



# PRINCE GEORGE'S COUNTY HISTORIC PRESERVATION COMMISSION

County Administration Building • 14741 Governor Oden Bowie Drive, 4<sup>th</sup> Floor, Upper Marlboro, Maryland 20772  
<http://www.pgplanning.org/402/Historic-Preservation> • 301-952-3680

## HISTORIC PRESERVATION TAX CREDIT

### INSTRUCTIONS

1. Complete the attached property address and owner information. Indicate for which type of tax credit you are applying (item A).
  2. Provide the total cost for which credit is claimed; this must correspond with the total of your itemized receipts (item B).
  3. Indicate the date when the work was completed (item C).
  4. Itemize your receipts providing the date, vendor (meaning contractor or merchant) the invoice number (if applicable) a brief description of the work item, payment method (check, credit card, cash) and amount. Number each receipt as itemized. Invoices/receipts should be stamped/marked PAID or PAID IN FULL by the vendor, *or* their status can be substantiated with copies of canceled checks or credit card statements. Use the table on the form to itemize your receipts or create your own using the same format. (Receipts will not be returned; if you wish to retain them for your records, please submit copies.)
  5. Label photographs of the work performed and key them to the itemized receipts. Submit photographs that show the area of work both *before* the work was undertaken and after so that it may be ascertained that the work meets the Secretary of the Interior's [Standards for the Treatment of Historic Properties](#). Items not meeting the Standards will not be eligible for a tax credit.
- NOTE:** An application will be considered *incomplete and will not be processed* without photographs and receipts.
6. Sign and date the application form and submit the entire package to:

Prince George's County Historic Preservation Commission  
County Administration Building  
14741 Governor Oden Bowie Drive  
Upper Marlboro, MD 20772



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## HISTORIC PRESERVATION TAX CREDIT

### APPLICATION

Property Address: \_\_\_\_\_

Property Name (if any): \_\_\_\_\_

#### [OFFICE USE ONLY]

Historic Site # or PG ID #		HAWP Application #	
Building Permit #		Tax Account #	

#### PROPERTY OWNER

Name		City		State	ZIP
Firm		Phone			
Address		email			

**A.** *In accordance with Article 81, Section 12G of the Annotated Code of Maryland and Section 10-235.1 of the Prince George's County Code, I request a credit on my county property taxes for the following work:*

Preservation and restoration work, according to [Historic Preservation Commission Guidelines](#), for a classified Historic Site (25% credit).

Preservation and restoration work, according to Historic Preservation Commission Guidelines, for a property having historic, architectural, or cultural value within a classified Historic District (25% credit).

New construction, according to Historic Preservation Commission Guidelines, adjacent to and architecturally compatible with a structure having architectural, or cultural value within a classified Historic District (10% credit).

**B.** Total Cost for which Credit is claimed:

**C.** Date on which work was completed:

I HEREBY CERTIFY that the attachments hereto are receipts for actual expenditures made in connection with the restoration and preservation of the structure referred to above (or for compatible new construction within a historic district).

I HEREBY DECLARE AND AFFIRM under penalties of perjury that the facts and matters contained in this application are true and correct to the best of my knowledge, information and belief.

Owner/Applicant \_\_\_\_\_ Date \_\_\_\_\_

**ITEMIZED RECEIPTS AND INVOICES FOR TAX CREDIT**

	<b>DATE</b>	<b>VENDOR</b>	<b>INVOICE #</b>	<b>DESCRIPTION OF WORK OR ITEMS PURCHASED</b>	<b>PAYMENT METHOD</b>	<b>AMOUNT</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
<b>TOTAL:</b>						