



HISTORIC PRESERVATION COMMISSION

Marc Elrich
County Executive

Karen Burditt
Chair

Date: 4/24/2025

MEMORANDUM

TO: Rabbiah Sabbakhan
Department of Permitting Services
FROM: Laura DiPasquale
Historic Preservation Section
Maryland-National Capital Park & Planning Commission
SUBJECT: Historic Area Work Permit #1111439– Fence installation

The Montgomery County Historic Preservation Commission (HPC) has reviewed the attached application for a Historic Area Work Permit (HAWP). This application was **approved** at the April 23, 2025 HPC meeting.

The HPC staff has reviewed and stamped the attached submission materials.

THE BUILDING PERMIT FOR THIS PROJECT SHALL BE ISSUED CONDITIONAL UPON ADHERENCE TO THE ABOVE APPROVED HAWP CONDITIONS AND MAY REQUIRE APPROVAL BY DPS OR ANOTHER LOCAL OFFICE BEFORE WORK CAN BEGIN.

Applicant: Colleen Cordes
Address: 500 New York Avenue, Takoma Park

This HAWP approval is subject to the general condition that the applicant will obtain all other applicable Montgomery County or local government agency permits. After the issuance of these permits, the applicant must contact this Historic Preservation Office if any changes to the approved plan are made. Once work is complete, the applicant will contact Laura DiPasquale at 301-495-2167 or laura.dipasquale@montgomeryplanning.org to schedule a follow-up site visit.



Description of Property: Please describe the building and surrounding environment. Include information on significant structures, landscape features, or other significant features of the property:

Description of Work Proposed: Please give an overview of the work to be undertaken:

REVIEWED
By Laura DiPasquale at 2:42 pm, Apr 24, 2025

APPROVED
Montgomery County
Historic Preservation Commission


Work Item 1: _____

Description of Current Condition:

Proposed Work:

