

CHESHIRE HISTORIC DISTRICT COMMISSION

HANDBOOK

*MAKING
CHANGES TO
YOUR HISTORIC
BUILDING*

*STANDARDS
GUIDELINES*



REGULATIONS



CHESHIRE
HISTORIC DISTRICT
COMMISSION

Economic Development
Office

Cheshire Town Hall
84 South Main Street
Cheshire, CT 06410

Andrew Martelli
Staff Liaison

Phone: 203-271-6679

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TOWN OF CHESHIRE

84 South Main Street, Cheshire, Connecticut 06410-3193

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Greetings,

Thank you for your interest in the Town of Cheshire Historic Districts. The purpose of this handbook is to provide information and guidance to individuals who either own, are looking to purchase, or are performing physical construction activities in one of Cheshire's Historic Districts. All of Cheshire is very proud of its two Historic Districts: The Cornwall Avenue-Town Center Historic District and the South Brooksvale Historic District which were officially designated in 2004. With their rich history and wonderful range of architectural styles, they are an asset to both Cheshire and the State of Connecticut.

The Historic District Commission (HDC) is entrusted to manage and guide the Districts. The HDC operates in accordance with Connecticut General Statutes (Sections 7-147a-q) and Cheshire Town Ordinances. The mission of the HDC is to preserve the unique historic character and to assist and advise property owners with alterations to the exterior of properties located within the Districts.

All major work requires a **Certificate of Appropriateness** (COA) before the work can begin. Minor work requires an application for an exemption from the COA. Minor work is generally classified when work completed does not cover or disturb any of the historic details or cannot be seen from a public right of way. The need for a COA is dependent on the scale of the project and is reviewed based on the guidelines.

The HDC strongly recommends a pre-application meeting with Town staff and an HDC member to discuss the specific project prior to formally submitting a COA. This will allow for information to be gathered by the applicant prior to completing a formal application. We are here to assist to ensure process is properly followed and to help guide the applicant.

A copy of the COA application follows on the next page. When completing the application, ensure that photos, plans and details of the proposed work clearly show the area and the contemplated alterations. Providing samples of materials and/or brochures is strongly suggested. Please include a site plan for site improvements and a building elevation. Please contact the Town of Cheshire staff liaison Andrew Martelli at 203-271-6679 or via email at andrew.martelli@cheshirect.org with further questions.

Sincerely,

Joseph Dattilo

Joseph Dattilo

Chairman, Historic District Commission

APPENDIX A. Application Form: COA and Variance

TOWN OF CHESHIRE
Historic District Commission
Economic Development Office
Town Hall - 84 South Main Street
Room 221 – Cheshire, CT 06410

Date received: _____ Fee Paid: _____
Hearing Date: _____
Certificate #: _____ Expiration Date: _____
Monitor: _____
Pre-application review: Yes No

Please read instructions on reverse before signing the form.

APPLICATION FOR:

- A. CERTIFICATE OF APPROPRIATENESS, for work described below and/or**
- B. VARIANCE because of unusual site conditions**

Type of project (check all that apply)

Construction

- New Building Addition to Building Major building restoration, rehabilitation
- Minor Work on a building or structure

Site changes

- Parking area (s), driveway (s) or walkway (s) Minor site changes (see list)
- Fence (s) or wall (s) Sign (s) Mechanical system (s)
- Non-temporary site feature (s): satellite dishes, pools, lighting fixtures, arbors, etc.

Demolition or relocation

- Primary building Outbuilding Site Feature

Variance Describe hardship (topographical conditions or particular problems with your lot)

- bedrock formation narrow setback mine cave-in
- underground utility or sewer lines other _____

General Information

Property Address _____
Historic District: CA-TC SB _____
Owner(s) Name: _____
Owner's Address _____
Owner's Phone _____ Email _____

Applicant (if not owner) _____
Applicant's Address _____
Applicant's Phone _____ Email _____
Applicant's Relationship to Owner _____

Contractor's Name _____ Phone _____

Architect's Name _____ Phone _____

Dates of Anticipated Work: Start _____ Completion _____

Brief Description of Proposed Work:

Attach additional pages as necessary. (Additional sheets on letterhead are supplied on request.)
Please include a description of how the proposed work (if a change or addition) is historically and architecturally compatible with the building and the Historic District as a whole.

The Required Materials are attached: (see list on the back of this page)

I have read the attached instructions and to the best of my knowledge, the information contained in this application is accurate and complete. I also give permission for members of the Cheshire Historic District Commission to access the property for the purpose of reviewing this application and work done under any certificate issued to me.

Owner's or Applicant's Signature (s): _____ Date: _____

APPLICATION

Requirements: Applications must include materials listed below to be considered complete. A \$25.00 dollar processing fee is required upon submission (made out to "Collector, Town of Cheshire"). Incomplete applications will not be reviewed.

Deadline: Applications are due at Town Hall ten (10) days prior to a regular HDC meeting. The HDC ordinarily meets on the first Mondays at 7:30 PM and, in some months, on the third Monday as well. In case of a Monday holiday, the meeting will usually be held on the following day (Tuesday) at 7:30 PM. **Please call the Economic Development Office at 203-271-6679 to verify the meeting dates.**

Representation: Applicants or a representative must attend the COA or Variance public hearing

Changes: Work must be completed as presented and approved. If modifications become necessary, such changes must be presented to and approved by the HDC prior to beginning work on any aspect of said modification.

REQUIRED MATERIALS: Three copies of the following materials should be attached to three copies of the COA application form.

New Buildings and Additions

- Description of project
- Photographs of proposed site/setting
- Site plan, 1"=20'
- Exterior building elevations
- Floor plan
- Description of materials (**If using non-original materials, please supply samples, brochures, websites, locations where material is in use**)

Major Restoration, Rehabilitation

- Description of project
- Photographs of existing building & setting
- Exterior building elevations
- Description of materials (see New Buildings above)

Minor Exterior Changes to Buildings or Sites

- Description of project
- Photograph of building or site (portion)
- Description or sample of materials

Demolition or Removal of Building/Structure

- Description of proposed project
- Site plan showing trees, fences, paths
- photographs of adjacent buildings and setting, and of all sides of building to be demolished
- Sketch of, and description of, what the site will look like after demolition or moving, if no building is proposed
- If new building is proposed, follow procedures for New Buildings and Additions as stated above

Site changes: parking, drives, and walks

- Site plan
- Description of materials
- Photographs of site and larger neighborhood context

Site changes: fences, walls, and other site features

- Site plan
- Architectural elevations or sketches
- Description of materials
- Photographs of site

Site change: signs

- Site plan or sketch of site (for free-standing signs)
- Architectural elevation or sketch (for signs located on the building)
- Description of materials, design, type, styles, etc.
- Description of illumination

Variance

- Site plan showing location (s) of problem (s)

The HDC uses its Regulations to make informed decisions. Copies of the Regulations are available free of charge at the Economic Development Office.

Decisions on projects requiring a COA, follow the public hearing which is held approximately two weeks after the application has been received by the HDC at a regular meeting. **All decisions must be made within 65 days of receipt of the complete appli**

The HDC endorses these basic Preservation Principles (Basic Steps in Caring for Historic Properties)

BASIC STEPS IN THE CARE OF HISTORIC BUILDINGS

IDENTIFY, RETAIN AND PRESERVE

The first step in treating a historic building is to identify those architectural features that give a building its visual character. These character-defining features should, whenever possible, be retained and preserved rather than altered, covered, destroyed or replaced, in order to prevent loss of character.

PROTECT AND MAINTAIN

After identifying and retaining the essential materials and design features, protect and maintain them. Keeping buildings in good physical condition lessens the need for expensive major repairs or replacement later. Regular or "cyclical" maintenance may include such treatments as filling in cracks in stucco, repainting, caulking, securing flashing and so forth.

REPAIR

When character-defining materials and features become well-worn or damaged, additional repair work of the original fabric is recommended. Repair should begin with the "patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading..." The next level of repair entails "limited replacement in-kind" with matching or compatible material when encountering badly deteriorated or missing pieces. It is advisable to match or closely approximate both the material and the original design of the feature.

REPLACE

It is preferable to repair rather than to replace. But when a feature is missing or dangerous, or the extent of damage precludes repair and physical evidence exists to document the nature of the feature, then replacement may be appropriate. When replacing, use matching or compatible materials and repeat the original design, unless doing so causes design flaws, such as flat window sills which drain improperly.

