

CFA Applicant Instructions during the COVID-19 Health Emergency: Shipstead-Luce Act 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 Shipstead-Luce Act staff architect at cfastaff@cfa.gov or sbatcheler@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 Shipstead-Luce Act Submissions (updated 3/30/20)

Concept Review Submission

1. Forward submission materials to D.C. Historic Preservation Office (HPO) staff digitally by the filing deadline, including a completed copy of the CFA referral form (<https://planning.dc.gov/node/590762>). Submission requirements and filing deadlines remain the same; you can find these on the Shipstead-Luce Act page of the CFA website. Please contact HPO at historic.preservation@dc.gov to coordinate your digital submission.
2. After the filing deadline for each month, HPO will transmit all submissions digitally to CFA staff.
3. CFA staff will review submissions, contacting applicants directly with questions. If a project requires review by the full Commission, staff will notify the applicant. Agenda cases mostly involve new construction, large renovation and addition projects, and/or highly prominent locations. The 16 April 2020 public meeting of the CFA has been cancelled; however, the Commission is investigating how cases can be reviewed in a virtual setting. Please check the CFA website for updates or contact cfastaff@cfa.gov for more information.
4. For appendix (non-agenda) cases, staff will circulate the appendices to the Commission for its approval on the usual schedule, then return the submissions digitally to HPO.

Permit Review Submissions

1. Submit for permit review online through DCRA's online permitting portal: <https://dcra.dc.gov/node/1408621>.
2. Upload all submission materials to ProjectDox by the filing deadline: <https://dcra.dc.gov/service/file-your-permit-drawings-online-projectdox-0>. Submission requirements and filing deadlines remain the same; you can find these on the Shipstead-Luce Act page of the CFA website.
3. Forward these same submission materials to D.C. Historic Preservation Office (HPO) staff digitally by the filing deadline, including a completed copy of the CFA referral form (<https://planning.dc.gov/node/590762>). Please contact HPO at historic.preservation@dc.gov to coordinate your digital submission.
4. After the filing deadline for each month, HPO will transmit all submissions digitally to CFA staff.
5. CFA staff will review submissions, contacting applicants directly with questions. If a project requires review by the full Commission, staff will notify the applicant. Agenda cases mostly involve new construction, large renovation and addition projects, and/or highly prominent locations. The 16 April 2020 public meeting of the CFA has been cancelled; however, the Commission is investigating how cases can be reviewed in a virtual setting. Please check the CFA website for updates or contact cfastaff@cfa.gov for more information.
6. For appendix (non-agenda) cases, staff will circulate the appendices to the Commission for its approval on the usual schedule, then return the submissions digitally to HPO, which will then take appropriate action on the DCRA permitting site.