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Montgomery County

Historic Preservation Commission

Karen Benoit

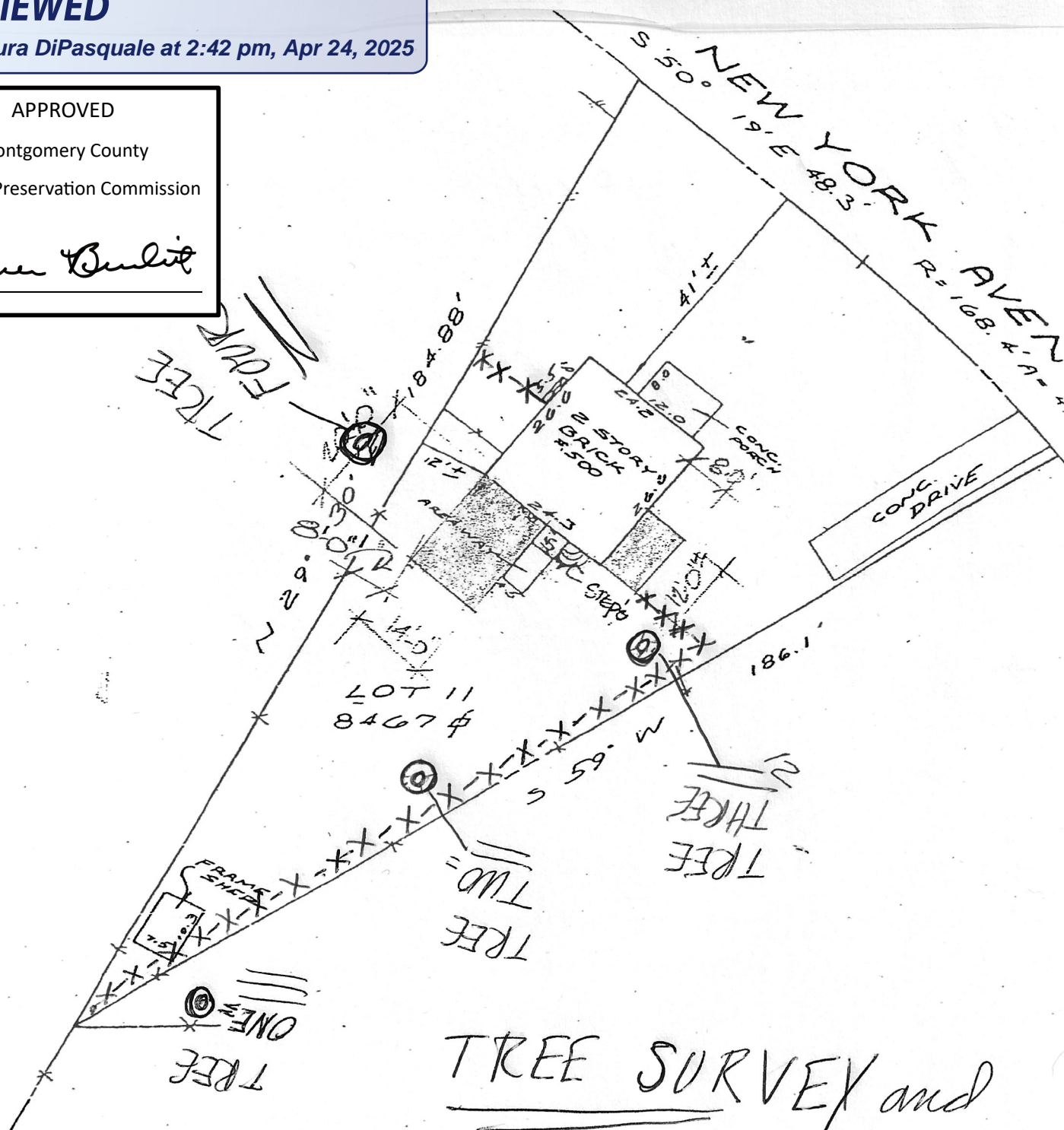
Work Item 3: _____

Description of Current Condition:

Proposed Work:

By Laura DiPasquale at 2:42 pm, Apr 24, 2025

Karen Buntit



TREE SURVEY and
PROPOSED FENCE
SITE
PLAN

[see 4 trees, marked by this symbol:
and see written description in
"Tree Survey Notes" document



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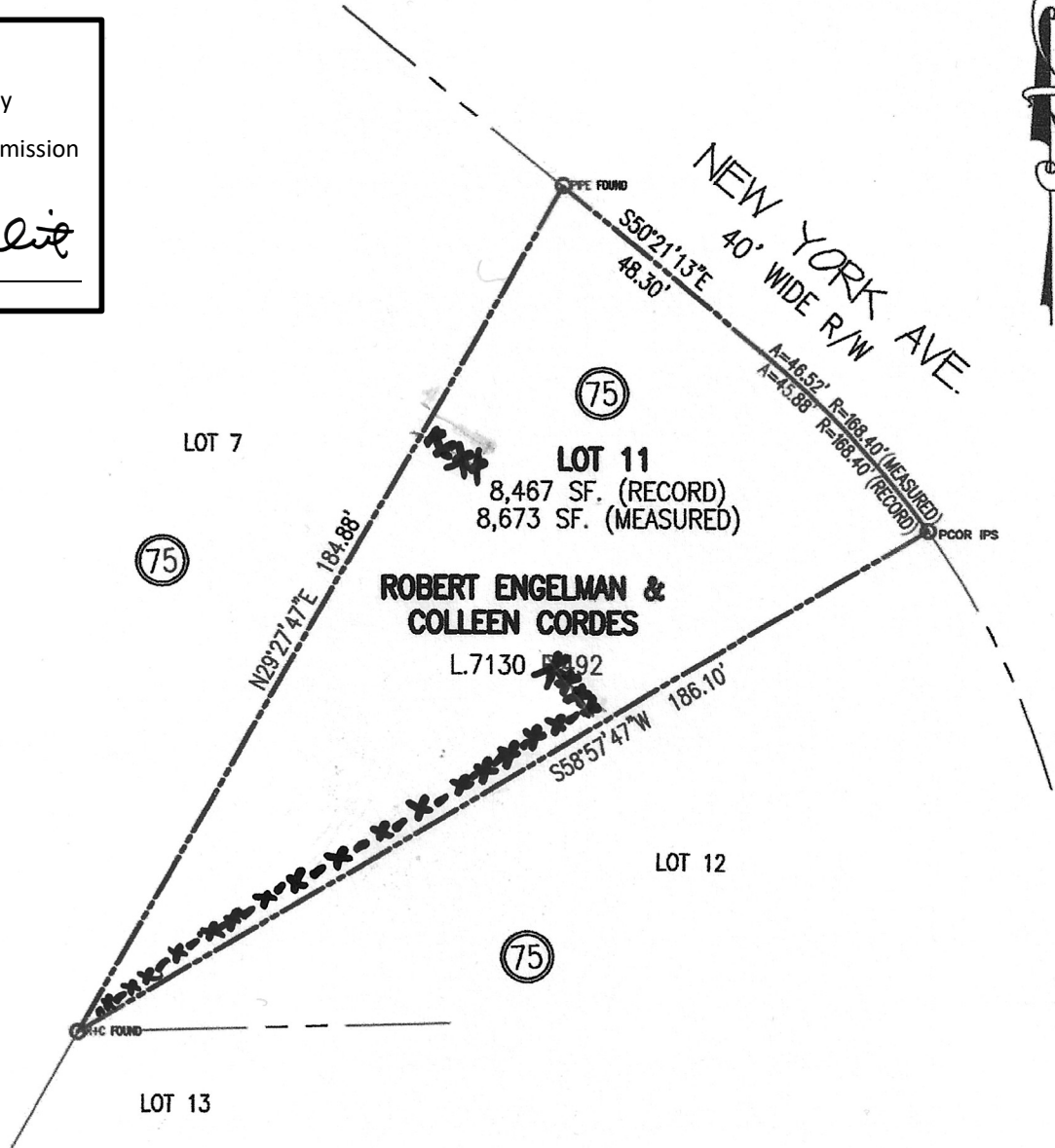
APPROVED