DESIGN FOR MISSING HISTORIC FEATURES

When a major exterior feature, such as a window or wall portion of roof, is entirely missing, it is no longer a character-defining feature unless it can be reconstructed based upon its documented historical appearance. To recreate such a missing feature in order to restore the completeness of the building's overall design, two options are appropriate. The first is to reconstruct the feature to exactly match its historic appearance, provided sufficient documentation exists. A second acceptable option is to recreate the feature in a new design compatible with the missing feature and the overall architectural character of the building. As the Standards state, "The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created."

ALTERATIONS AND/OR ADDITIONS TO HISTORIC BUILDINGS

When alterations or additions are needed to allow for a building's continued use, design these in ways that do not "radically change, obscure, or destroy character-defining spaces, materials, features, or finishes." Needed exterior alterations should generally be made to secondary elevations or areas of the roof that are out of sight from the public view. It may also be advantageous to remove visually intrusive

material or features detracting from the building's historic character, allowing repair or reconstruction of the underlying original material. The Standards emphasize that exterior additions should be "considered only after it is determined that (essential) needs cannot be met by altering secondary, i.e., non-character-defining interior spaces." If it is determined that an addition is "the only viable alternative," its design should be both architecturally compatible, and "clearly differentiated from the historic building... so that the character-defining features are not radically changed, obscured, damaged, or destroyed."

HEALTH AND SAFETY CODE REQUIREMENTS; ENERGY RETROFITTING

Care should be taken that these alterations, such as solar collectors or ramps for the people with disabilities, be designed and placed so as not to radically change, obscure, or damage or destroy character-defining materials or features" in the rehabilitation process.

The following two additional preservation principles deal with appropriate ways of improving existing older homes.

REVERSING ADVERSE ALTERATIONS

Many of Cheshire's historic homes have undergone alterations during the decades of their existence. Some alterations have been done sensitively and compatibly, preserving and enhancing the building's character-defining features. Other modifications, often done by earlier owners, were done with good intentions but without the benefit of preservation education. These adverse changes typically include removing, covering or altering the basic nature of original features. Consider reversing earlier adverse alterations. When doing so, identify the nature of the original feature and repair or replace it while recapturing the original appearance. Use matching or very similar designs and materials.

OVER IMPROVING AND MODERNIZING

Over improving, as the term is used here, does not refer to spending too much on your house or overbuilding for the neighborhood. It refers, instead, to efforts intended to improve the appearance of a house by making it fancier or by changing its style. Such efforts are not encouraged.

Each particular house has its own character and assets. Houses are not more significant because they are bigger and more decorative. Plain houses have as much historical and architectural value as heavily ornamented houses. Small houses are as important as large ones and mid-twentieth century homes may be as significant as late nineteenth century ones. Adding ornament or extraneous architectural features not originally associated with one's house is not encouraged. For example, putting a red tiled, gabled roof on previously flat-roofed modern house would destroy its architectural character.

Secretary of the Interior's Standards for the Rehabilitation of Historic Properties

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

**EXCERPTS FROM THE SECRETARY OF THE INTERIOR'S GUIDELINES
FOR REHABILITATING HISTORIC BUILDINGS**

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED

NOT RECOMMENDED

<p>Identifying, retaining and preserving masonry features that are important in defining the overall historic character of the building (such as walls, brackets, railings, cornices, window and door surrounds, steps, and columns) and decorative ornament and other details, such as tooling and bonding patterns, coatings, and color.</p>	<p>Removing or substantially changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Replacing or rebuilding a major portion of exterior masonry walls that could be repaired, thereby destroying the historic integrity of the building.</p> <p>Applying paint or other coatings (such as stucco) to masonry that has been historically unpainted or uncoated to create a new appearance.</p> <p>Removing paint from historically-painted masonry.</p>
<p>Protecting and maintaining masonry by ensuring that historic drainage features and systems that divert rainwater from masonry surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.</p>	<p>Failing to identify and treat the causes of masonry deterioration, such as leaking roofs and gutters or rising damp.</p>
<p>Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.</p>	<p>Cleaning masonry surfaces when they are not heavily soiled to create a "like-new" appearance, thereby needlessly introducing chemicals or moisture into historic materials.</p>
<p>Carrying out masonry cleaning tests when it has been determined that cleaning is appropriate. Test areas should be examined to ensure that no damage has resulted and, ideally, monitored over a sufficient period of time to allow long-range effects to be predicted.</p>	<p>Cleaning masonry surfaces without testing or without sufficient time for the testing results to be evaluated.</p>
<p>Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration, such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plaster on the interior.</p>	<p>Removing non-deteriorated mortar from sound joints and then repointing the entire building to achieve a more uniform appearance.</p>
<p>Removing deteriorated lime mortar carefully by hand raking the joints to avoid damaging the masonry.</p>	

MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED

NOT RECOMMENDED

<p>Using power tools only on horizontal joints on brick masonry in conjunction with hand chiseling to remove hard mortar that is deteriorated or that is a non-historic material which is causing damage to the masonry units. Mechanical tools should be used only by skilled masons in limited circumstances and generally not on short, vertical joints in brick masonry.</p>	<p>Allowing unskilled workers to use masonry saws or mechanical tools to remove deteriorated mortar from joints prior to repointing.</p>
<p>Duplicating historic mortar joints in strength, composition, color, and texture when repointing is necessary. In some cases, a lime-based mortar may also be considered when repointing Portland cement mortar because it is more flexible.</p>	<p>Repointing masonry units with mortar of high Portland cement content (unless it is the content of the historic mortar).</p> <p>Using "surface grouting" or a "scrub" coating technique, such as a "sack rub" or "mortar washing," to repoint exterior masonry units instead of traditional repointing methods.</p> <p>Repointing masonry units (other than concrete) with a synthetic caulking compound instead of mortar.</p>
<p>Duplicating historic mortar joints in width and joint profile when repointing is necessary.</p>	<p>Changing the width or joint profile when repointing.</p>
<p>Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.</p>	<p>Removing sound stucco or repairing with new stucco that is different in composition from the historic stucco.</p> <p>Patching stucco or concrete without removing the source of deterioration.</p> <p>Replacing deteriorated stucco with synthetic stucco, an exterior finish and insulation system (EFIS), or other non-traditional materials.</p>

**WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER
FUNCTIONAL AND DECORATIVE ELEMENTS**

RECOMMENDED

NOT RECOMMENDED

<p>Identifying, retaining and preserving wood features that are important in defining the overall historic character of the building (such as siding, cornices, brackets, window and door surrounds, and steps) and their paints, finishes, and colors.</p>	<p>Removing or substantially changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Removing a major portion of the historic wood from a façade instead of repairing or replacing only the deteriorated wood, then reconstructing the façade with new material to achieve a uniform or “improved” appearance.</p> <p>Changing the type of finish, coating, or historic color of wood features, thereby diminishing the historic character of the exterior.</p> <p>Failing to renew failing paint or other coatings that are historic finishes.</p> <p>Stripping historically-painted surfaces to bare wood and applying a clear finish rather than repainting.</p> <p>Stripping paint or other coatings to reveal bare wood, thereby exposing historically-coated surfaces to the effects of accelerated weathering.</p> <p>Removing wood siding (clapboards) or other covering (such as stucco) from log structures that were covered historically, which changes their historic character and exposes the logs to accelerated deterioration.</p>
<p>Protecting and maintaining wood features by ensuring that historic drainage features that divert rainwater from wood surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.</p>	<p>Failing to identify and treat the causes of wood deterioration, such as faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungal infestation.</p>
<p>Repairing wood by patching, splicing, consolidating, or otherwise reinforcing the wood using recognized conservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of wood features when there are surviving prototypes, such as brackets, molding, or sections of siding.</p>	<p>Removing wood that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel, potentially causing further damage to historic materials.</p> <p>Replacing an entire wood feature, such as a cornice or balustrade, when repair of the wood and limited replacement of deteriorated or missing components is feasible.</p>

**WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER
FUNCTIONAL AND DECORATIVE ELEMENTS**

RECOMMENDED

NOT RECOMMENDED

<p>Replacing in kind an entire wood feature that is too deteriorated to repair (if the overall form and detailing are still evident) using physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such wood features include a cornice, entablature, or a balustrade. If using wood is not feasible, then a compatible substitute material may be considered.</p>	<p>Removing a wood feature that is unrepairable and not replacing it, or replacing it with a new feature that does not match.</p> <p>Using substitute material for the replacement that does not convey the same appearance of the surviving components of the wood feature.</p>
<p>Replacing a deteriorated wood feature or wood siding on a <i>primary or other highly-visible</i> elevation with a new matching wood feature.</p>	<p>Replacing a deteriorated wood feature or wood siding on a <i>primary or other highly-visible</i> elevation with a composite substitute material.</p>
<p><i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i></p> <p>Designing the Replacement for Missing Historic Features</p>	
<p>Designing and installing a replacement masonry feature, such as a step or door pediment, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.</p>	<p>Creating an inaccurate appearance because the replacement for the missing masonry feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.</p> <p>Introducing a new wood feature that is incompatible in size, scale, material, or color.</p>

**METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL,
TERNEPLATE, COPPER, ALUMINUM, AND ZINC**

RECOMMENDED

NOT RECOMMENDED

<p>Identifying, retaining, and preserving metal features that are important in defining the overall historic character of the building (such as columns, capitals, pilasters, spandrel panels, or stairways) and their paints, finishes, and colors. The type of metal should be identified prior to work because each metal has its own properties and may require a different treatment.</p>	<p>Removing or substantially changing metal features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Removing a major portion of the historic metal from a façade instead of repairing or replacing only the deteriorated metal, then reconstructing the façade with new material to achieve a uniform or “improved” appearance.</p>
<p>Protecting and maintaining metals from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.</p>	<p>Failing to identify and treat the causes of corrosion, such as moisture from leaking roofs or gutters.</p> <p>Placing incompatible metals together without providing an appropriate separation material. Such incompatibility can result in galvanic corrosion of the less noble metal (e.g., copper will corrode cast iron, steel, tin, and aluminum).</p>
<p>Cleaning metals when necessary to remove corrosion prior to repainting or applying appropriate protective coatings.</p>	<p>Leaving metals that must be protected from corrosion uncoated after cleaning.</p>
<p>Identifying the particular type of metal prior to any cleaning procedure and then testing to ensure that the gentlest cleaning method possible is selected; or, alternatively, determining that cleaning is inappropriate for the particular metal.</p>	<p>Using cleaning methods which alter or damage the color, texture, or finish of the metal, or cleaning when it is inappropriate for the particular metal.</p> <p>Removing the patina from historic metals. The patina may be a protective layer on some metals (such as bronze or copper) as well as a distinctive finish.</p>
<p>Using non-corrosive chemical methods to clean soft metals (such as lead, tinplate, terneplate, copper, and zinc) whose finishes can be easily damaged by abrasive methods.</p>	<p>Cleaning soft metals (such as lead, tinplate, terneplate, copper, and zinc) with abrasive methods (including sandblasting, other abrasive media, or high-pressure water) which will damage the surface of the metal.</p>
<p>Using the least abrasive cleaning method for hard metals (such as cast iron, wrought iron, and steel) to remove paint buildup and corrosion. If handscraping and wire brushing have proven ineffective, low-pressure abrasive methods may be used as long as they do not abrade or damage the surface.</p>	<p>Using high-pressure abrasive techniques (including sandblasting, other media blasting, or high-pressure water) without first trying gentler cleaning methods prior to cleaning cast iron, wrought iron, or steel.</p>

**METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL,
TERNEPLATE, COPPER, ALUMINUM, AND ZINC**

RECOMMENDED	NOT RECOMMENDED
Applying appropriate paint or other coatings to historically-coated metals after cleaning to protect them from corrosion.	Applying paint or other coatings to metals (such as copper, bronze or stainless steel) if they were not coated historically, unless a coating is necessary for maintenance.
Repainting historically-painted metal features with colors that are appropriate to the building and district.	Using paint colors on historically-painted metal features that are not appropriate to the building or district.
Applying an appropriate protective coating (such as lacquer or wax) to a metal feature that was historically unpainted, such as a bronze door, which is subject to heavy use.	
Repairing metal by reinforcing the metal using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features when there are surviving prototypes, such as column capitals or bases, store-fronts, railings and steps, or window hoods.	Removing metals that could be stabilized, repaired, and conserved, or using improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.
Replacing in kind an entire metal feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include cast-iron porch steps or steel-sash windows. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	<p>Replacing an entire metal feature, such as a column or balustrade, when repair of the metal and limited replacement of deteriorated or missing components are feasible.</p> <p>Removing a metal feature that is unrepairable and not replacing it, or replacing it with a new metal feature that does not match.</p> <p>Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the metal feature or that is physically or chemically incompatible.</p>

*The following work is highlighted to indicate that it is specific to **Rehabilitation** projects and should only be considered after the preservation concerns have been addressed.*

Designing the Replacement for Missing Historic Features

Designing and installing a replacement metal feature, such as a metal cornice or cast-iron column, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating an inaccurate appearance because the replacement for the missing metal feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.

Introducing a new metal feature that is incompatible in size, scale, material, or color.

ROOFS

RECOMMENDED

NOT RECOMMENDED

<p>Identifying, retaining, and preserving roofs and their functional and decorative features that are important in defining the overall historic character of the building. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors, chimneys, weathervanes, dormers, ridge tiles, and snow guards), roofing material (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles), and size, color, and patterning.</p>	<p>Removing or substantially changing roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Removing a major portion of the historic roof or roofing material that is repairable, then rebuilding it with new material to achieve a more uniform or "improved" appearance.</p> <p>Changing the configuration or shape of a roof by adding highly visible new features (such as dormer windows, vents, skylights, or a penthouse).</p> <p>Stripping the roof of sound historic material, such as slate, clay tile, wood, or metal.</p>
<p>Protecting and maintaining a roof by cleaning gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for indications of moisture due to leaks or condensation.</p>	<p>Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof features, sheathing, and the underlying roof structure.</p>
<p>Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.</p>	<p>Allowing flashing, caps, and exposed fasteners to corrode, which accelerates deterioration of the roof.</p>
<p>Protecting a leaking roof with a temporary waterproof membrane with a synthetic underlayment, roll roofing, plywood, or a tarpaulin until it can be repaired.</p>	<p>Leaving a leaking roof unprotected so that accelerated deterioration of historic building materials (such as masonry, wood, plaster, paint, and structural members) occurs.</p>
<p>Repainting a roofing material that requires a protective coating and was painted historically (such as a terneplate metal roof or gutters) as part of regularly scheduled maintenance.</p>	<p>Failing to repaint a roofing material that requires a protective coating and was painted historically as part of regularly scheduled maintenance.</p>
<p>Applying compatible paint coating systems to historically painted roofing materials following proper surface preparation.</p>	<p>Applying paint or other coatings to roofing material if they were not coated historically.</p>
<p>Protecting a roof covering when working on other roof features.</p>	<p>Failing to protect roof coverings when working on other roof features.</p>
<p>Evaluating the overall condition of the roof and roof features to determine whether more than protection and maintenance, such as repairs to roof features, will be necessary.</p>	<p>Failing to undertake adequate measures to ensure the protection of roof features.</p>

ROOFS

RECOMMENDED

NOT RECOMMENDED

<p>Replacing in kind an entire roof covering or feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not feasible, then a compatible substitute material may be considered.</p>	<p>Removing a feature of the roof that is unrepairable and not replacing it, or replacing it with a new roof feature that does not match.</p> <p>Using a substitute material for the replacement that does not convey the same appearance of the roof covering or the surviving components of the roof feature or that is physically or chemically incompatible.</p>
<p>Replacing only missing or damaged roofing tiles or slates rather than replacing the entire roof covering.</p>	<p>Failing to reuse intact slate or tile in good condition when only the roofing substrate or fasteners need replacement.</p>
<p>Replacing an incompatible roof covering or any deteriorated non-historic roof covering with historically accurate roofing material, if known, or another material that is compatible with the historic character of the building.</p>	
<p><i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i></p>	
<p>Designing the Replacement for Missing Historic Features</p>	
<p>Designing and installing a new roof covering for a missing roof or a new feature, such as a dormer or a monitor, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.</p>	<p>Creating an inaccurate appearance because the replacement for the missing roof feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.</p> <p>Introducing a new roof feature that is incompatible in size, scale, material, or color.</p>

ROOFS

RECOMMENDED

NOT RECOMMENDED

Alterations and Additions for a New Use

Installing mechanical and service equipment on the roof (such as heating and air-conditioning units, elevator housing, or solar panels) when required for a new use so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features.

