or bearing walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this a Fair Housing Act request for "reasonable accommodation"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 4. ADDITIONAL INFORMATION FOR LARGER PROJECTS

For renovation or new construction projects exceeding 20,000 square feet, attach a full narrative description indicating the general nature of the project, program of uses, estimated gross floor area by use, number of residential units, scope of preservation work, and any other pertinent features or benefits, including aspects of sustainability. *Homeowners proposing work on their own house do not need to provide this information.*

#### 5. EASEMENTS

	YES	NO	UNSURE
Is there a conservation easement on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you discussed the project with the easement holder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 6. COMMUNITY CONSULTATION

	YES	NO	UNSURE
Have you shared project information with abutting neighbors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you contacted the affected Advisory Neighborhood Commission (ANC)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you contacted any neighborhood community organizations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*To locate your ANC, see [www.anc.dc.gov/anc/site](http://www.anc.dc.gov/anc/site)*

#### 7. ZONING REGULATIONS AND CONSTRUCTION CODE

	YES	NO	UNSURE
Will the project cause a change in building footprint or lot occupancy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any zoning variances or special exceptions required for the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you discussed the project with the Zoning Administrator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, have you discussed the project with the Office of Planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any building code relief required for the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Briefly describe the nature of any zoning variances or code relief being sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 8. CERTIFICATION

I hereby certify that the information given in this application is true and accurate. If applying as an agent of the owner, I certify that I have the owner's permission to make this application.

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

When completed, submit this form with all plans, photographs, and other attachments to the Historic Preservation Office (HPO) via email to [historic.preservation@dc.gov](mailto:historic.preservation@dc.gov). Upon review of this submission, CFA or HPO staff may contact the owner or agent for consultation, and may request additional information if determined necessary to review the project.

Referral to CFA and HPRB, if required, may be deferred if information is not received within sufficient time to allow staff evaluation and preparation for review. All application materials are part of the public record and are made available to the public for inspection. For more information, see [www.cfa.gov](http://www.cfa.gov) or [www.preservation.dc.gov](http://www.preservation.dc.gov).



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

District of Columbia  
Office of Planning