Montgomery County

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MD-SPCS (NAD 83/11) DATUM



SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT THIS BOUNDARY SURVEY PLAT AND THE SURVEY ON WHICH IT IS BASED ON IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF; THAT SAID SURVEY WAS MADE PURSUANT TO RECORDS AND FIELD INVESTIGATION USING CURRENTLY ACCEPTED SURVEY METHODS AND EQUIPMENT.

Marwan F. Mustafa
MARWAN F. MUSTAFA
PROFESSIONAL LAND SURVEYOR
MARYLAND REGISTRATION #: 20007
LICENSE EXPIRATION: 9/25/2026

3/6/2025
DATE



BOUNDARY SURVEY

LOT 11, BLOCK "75"

TAKOMA PARK SUBDIVISION

PLAT BOOK 2, PLAT NO. 142
MONTGOMERY COUNTY, MARYLAND



CAPITOL DEVELOPMENT DESIGN, INC.
ENGINEERS PLANNERS SURVEYORS

4600 Powder Mill Road, Suite 200, Beltsville, Maryland 20705
Tel: (301) 937-3501 Fax: (301) 937-3507

DRAWN DATE: 3/6/25	DRAWN BY: NDC	RECORD NO.: 25-011	DRAWING NO.:
FINAL DATE:	CHECKED BY: SEC	IN FLOOD ZONE HAZARD AREA "C"	
RECENT DATE:	SCALE: 1" = 30'	PER F.E.M.A. MAP (CP NO.: 24031C0460D, EFF. 9/29/2006)	

TREE SURVEY – (Trees of 6 inches diameter or larger)

Please see the document named “FenceSitePlan&TreeSurvey,” See the legend there at the bottom of that document showing the symbol for the locations of the four trees described below. (A circle within a circle.)

Also, see that the lines marked X-X-X-X-X show where the fencing for which we are seeking permit would be located.

There are four trees in the survey:

Tree One: Box Elder – Diameter of about two feet. Location is about 5 feet from the site of the current 3-foot fence (where the replacement 6-foot fence is proposed). In Gelfeld-Dahlslien neighbor’s yard. They support this fence replacement plan to reduce neighborhood deer problem.

Tree Two. Wild Cherry – Circumference of about 26 inches, location is about 6 feet from the SE side fence.

Tree Three: Vestigial Sweet Gum (variety with very narrow canopy) – Circumference of about 30 inches, location is about 4 feet from fence down the SE side of property, and about 5 feet away from the short length of fence with gate across from that side fence to post by house.

Tree Four: Box Elder – on the other side of the house – too far in neighbor’s property for me to measure but looks about a foot in diameter. It is more than 30 feet from the short length of fence on the NW side of the yard, which connects from a post by the back of the chimney block across the yard to the long fence on that side.