Installing roof-top mechanical or service equipment so that it damages or obscures character-defining roof features or is conspicuous on the site or from the public right-of-way.

Designing rooftop additions, elevator or stair towers, decks or terraces, dormers, or skylights when required by a new or continuing use so that they are inconspicuous and minimally visible on the site and from the public right-of-way and do not damage or obscure character-defining historic features.

Changing a character-defining roof form, damaging or destroying character-defining roofing material as a result of an incompatible rooftop addition or improperly-installed or highly-visible mechanical equipment.

Installing a green roof or other roof landscaping, railings, or furnishings that are not visible on the site or from the public right-of-way and do not damage the roof structure.

Installing a green roof or other roof landscaping, railings, or furnishings that are visible on the site and from the public right-of-way.

WINDOWS

RECOMMENDED

NOT RECOMMENDED

<p>Identifying, retaining, and preserving windows and their functional and decorative features that are important to the overall character of the building. The window material and how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, ogeelugs, glazing, pane configuration, sills, mullions, casings, or brick molds) and related features, such as shutters.</p>	<p>Removing or substantially changing windows or window features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Changing the appearance of windows that contribute to the historic character of the building by replacing materials, finishes, or colors which noticeably change the sash, depth of the reveal, and muntin configurations; the reflectivity and color of the glazing; or the appearance of the frame.</p> <p>Obscuring historic wood window trim with metal or other material.</p> <p>Replacing windows solely because of peeling paint, broken glass, stuck sash, or high air infiltration. These conditions, in themselves, do not indicate that windows are beyond repair.</p>
<p>Protecting and maintaining the wood or metal which comprises the window jamb, sash, and trim through appropriate treatments, such as cleaning, paint removal, and reapplication of protective coating systems.</p>	<p>Failing to protect and maintain window materials on a cyclical basis so that deterioration of the window results.</p>
<p>Protecting windows against vandalism before work begins by covering them.</p>	<p>Leaving windows unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected windows.</p>
<p>Making windows weathertight by recaulking gaps in fixed joints and replacing or installing weatherstripping.</p>	
<p>Protecting windows from chemical cleaners, paint, or abrasion during work on the exterior of the building.</p>	<p>Failing to protect historic windows from chemical cleaners, paint, or abrasion when work is being done on the exterior of the building.</p>
<p>Protecting and retaining historic glass when replacing putty or repairing other components of the window.</p>	<p>Failing to protect the historic glass when making window repairs.</p>
<p>Installing sash locks, window guards, removable storm windows, and other reversible treatments to meet safety, security, or energy conservation requirements.</p>	

WINDOWS

RECOMMENDED

NOT RECOMMENDED

Evaluating the overall condition of the windows to determine whether more than protection and maintenance, such as repairs to windows and window features, will be necessary.	Failing to undertake adequate measures to ensure the protection of window features.
Repairing window frames and sash by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated, broken, or missing components of features when there are surviving prototypes, such as sash, sills, hardware, or shutters.	Removing window features that could be stabilized, repaired, or conserved using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to the historic materials. Replacing an entire window when repair of the window and limited replacement of deteriorated or missing components are feasible.
Removing glazing putty that has failed and applying new putty; or, if glass is broken, carefully removing all putty, replacing the glass, and reputtying.	
Installing new glass to replace broken glass which has the same visual characteristics as the historic glass.	
Replacing in kind an entire window that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a character-defining window that is unrepairable or is not needed for the new use and blocking up the opening or replacing it with a new window that does not match. Using substitute material for the replacement that does not convey the same appearance of the surviving components of the window or that is physically incompatible.
Modifying a historic single-glazed sash to accommodate insulated glass when it will not jeopardize the soundness of the sash or significantly alter its appearance.	Modifying a historic single-glazed sash to accommodate insulated glass when it will jeopardize the soundness of the sash or significantly alter its appearance.
Using low-e glass with the least visible tint in new or replacement windows.	Using low-e glass with a dark tint in new or replacement windows, thereby negatively impacting the historic character of the building.
Using window grids rather than true divided lights on windows on the upper floors of high-rise buildings if they will not be noticeable.	Using window grids rather than true divided lights on windows in low-rise buildings or on lower floors of high-rise buildings where they will be noticeable, resulting in a change to the historic character of the building.

WINDOWS

RECOMMENDED	NOT RECOMMENDED
Ensuring that spacer bars in between double panes of glass are the same color as the window sash.	Using spacer bars in between double panes of glass that are not the same color as the window sash.
Replacing all the components in glazing system if they have failed because of faulty design or materials that have deteriorated with new material that will improve the window performance without noticeably changing the historic appearance.	Replacing all of the components in a glazing system with new material that will noticeably change the historic appearance.
Replacing incompatible, non-historic windows with new windows that are compatible with the historic character of the building; or reinstating windows in openings that have been filled in.	
<p><i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i></p> <p>Designing the Replacement for Missing Historic Features</p>	
Designing and installing a new window or its components, such as frames, sash, and glazing, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	<p>Creating an inaccurate appearance because the replacement for the missing window is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.</p> <p>Installing replacement windows made from other materials that are not the same as the material of the original windows if they would have a noticeably different appearance from the remaining historic windows.</p>

ENTRANCES AND PORCHES

RECOMMENDED	NOT RECOMMENDED
<p>Identifying, retaining, and preserving entrances and porches and their functional and decorative features that are important in defining the overall historic character of the building. The materials themselves (including masonry, wood, and metal) are significant, as are their features, such as doors, transoms, pilasters, columns, balustrades, stairs, roofs, and projecting canopies.</p>	<p>Removing or substantially changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Cutting new entrances on a primary façade.</p> <p>Altering utilitarian or service entrances so they compete visually with the historic primary entrance; increasing their size so that they appear significantly more important; or adding decorative details that cannot be documented to the building or are incompatible with the building's historic character.</p>
<p>Retaining a historic entrance or porch even though it will no longer be used because of a change in the building's function.</p>	<p>Removing a historic entrance or porch that will no longer be required for the building's new use.</p>
<p>Protecting and maintaining the masonry, wood, and metals which comprise entrances and porches through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coating systems.</p>	<p>Failing to protect and maintain entrance and porch materials on a cyclical basis so that deterioration of entrances and porches results.</p>
<p>Protecting entrances and porches against arson and vandalism before work begins by covering them and by installing alarm systems keyed into local protection agencies.</p>	<p>Leaving entrances and porches unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected entrances.</p>
<p>Protecting entrance and porch features when working on other features of the building.</p>	<p>Failing to protect materials and features when working on other features of the building.</p>
<p>Evaluating the overall condition of entrances and porches to determine whether more than protection and maintenance, such as repairs to entrance and porch features, will be necessary.</p>	<p>Failing to undertake adequate measures to ensure the protection of entrance and porch features.</p>
<p>Repairing entrances and porches by patching, splicing, consolidating, and otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated features or missing components of features when there are surviving prototypes, such as balustrades, columns, and stairs.</p>	<p>Removing entrances and porches that could be stabilized, repaired, and conserved, or using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials. Replacing an entire entrance or porch feature when repair of the feature and limited replacement of deteriorated or missing components are feasible.</p>

