

GEORGETOWN MAIN STREET GUIDE TO THE OLD GEORGETOWN BOARD

Physical improvements to properties in Georgetown often requires approval of the Old Georgetown Board (OGB), an advisory board of architects appointed by the Commission of Fine Arts to review Georgetown architectural projects. The OGB reviews and provides a recommendation to issue a Building Permit before construction and renovation of buildings.

With Georgetown Main Street, navigating the OGB process is easy!

OLD GEORGETOWN BOARD REVIEW PROCESS

Step 1: Prepare your Application. The CFA website contains all the submission requirements to prepare an application to the OGB. Applications are required for both Conceptual Review to receive guidance at the early stages of design and Permit Review to receive a recommendation on a Building Permit application. The CFA staff can be a great resource when determining if you need to prepare an application. Simply call the staff at (202) 504-2200 or email them at georgetown@cfa.gov with a description of your project. It's highly recommended to speak with the CFA before applying if your design is a new building or large addition to an existing building.

Step 2: Submit Application. Bring your completed application and submission material to the HPO desk at the Permit Center of the Department of Consumer and Regulatory Affairs (DCRA) - located at 1100 4th Street SW, Second Floor (Desk 10). Make sure to submit before the deadline as lines may be long. You will need two copies of the project plans, photos, and other supporting materials in addition to the application.

Step 3: Prepare for the OGB Meeting. Talk with neighbors, community groups, and the ANC as appropriate in preparation of the OGB meeting. Need help deciding who to contact? Talk with Georgetown Main Street – we're happy to make an introduction.

Step 4: Attend an OGB meeting. Check the OGB meeting agenda posted on the CFA website Fridays before meetings. Make sure that you or a representative attend to present the project and answer any questions.

Step 5: The CFA Meeting. Following the OGB meeting, the CFA staff compiles their recommendations, which typically takes about two weeks. The CFA meets and must provide their approval before the project review is complete. Staff will contact you if you need to be present at the meeting.

Step 6: After the CFA Meeting. CFA staff will send you a letter with the final recommendation of your project. If the CFA recommends against approval, you can resubmit revised plans for the CFA review. If approved, the CFA staff will require your application to HPO and are normally ready for pick-up within three business days. HPO staff will send you an email when the paperwork is ready. You're now set to continue other required reviews at the DCRA Permit Center!

FAQ's

Does my project require OGB approval?

Many architectural projects in Georgetown require OGB approval. Generally, the following types of projects require an application and approval:

- Building Additions
- Exterior Alteration or Repair
- New Construction
- Subdivision

Where can I find examples of projects that the OGB approved?

Talk with Georgetown Main Street! We have a variety of examples on hand that demonstrate projects that successfully navigated the OGB process.

How long does the OGB process take?

Typically, it takes at least six weeks to get a project approved by the OGB, though approval times vary depending on project scope. Make sure to submit complete applications and provide the necessary documentation to make sure your project is approved in a timely manner.

What information will I need to file my OGB application?

You'll want to make sure to have a completed application form (available online), comprehensive photographs, and architectural drawings. Material samples may be required. Check with OGB for more

NEED ADDITIONAL ASSISTANCE?

Commission of Fine Arts (CFA)
<https://www.cfa.gov/project-review/old-georgetown>
401 F Street, NW, Suite 312
Washington, DC 20001-2728
(202) 504-2200

Office of Planning (OP)
<https://planning.dc.gov/page/old-georgetown-board>
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