REVIEWED

By Laura DiPasquale at 2:42 pm, Apr 24, 2025

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Montgomery County

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Karen Bunkit



BLACK
LIVES
MATTER

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Proposed fence (general appearance)

City of Takoma Park

Housing and Community Development Department

Main Office 301-891-7119
Fax 301-270-4568
www.takomaparkmd.gov



7500 Maple Avenue
Takoma Park, MD 20912

MUNICIPALITY LETTER

March 20, 2025

To: Colleen Cordes
500 New York Avenue
cordescolleen/@gmail.com

301-585-3821

To: Department of Permitting Services
2425 Reddie Drive, 7th floor
Wheaton, Maryland 20902

From: Planning and Development Services Division

THIS IS NOT A PERMIT – For Informational Purposes Only

VALID FOR ONE YEAR FROM DATE OF ISSUE

The property owner is responsible for obtaining all required permits from Montgomery County and the City of Takoma Park. If this property is in the **Takoma Park Historic District**, it is subject to Montgomery County Historic Preservation requirements.

Representative Name: Colleen Cordes

cordescolleen@gmail.com

301-585-3821

Location of Project: down 2/3 of one side of yard & lines across from inside each side boundary to

Proposed Scope of Work: house Cedar fence: 6-ft, all inside our property, 1 length down 2/3 of SE side of yard, 2 short lengths - one across from that side fence to kitchen back, other closing off other side yard.

The purpose of this municipality letter is to inform you that the City of Takoma Park has regulations and city permit requirements that may apply to your project. This municipality letter serves as notification that, in addition to all Montgomery County requirements, you are required to comply with all City permitting requirements, including:

- Tree Impact Assessment/Tree Protection Plan
- Stormwater management
- City Right of Way

Failure to comply with these requirements could result in the issuance of a Stop Work Order and other administrative actions within the provisions of the law. Details of Takoma Park's permit requirements are attached on page 2.

The issuance of this letter does not indicate approval of the project nor does it authorize the property owner to proceed with the project. The City retains the right to review and comment on project plans during the Montgomery County review process.

City Of Takoma Park

The City of Takoma Park permits for the following issues:

Tree Impact Assessment/Tree Protection Plan/Tree Removal Application:

Construction activities that occur within 50 feet of any urban forest tree (7 and 5/8" in trunk diameter or greater), located on the project property or on an adjacent property, may require a Tree Impact Assessment and possibly a Tree Protection Plan Permit. Make sure to submit a request for a Tree Impact Assessment and schedule a site visit with the City's Urban Forest Manager if any urban forest tree is in the vicinity of proposed construction activities. See the Tree Permits section of the City website for the specific conditions in which a Tree Impact Assessment is required. Depending on the Urban Forest Manager's conclusion following the Tree Impact Assessment, you may need to prepare a full Tree Protection Plan and apply for a Tree Protection Plan Permit as well. Separately, the removal of any urban forest tree will require a Tree Removal Permit application. The tree ordinance is detailed in the City Code, section 12.12. For permit information check: <https://takomaparkmd.gov/services/permits/tree-permits>. The City's Urban Forest Manager can be reached at 301-891-7612 or urbanforestmanager@takomaparkmd.gov.

Stormwater Management:

If you plan to develop or redevelop property, you may be required to provide appropriate stormwater management measures to control or manage runoff, as detailed in City Code section 16.04. All commercial or institutional development in the city must apply for a Stormwater Management Permit regardless of the size of the land disturbance. Additions or modifications to existing detached single-family residential properties do not require a Stormwater Management permit if the project does not disturb more than 5,000 square feet of land area. For more information visit: <https://takomaparkmd.gov/government/public-works/stormwater-management-program/>. The City Engineer should be contacted to determine if a City permit is required. The City Engineer can be reached at 301-891-7620.

City Right of Way:

- To place a **construction dumpster or storage container** temporarily on a City right of way (usually an adjacent road), you will need to obtain a permit. A permit is not required if the dumpster is placed in a privately-owned driveway or parking lot.
- If you plan to install a new **driveway apron**, or enlarge or replace an existing driveway apron, you need a Driveway Apron Permit.
- If you plan to construct a **fence** in the City right of way, you need to request a Fence Agreement. If approved, the Agreement will be recorded in the Land Records of Montgomery County.

For more information and applications for City permits, see: <https://takomaparkmd.gov/services/permits/> or contact the Department of Public Works at 301-891-7633.

Failure to comply with the City's permitting requirements could result in the issuance of a Stop Work Order and other administrative actions within the provisions of the law.

eSigned via SeamlessDocs.com
Colleen Cordes
Key: 38bf2056822713c0b979ea7ee94776a

Colleen Cordes

03-19-2025

eSigned via SeamlessDocs.com
Takoma Park Planning Division
Key: 19fe84f123e98a3ff4576219059d5fba

03-20-2025