ENTRANCES AND PORCHES

RECOMMENDED

NOT RECOMMENDED

<p>Replacing in kind an entire entrance or porch that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered.</p>	<p>Removing an entrance or porch that is unrepairable and not replacing it, or replacing it with a new entrance or porch that does not match.</p> <p>Using a substitute material for the replacement that does not convey the same appearance of the surviving components of entrance or porch features or that is physically incompatible.</p>
<p><i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i></p>	
<p>Designing the Replacement for Missing Historic Features</p>	
<p>Designing and installing a new entrance or porch when the historic feature is completely missing or has previously been replaced by one that is incompatible. It may be an accurate restoration based on documentary and physical evidence, but only when the historic entrance or porch to be replaced coexisted with the features currently building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.</p>	<p>Creating an inaccurate appearance because the replacement for the missing entrance or porch is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.</p>
<p>Alterations and Additions for a New Use</p>	
<p>Enclosing historic porches on secondary elevations only, when required by a new use, in a manner that preserves the historic character of the building (e.g., using large sheets of glass and recessing the enclosure wall behind existing posts and balustrades).</p>	<p>Enclosing porches in a manner that results in a diminution or loss of historic character by using solid materials rather than clear glazing, or by placing the enclosure in front of, rather than behind, the historic features.</p>
<p>Designing and constructing additional entrances or porches on secondary elevations when required for the new use in a manner that preserves the historic character of the building (i.e., ensuring that the new entrance or porch is clearly subordinate to historic primary entrances or porches).</p>	<p>Constructing secondary or service entrances and porches that are incompatible in size and scale or detailing with the historic building or that obscure, damage, or destroy character defining features.</p>

STOREFRONTS

RECOMMENDED

NOT RECOMMENDED

<p>Identifying, retaining, and preserving storefronts and their functional and decorative features that are important in defining the overall historic character of the building. The storefront materials (including wood, masonry, metals, ceramic tile, clear glass, and pigmented structural glass) and the configuration of the storefront are significant, as are features, such as display windows, base panels, bulkheads, signs, doors, transoms, kick plates, corner posts, piers, and entablatures. The removal of inappropriate, non-historic cladding, false mansard roofs, and other later, non-significant alterations can help reveal the historic character of the storefront.</p>	<p>Removing or substantially changing storefronts and their features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Changing the storefront so that it has a residential rather than commercial appearance.</p> <p>Introducing features from an earlier period that are not compatible with the historic character of the storefront.</p> <p>Changing the location of the storefront's historic main entrance.</p> <p>Replacing or covering a glass transom with solid material or inappropriate signage, or installing an incompatible awning over it.</p>
<p>Retaining later, non-original features that have acquired significance over time.</p>	<p>Removing later features that may have acquired significance.</p>
<p>Repairing storefronts by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of storefronts when there are surviving prototypes, such as transoms, base panels, kick plates, piers, or signs.</p>	<p>Removing storefronts that could be stabilized, repaired, and conserved, or using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.</p>
<p>Replacing in kind an entire storefront that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered.</p>	<p>Replacing a storefront feature when repair of the feature and limited replacement of deteriorated or missing components are feasible.</p> <p>Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the storefront or that is physically incompatible.</p> <p>Removing a storefront that is unrepairable and not replacing it or replacing it with a new storefront that does not match.</p>

STOREFRONTS

RECOMMENDED

NOT RECOMMENDED

*The following work is highlighted to indicate that it is specific to **Rehabilitation** projects and should only be considered after the preservation concerns have been addressed.*

Designing the Replacement for Missing Historic Features

Designing and installing a new storefront when the historic storefront is completely missing or has previously been replaced by one that is incompatible. It may be an accurate restoration based on documentary and physical evidence, but only when the historic storefront to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating an inaccurate appearance because the replacement for the missing storefront is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.

Using new, over-scaled, or internally-lit signs unless there is a historic precedent for them or using other types of signs that obscure, damage, or destroy character-defining features of the storefront and the building.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
<p>Identifying, retaining, and preserving features of the building site that are important in defining its overall historic character. Site features may include walls, fences, or steps; circulation systems, such as walks, paths or roads; vegetation, such as trees, shrubs, grass, orchards, hedges, windbreaks, or gardens; landforms, such as hills, terracing, or berms; furnishings and fixtures, such as light posts or benches; decorative elements, such as sculpture, statuary, or monuments; water features, including fountains, streams, pools, lakes, or irrigation ditches; and subsurface archeological resources, other cultural or religious features, or burial grounds which are also important to the site.</p>	<p>Removing or substantially changing buildings and their features or site features which are important in defining the overall historic character of the property so that, as a result, the character is diminished.</p>
<p>Retaining the historic relationship between buildings and the landscape.</p>	<p>Removing or relocating buildings or landscape features, thereby destroying the historic relationship between buildings and the landscape.</p> <p>Removing or relocating buildings on a site or in a complex of related historic structures (such as a mill complex or farm), thereby diminishing the historic character of the site or complex.</p> <p>Moving buildings onto the site, thereby creating an inaccurate historic appearance.</p> <p>Changing the grade level of the site if it diminishes its historic character. For example, lowering the grade adjacent to a building to maximize use of a basement, which would change the historic appearance of the building and its relation to the site.</p>
<p>Protecting and maintaining buildings and site features by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape.</p>	<p>Failing to ensure that site drainage is adequate so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water does not drain properly.</p>
<p>Correcting any existing irrigation that may be wetting the building excessively.</p>	<p>Neglecting to correct any existing irrigation that may be wetting the building excessively.</p>
<p>Minimizing disturbance of the terrain around buildings or elsewhere on the site, thereby reducing the possibility of destroying or damaging important landscape features, archeological resources, other cultural or religious features, or burial grounds.</p>	<p>Using heavy machinery or equipment in areas where it may disturb or damage important landscape features, archeological resources, other cultural or religious features, or burial grounds.</p>

BUILDING SITE

RECOMMENDED

NOT RECOMMENDED

<p>Surveying and documenting areas where the terrain will be altered to determine the potential impact to important landscape features, archeological resources, other cultural or religious features, or burial grounds.</p>	<p>Failing to survey the building site prior to beginning work, which may result in damage or loss of important landscape features, archeological resources, other cultural or religious features, or burial grounds.</p>
<p>Protecting (e.g., preserving in place) important site features, archeological resources, other cultural or religious features, or burial grounds.</p>	<p>Leaving known site features or archeological material unprotected so that it is damaged during rehabilitation work.</p>
<p>Planning and carrying out any necessary investigation before rehabilitation begins, using professional archeologists and methods, when preservation in place is not feasible.</p>	<p>Allowing unqualified personnel to perform data recovery on archeological resources, which can result in damage or loss of important archeological material.</p>
<p>Preserving important landscape features through regularly-scheduled maintenance of historic plant material.</p>	<p>Allowing important landscape features or archeological resources to be lost, damaged, or to deteriorate due to inadequate protection or lack of maintenance.</p>
<p>Protecting the building site and landscape features against arson and vandalism before rehabilitation work begins by erecting temporary fencing and by installing alarm systems keyed into local protection agencies.</p>	<p>Leaving the property unprotected and subject to vandalism before work begins so that the building site and landscape features, archeological resources, other cultural or religious features, or burial grounds can be damaged or destroyed.</p> <p>Removing or destroying features from the site, such as fencing, paths or walkways, masonry balustrades, or plant material.</p>
<p>Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, that are as unobtrusive as possible.</p>	<p>Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the historic character of the site.</p>
<p>Providing continued protection and maintenance of buildings and landscape features on the site through appropriate grounds and landscape management.</p>	<p>Failing to protect and maintain materials and features from the restoration period on a cyclical basis so that deterioration of the site results.</p>
<p>Protecting buildings and landscape features when working on the site.</p>	<p>Failing to protect building and landscape features during work on the site or failing to repair damaged or deteriorated site features.</p>

RECOMMENDED

NOT RECOMMENDED

*The following work is highlighted to indicate that it is specific to **Rehabilitation** projects and should only be considered after the preservation concerns have been addressed.*

Designing the Replacement for Missing Historic Features

Designing and installing a new feature on a site when the historic feature is completely missing. This could include missing outbuildings, terraces, drives, foundation plantings, specimen trees, and gardens. The design may be an accurate restoration based on documentary and physical evidence, but only when the feature to be replaced coexisted with the features currently on the site. Or, it may be a new design that is compatible with the historic character of the building and site.

Creating an inaccurate appearance because the replacement for the missing feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature did not coexist with the features currently on the site.

Introducing a new feature, including plant material, that is visually incompatible with the site or that alters or destroys the historic site patterns or use.

Alterations and Additions for a New Use

Designing new onsite features (such as parking areas, access ramps, or lighting), when required by a new use, so that they are as unobtrusive as possible, retain the historic relationship between the building or buildings and the landscape, and are compatible with the historic character of the property.

