

Applicant Instructions During the COVID-19 Health Emergency: Old Georgetown Board Submissions

Due to the COVID-19 public health emergency, the U.S. Commission of Fine Arts has made several changes to its project submission procedures. Applicants continue to be encouraged to consult with the staff as early as possible after a design project is initiated, as well as during the development of the design.

To determine whether a prospective construction project requires review, or for specific questions regarding these modified submission procedures, contact the OGB staff at georgetown@cfa.gov. Please provide the address and the square and lot numbers of the project site, as well as a brief description of the scope of work.

Modified Old Georgetown Board Submission Procedures (updated 4/13/20)

- Email a completed [OGB referral form](#) and submission materials as a single PDF to the DC Historic Preservation Office (HPO) at historic.preservation@dc.gov by the submission [deadline](#).
 - o Submission requirements can be found on the Old Georgetown Act page of the CFA website here: <https://www.cfa.gov/project-review/old-georgetown/submission-requirements>. If you have any questions about what is needed for a complete submission, please contact OGB staff at georgetown@cfa.gov.
 - o For permit applications, a building permit application must be filed at DCRA *prior to* submitting an OGB submission. DCRA accepts applications electronically and more information can be found on their website here: <https://dcra.dc.gov/>
- After the submission deadline, staff will contact applicants via email to request additional information or clarifications, as necessary. Applicants can expect an email from staff alerting them to the placement of their submission on the OGB Agenda or Consent Calendar approximately three days before the OGB meeting date.
- Following the OGB meeting, all submissions recommended for approval must be endorsed by the CFA. After the CFA meeting, staff will return submissions to HPO electronically for permitting.
- For members of the public wishing to comment on submissions, the OGB accepts comments via email to georgetown@cfa.gov or through the public comment page on the [CFA website](#). Agenda cases are made public on the CFA website the Monday before a scheduled OGB meeting.