Locating parking areas directly adjacent to historic buildings where vehicles may cause damage to buildings or landscape features or when they negatively impact the historic character of the building site if landscape features and plant materials are removed.

Designing new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the site and preserves the historic relationship between the building or buildings and the landscape.

Introducing new construction on the building site which is visually incompatible in terms of size, scale, design, material, or color, which destroys historic relationships on the site, or which damages or destroys important landscape features, such as replacing a lawn with paved parking areas or removing mature trees to widen a driveway.

Removing non-significant buildings, additions, or site features which detract from the historic character of the site.

Removing a historic building in a complex of buildings or removing a building feature or a landscape feature which is important in defining the historic character of the site.

Locating an irrigation system needed for a new or continuing use of the site where it will not cause damage to historic buildings.

Locating an irrigation system needed for a new or continuing use of the site where it will damage historic buildings.

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED

NOT RECOMMENDED

<p>Retaining the historic relationship between buildings and landscape features in the setting. For example, preserving the relationship between a town common or urban plaza and the adjacent houses, municipal buildings, roads, and landscape and streetscape features.</p>	<p>Altering the relationship between the buildings and landscape features in the setting by widening existing streets, changing landscape materials, or locating new streets or parking areas where they may negatively impact the historic character of the setting.</p> <p>Removing or relocating buildings or landscape features, thereby destroying the historic relationship between buildings and the landscape in the setting.</p>
<p>Replacing in kind an entire building or landscape feature in the setting that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. If using the same kind of material is not feasible, then a compatible substitute material may be considered.</p>	<p>Removing a character defining feature of the building or landscape from the setting that is unrepairable and not replacing it or replacing it with a new feature that does not match.</p> <p>Using a substitute material for the replacement that does not convey the same appearance of the surviving building or landscape feature in the setting or that is physically or ecologically incompatible.</p>
<p><i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i></p>	
<p>Designing the Replacement for Missing Historic Features</p>	
<p>Designing and installing a new feature of the building or landscape in the setting when the historic feature is completely missing. This could include missing steps, streetlights, terraces, trees, and fences. The design may be an accurate restoration based on documentary and physical evidence, but only when the feature to be replaced coexisted with the features currently in the setting. Or, it may be a new design that is compatible with the historic character of the setting.</p>	<p>Creating an inaccurate appearance because the replacement for the missing feature is based upon insufficient physical or historic documentation; is not a compatible design, or because the feature did not coexist with the features currently in the setting.</p> <p>Introducing a new building or landscape feature that is visually or otherwise incompatible with the setting's historic character (e.g., replacing low metal fencing with a high wood fence).</p>

RECOMMENDED

NOT RECOMMENDED

Alterations and Additions for a New Use	
Designing new features (such as parking areas, access ramps, or lighting), when required by a new use, so that they are as unobtrusive as possible, retain the historic relationships between buildings and the landscape in the setting, and are compatible with the historic character of the setting.	Locating parking areas directly adjacent to historic buildings where vehicles may cause damage to buildings or landscape features or when they negatively impact the historic character of the setting if landscape features and plant materials are removed.
Designing new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the setting that preserve the historic relationship between the buildings and the landscape.	Introducing new construction into historic districts which is visually incompatible or that destroys historic relationships within the setting, or which damages or destroys important landscape features.
Removing non-significant buildings, additions, or landscape features which detract from the historic character of the setting.	Introducing new construction into historic districts which is visually incompatible or that destroys historic relationships within the setting, or which damages or destroys important landscape features.

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED

NOT RECOMMENDED

Working with specialists in accessibility and historic preservation to determine the most sensitive solutions to comply with access requirements in a historic building, its site, or setting.	Making changes to historic buildings, their sites, or setting without first consulting with specialists in accessibility and historic preservation to determine the most appropriate solutions to comply with accessibility requirements.
Providing barrier-free access that promotes independence for the user while preserving significant historic features.	Making modifications for accessibility that do not provide independent, safe access while preserving historic features.
Finding solutions to meet accessibility requirements that minimize the impact of any necessary alteration on the historic building, its site, and setting, such as compatible ramps, paths, and lifts.	Making modifications for accessibility without considering the impact on the historic building, its site, and setting.

**NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED
NEW CONSTRUCTION**

RECOMMENDED

NOT RECOMMENDED

New Additions	
Placing functions and services required for a new use (including elevators and stairways) in secondary or non-character-defining interior spaces of the historic building rather than constructing a new addition.	Expanding the size of the historic building by constructing a new addition when requirements for the new use could be met by altering non-character-defining interior spaces.
Constructing a new addition on a secondary or non-character-defining elevation and limiting its size and scale in relationship to the historic building.	Constructing a new addition on or adjacent to a primary elevation of the building which negatively impacts the building's historic character.
Constructing a new addition that results in the least possible loss of historic materials so that character-defining features are not obscured, damaged, or destroyed.	Attaching a new addition in a manner that obscures, damages, or destroys character-defining features of the historic building.
Designing a new addition that is compatible with the historic building.	Designing a new addition that is significantly different and, thus, incompatible with the historic building.
Ensuring that the addition is subordinate and secondary to the historic building and is compatible in massing, scale, materials, relationship of solids to voids, and color.	Constructing a new addition that is as large as or larger than the historic building, which visually overwhelms it (i.e., results in the diminution or loss of its historic character).
Using the same forms, materials, and color range of the historic building in a manner that does not duplicate it but distinguishes the addition from the original building.	Duplicating the exact form, material, style, and detailing of the historic building in a new addition so that the new work appears to be historic.
Basing the alignment, rhythm, and size of the window and door openings of the new addition on those of the historic building.	
Incorporating a simple, recessed, small-scale hyphen, or connection, to physically and visually separate the addition from the historic building.	
Distinguishing the addition from the original building by setting it back from the wall plane of the historic building.	
Ensuring that the addition is stylistically appropriate for the historic building type (e.g., whether it is residential or institutional).	

**NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED
NEW CONSTRUCTION**

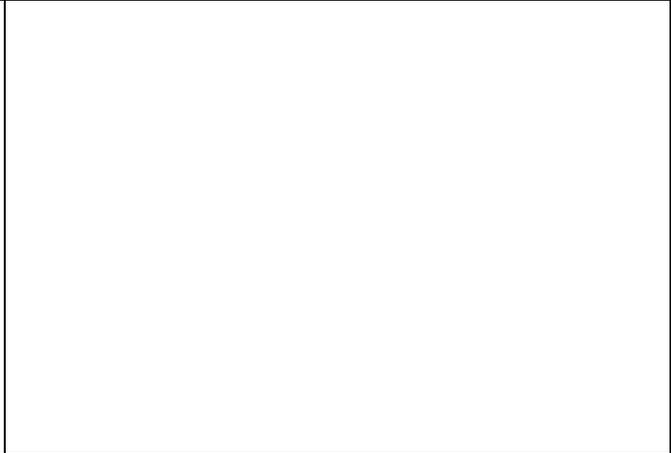
RECOMMENDED	NOT RECOMMENDED
Considering the design for a new addition in terms of its relationship to the historic building as well as the historic district, neighborhood, and setting.	
Related New Construction	
Adding a new building to a historic site or property only if the requirements for a new or continuing use cannot be accommodated within the existing structure or structures.	Adding a new building to a historic site or property when the project requirements could be accommodated within the existing structure or structures.
Locating new construction far enough away from the historic building, when possible, where it will be minimally visible and will not negatively affect the building's character, the site, or setting.	Placing new construction too close to the historic building so that it negatively impacts the building's character, the site, or setting.
Designing new construction on a historic site or in a historic setting that it is compatible but differentiated from the historic building or buildings.	Replicating the features of the historic building when designing a new building, with the result that it may be confused as historic or original to the site or setting.
Considering the design for related new construction in terms of its relationship to the historic building as well as the historic district and setting.	
Ensuring that new construction is secondary to the historic building and does not detract from its significance.	<p>Adding new construction that results in the diminution or loss of the historic character of the building, including its design, materials, location, or setting.</p> <p>Constructing a new building on a historic property or on an adjacent site that is much larger than the historic building.</p> <p>Designing new buildings or groups of buildings to meet a new use that are not compatible in scale or design with the character of the historic building and the site, such as apartments on a historic school property that are too residential in appearance.</p>
Using site features or land formations, such as trees or sloping terrain, to help minimize the new construction and its impact on the historic building and property.	

**NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED
NEW CONSTRUCTION**

RECOMMENDED

NOT RECOMMENDED

Designing an addition to a historic building in a densely-built location (such as a downtown commercial district) to appear as a separate building or infill, rather than as an addition. In such a setting, the addition or the infill structure must be compatible with the size and scale of the historic building and surrounding buildings—usually the front elevation of the new building should be in the same plane (i.e., not set back from the historic building). This approach may also provide the opportunity for a larger addition or infill when the façade can be broken up into smaller elements that are consistent with the scale of the historic building and surrounding buildings.



Historic District Commission Guidance on District Signs

Good signs can enhance the look of the historic districts. It is important to choose signs that will be in the character of the district while, at the same time, be effective as information postings for businesses, churches, and government buildings. The design, color, size, and scale of a sign, if well chosen, should integrate the sign with the architectural character of a building and the streetscape. The Commission encourages creativity and the use of imaginative signs which suit a particular business: For example, signs in shapes other than rectangles or squares, signs embodying the symbols of a particular trade, signs which contain apt illustrations, and signs inspired by historic examples. Preserving existing historic (or familiar and cherished) signs is also encouraged.

All new permanent signs, including replacement signs that will differ from the existing signs, require a **Certificate of Appropriateness (COA)**. Temporary signs do not require a COA. In evaluating each application, the Historic Districts Commission will consider, at the minimum, the following points:

- **Message:** Simple signs with the name of the business and the street number are encouraged. Any additional symbols or illustrations should be legible without clutter.
- **Lettering:** Raised or carved letters are encouraged. Fonts should be Serif (that is, any font that includes the fine lines that finish the main strokes of a letter). Raised, cove, or beveled sign edges are strongly recommended.
- **Color:** The Commission does not regulate colors, but recommends selecting colors to complement either the body or trim of the structure served. Many traditional signs use three colors; one for background, one for lettering, and a third color of emphasis (i.e. borders, motifs).
- **Material:** Wooden signs are appropriate in historic districts. Synthetic signs are generally not appropriate, but the Commission will consider applications using such materials. Before proceeding with the application, the applicant must bring a sample of the proposed material (s) to a preliminary informal review session at a regular Commission meeting. Metal signs can sometimes be appropriate.
- **Logos:** Corporate logos did not exist at the time that historic structures were built and they can contribute to a suburban or urban appearance, overpowering the more subtle features of a building, structure, or district. Franchised companies and organizations with registered set logos may be asked to modify their signage to comply with an appropriate appearance for the historic district. Mass produced trademark signs are not appropriate in historic districts.
- **Lighting:** An exterior light source is recommended; internally lit signs are not appropriate in the historic districts. The light should be natural and soft, directed toward the sign with no spillover. High intensity lighting or colored lights are discouraged. The light source for freestanding signs should be concealed using plantings. Lighting for a hanging sign should be incorporated into the sign structure if possible.
- **Location:** Signage should be compatible with the original use of a building. Place signs for historic commercial buildings in locations originally intended for signage such as at the top of the storefront, or on windows, doors or awnings. Signage for new commercial buildings should reflect similar placement to that of historic commercial buildings in the neighborhood. Signs for home businesses should be placed so as not to obscure any character-defining features of the building.

- **Size:** The recommended size for a sign will depend on its viewing distance from the nearest public way. Here are five basic styles with some suggestions as to size. A *primary sign* is one which contains only the name of the business and the street number. A *secondary sign* may contain additional information such as business hours.
 1. **Freestanding:** Primary sign at main entrance. The best place for a freestanding sign is next to the front walk near the public sidewalk. Readability from that sidewalk will be the criterion for the maximum recommended area and the size of lettering.
 2. **Projecting sign:** Primary sign, hung off a building. Suggested maximum area: 10 square feet. Suggested maximum distance projected from a building: 5 feet. Suggested minimum height from the ground: 10 feet to the bottom of the sign.
 3. **Wall sign:** Can be the primary sign or a secondary sign. Suggested maximum area: the lesser of 8 square feet or 15% of the area of the wall (including doors and windows) to which it is affixed.
 4. **Window sign:** Painted on the window glass or hung in the window. States the name of the business. Suggested maximum area: 20% of the glass area of the building front. Lighting: None, backlit by the business' internal lighting.
 5. **Awning sign:** Lettering is painted on an awning over the main entrance to the building.

Historic District Application Process for Signage

In making a presentation to the Historic Districts Commission, the presenter should begin with a brief overview of the scope of the work. The Commission requires sufficient presentation materials to be able to fully understand the design intent. For informal reviews that would include, but not be limited to, the following:

- A sketch of the sign drawn to scale and location on the site.
- Samples of all proposed materials, colors, typeface, etc. Literature about, or pictures of, the proposed lighting fixtures and support.
- For formal presentations, the presenter should bring all of the aforementioned materials and other materials including, but not limited to, the following:
 1. a site plan showing the sign's exact location
 2. a sign elevation drawn to scale
 3. proposed sign content drawn to scale using the intended lettering style and details
 4. specifications for proposed brackets/hangers or other supports

Historic District Commission Guidance on Additions

Historically a house was built to accommodate a family's basic requirements. When the need for space grew, the house was expanded in stages. Similarly, additions to business, government, and religious buildings were needed, as Cheshire's population increased and diversified. Over several generations, additions were built in a manner that was consistent with what had come before but reflective of their own period. It is often possible to read the history of such additions due to their size, placement, and style. Future additions should be designed so that the character of the existing building is not radically changed, obscured, damaged, destroyed, or rendered subordinate to the addition.

Additions should:

- not obstruct the visual integrity of the original structure
- be in harmony with the original structure in size, scale, style and materials
- either faithfully replicate and extend the design of the original structure or be clearly distinguishable from it
- be located where least visible from the public view
- take into account the streetscape
- place garages where they are not prominently visible from the street
- minimize site disturbance to reduce the possibility of destroying site features and trees

Additional stories, if needed, should be in the same style as the original house, forming an architecturally coherent design that is similar to other multi-story historic structures in the district. If this is not practical, additional stories should be made as inconspicuous as practical by being set back from the façade. New materials, including synthetic materials, can be used, but must be harmonious with the original materials.

Procedure for Review:

As in all large projects the Commission asks that you come to a pre-application meeting early in the planning process. Show us preliminary sketches or tell us about the proposed project. A commissioner and staff member will work closely with you, insuring a successful review culminating in the Commission's approval for a Certificate of Appropriateness. It may not be possible to follow all the guidelines, but a successful design will be strongly guided by these recommendations.

New Construction

New construction should be compatible with historic buildings in the historic district. While buildings that are architecturally twenty-first century buildings are permitted, they should be simple in design and similar to historic buildings in massing, building and window proportions, building materials, and roof shapes. Buildings which draw strongly upon historic architectural traditions are encouraged, although “faux” historicism, in which individual historical elements are used in a manner that creates confusion between historical and modern styles, is discouraged.

To judge whether an application meets the design guidelines for the district, Commission members must determine if the project supports and maintains the stated goals of the district and respects the design elements that characterize the district. The Commission first evaluates the project in terms of the larger issues of context, scale, massing, and height, followed by the details. The Commission also considers the long-term effects of the project on the district.

The Historic Districts Commission will not specify a particular architectural style or design for new construction projects. The scale, mass and size of a building are often far more important than the decorative details applied. However, well designed stylistic and decorative elements, as well as building materials and landscaping, can give new construction projects the attributes necessary to blend in with the district, while creating a distinctive character for the building.

Another possibility for a buildable site in a historic district is the moving of an historic building or outbuilding to the site or for onsite re-construction of an historic building or outbuilding the parts of which have been carefully preserved, provided that the building or outbuilding meets the following criteria.

All new construction projects will be evaluated for compatibility using the following criteria:

- Size (the relationship of the project to its site)
- Scale (the relationship of the building to those around it)
- Massing (the relationship of the building's parts to each other)
- Fenestration (the placement of windows and doors)
- Rhythm (the relationship of fenestration, recesses, and projections)
- Setback (in relation to setback of immediate surroundings)
- Materials (their compatibility with the historic district)
- Context (the overall relationship of the project to its surroundings)

Making Changes To Non-Contributing, Commercial, Religious, Institutional, And Government Buildings

Buildings or structures which contribute to a district's character, either by age, style or historic significance, are called contributing. Those built within the past 50 years, altered to a degree that historical integrity has been obliterated, or determined not representative of the district's character, are classified as non-contributing. In making changes to a noncontributing building, an owner will usually be granted approval for a Certificate of Appropriateness under less-stringent requirements than those for a contributing building. A building's classification as non-contributing may be reconsidered by the Historic District Commission after a building's age exceeds 50 years or when proposed changes would restore the building's architectural integrity which was lost by earlier removals, demolitions, alterations or additions. Where appropriate, the Commission can determine, once the proposed changes have been completed, that such a building has become contributing.

All buildings in a historic district, contributing or non-contributing, need to meet local and State requirements for fire and safety, as well as other applicable codes and regulations. Contributing buildings are, at the same time, expected to retain their historic appearance while meeting these regulations. This is a tall order, but satisfactory solutions can, most often, be discovered through a joint effort of those concerned with the proposed changes.

DEMOLITION

The demolition or removal of any structure in a historic district requires a Certificate of Appropriateness. The Historic District Commission has the authority to delay the issuance of the Certificate indefinitely. The decision to demolish a historic structure should be carefully considered and all alternatives to demolition should be explored. During the delay period, the Commission will actively seek alternatives to demolition. In meeting with the owners, the following list can be used as a starting point for discussion.

- Is the structure of national, state, or local significance?
 - Does the site have known or potential archeological significance?
 - Is there a well-developed proposal for the use of the site requiring demolition?
 - If so, the owner should submit the site plan to the Historic District Commission as part of the COA application.
 - Could another site serve the purpose just as well?
 - Could the existing structure be adapted to suit the owner's needs?
 - Could the property be sold to someone willing to preserve the building?
 - As a last resort, could the building be moved to another location?
- If all efforts to find alternative solutions fail, and approval to demolish is granted, the following should be done:

Before Demolition

- The Historic District Commission should study the structure through photographs, drawings, written accounts, etc. and compile a record of the building for the Cultural Resources Inventory Files.
- The Historic District Commission should work with the owner and other interested parties to salvage usable architectural materials and features.

During Demolition

- The property owner should ensure the safety of any adjacent properties and historic resources.
- Protect trees on the site from damage.

After Demolition

- The site should be promptly cleared.
- If the site is to remain vacant for over sixty (60) days, the owner should reseed as necessary and maintain the property in a manner appropriate to the historic district.

BUILDING ELEVATION GUIDANCE

What is a Building Elevation?

It is a drawing of each side of a building — the front, the rear, and the sides. When you apply for a Certificate of Appropriateness you must include a drawing of each side of the building affected by the proposed change, showing what it will look like when you're done with your project. Photographs are also required to show what the building looks like at present.

Each elevation should show the location of all the elements of the building—rooflines, windows, doors and indicate the siding and roofing materials, dimensions of windows and doors, the roof pitch, details of the trim, etc.

Elevation drawings for a COA need not be done by an architect, but must be drawn to scale, i.e. 1/4" = one foot, easy to read and to photocopy.

Please label each page with the project's street address and applicant's name and identify the elevation (North, South, East, or West).

Why do I need a Building Elevation?

The saying, "A picture is worth a thousand words" applies here. The Historic District Commission and its staff use this information to understand exactly what you are proposing to do. Your responsibility is to show as completely as possible the nature and scope of your proposal so that the Commission can make an informed decision. The Historic District Commission's responsibility is to determine that what you are proposing is harmonious with the original or existing design of your building and the surrounding neighborhood. In reviewing your application, the Commission will look at the design, scale, materials, and of your project.

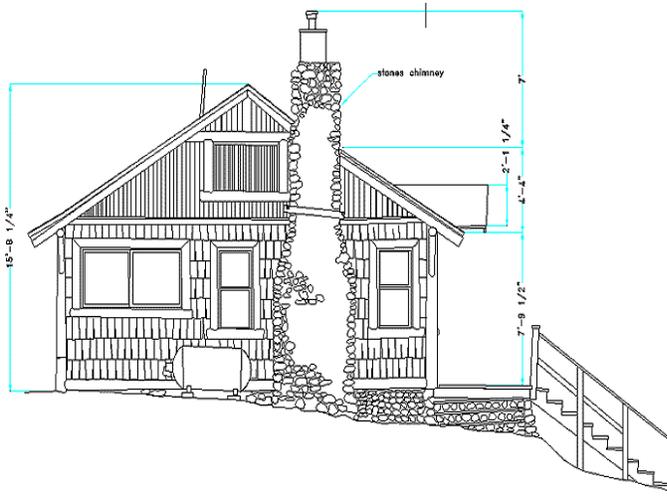
All the materials submitted as part of the application process become part of the public record and history of your property. This information is available for review, at the required public hearing, should neighbors or others have any questions.

Each elevation should show the location of all the elements of the building—rooflines, windows, doors, and indicate the siding and roofing materials, dimensions of windows and doors, the roof pitch, details of the trim, etc.

Also, be sure to include any gable or roof vents, exterior meters, utility boxes, or lights that exist or are planned for the structure.

Elevation drawings for a COA need not be done by an architect, but must be drawn to scale, i.e. 1/4" = one foot, easy to read and to photocopy. Please label each page with the project's street address and applicant's name, and identify the elevation (North, South, East, or West).

Elevation Example on next page:

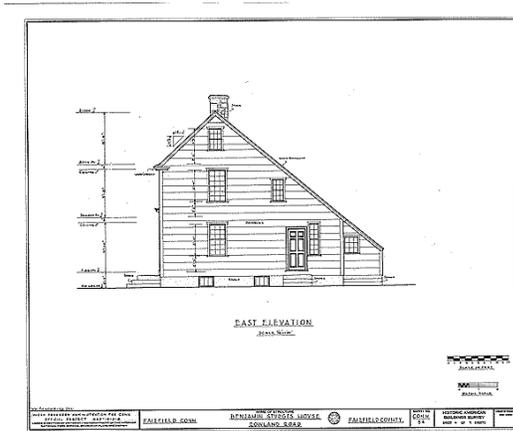


SIDE ELEVATION (West)

Drs. Marcus and Lou Ann Sibley

22 Blue Corn Road, Sheffield, CT

The above drawing shows materials, some dimensions, and the locations of doors, windows, steps, name of the applicant, address of house. More details might need to be shown.



This drawing meets specifications.



The above elevation is simply drawn, shows location of windows, doors, rooflines. It NEEDS dimensions, materials, name of applicant, address of building, north arrow.

SITE PLANS

A site plan is a scale drawing which shows the entire property and identifies the location of all structures (new and existing) in relation to property boundaries and to each other. A common scale is 1/4" = 10'. If your lot is large, you may need to use a different scale, such as 1" = 50'. You may need to use 11"x17" paper.

Please include the following information in your site plan drawing:

- a. Title block (including title, scale, street address (Suggested scale: 1/4" = 10')
- b. Site data: lot area, total area of lot covered by buildings. (Required only for additions and new free standing buildings).
- c. North arrow
- d. Lot lines and dimensions of the property
- e. Existing and proposed construction and dimensions
- f. Setbacks from existing and proposed buildings to property boundaries and to each other
- g. Existing and finished ground levels or grades
- h. Existing rights of way, easements and municipal services (if needed for your project)

Why do I need to include a site plan?

The saying, "A picture is worth a thousand words" applies here. The Historic District Commission and its staff use this information to understand exactly what you are proposing to do. Your responsibility is to show as completely as possible the nature and scope of your proposal so that the Commission can make an informed decision. The Historic District Commission's responsibility is to determine that what you are proposing is harmonious with the original or existing design of your building and the surrounding neighborhood. In reviewing your application, the Commission will look at the design, scale, materials, and of your project. All the materials submitted as part of the application process become part of the public record and history of your property. This information is available for review, at the required public hearing, should neighbors or others have any questions. Other materials required for a COA application:

- description of materials (samples/brochure)
- building elevation (s)
- photographs of building or portion thereof

Additional required materials differ from project to project. Look carefully at the list on the COA application form to find out what you need to submit.

For examples of Site Plans, see the following page.

(More sample plot plans are available at the Planning Office.)

