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# HISTORIC DISTRICT COMMISSION

## *Application Information*

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"Historic resources are lost when those controlling a building or parcel of land fail to value the historic resources as much as they value other attributes of the property."

*"The Future of the Preservation Movement: A Preamble to the 45<sup>th</sup> National Preservation Conference."*



EAST GREENWICH HISTORIC DISTRICT



# HISTORIC DISTRICT COMMISSION

## APPLICATION INFORMATION

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### WHY DO WE HAVE AN HISTORIC DISTRICT COMMISSION?

The Historic District Commission's (HDC's) primary role is as a regulatory body whose responsibility it is to safeguard the heritage of East Greenwich. This is accomplished under Article XI, Historic Zoning, under the Town's Zoning Ordinance (July 25, 2000). This ordinance seeks to preserve historic districts and structures, stabilize and improve property values, foster civic beauty, strengthen the local economy and promote preservation on behalf of the citizens of East Greenwich.

### WHO HAS TO APPEAR BEFORE THE HDC?

The HDC reviews applications for exterior work proposed at properties included in Article XI of the Zoning Ordinance. Work activities considered to be ordinary maintenance and repair which do not alter the external appearance of a structure do not require HDC review. You can paint your building, install storm windows and storm doors, and do routine maintenance without going before the HDC. Also, if you are replacing-in-kind, that is, if you are planning on replacing something like an asphalt shingle roof with another asphalt shingle roof - exactly as it was before, you do not need HDC approval. Generally, if work requires an exterior building permit (such as is the case with new construction, alterations, demolitions, and additions) chances are you will need HDC approval. *The Building Official cannot issue a building permit without HDC approval.*

### HOW DOES HDC REVIEW APPLICATIONS?

In reviewing all applications, the HDC adheres to specific standards which are based upon the Secretary of the Interior's Standards for Rehabilitation. Those Standards, as listed below, should be your guide as you prepare an HDC application. If you would like more information on these standards and how they are applied, please contact the Planning Department at 886-8645.



TOWN OF EAST GREENWICH  
Application for Historic District Commission Approval

Please print or type only. Completed applications and accompanying materials must be submitted to the Planning Department.

DATE: \_\_\_\_\_ ASSESSOR'S PLAT: \_\_\_\_\_ LOT: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: HOME \_\_\_\_\_ WORK \_\_\_\_\_

LOCATION OF BUILDING/PROPOSED WORK: \_\_\_\_\_

OWNER OF BUILDING: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

OWNER TELEPHONE NUMBER: HOME \_\_\_\_\_ WORK \_\_\_\_\_

NAME OF CONTRACTOR: \_\_\_\_\_

CONTRACTOR TELEPHONE NUMBER: WORK \_\_\_\_\_

APPROVAL SOUGHT: (Check One) CONCEPTUAL \_\_\_\_\_ FINAL \_\_\_\_\_

WORK CATEGORY: (Please check all that apply)

- \_\_\_\_ Extension of Previous Approval
- \_\_\_\_ New Construction
- \_\_\_\_ Addition
- \_\_\_\_ Minor Modification/Alterations
- \_\_\_\_ Fencing
- \_\_\_\_ Replace Windows/Doors

- \_\_\_\_ Repair/Replace in Kind
- \_\_\_\_ Partial Demolition
- \_\_\_\_ Complete Demolition
- \_\_\_\_ Signage
- \_\_\_\_ Roofing
- \_\_\_\_ Siding

DESCRIBE THE WORK PROPOSED: (Attach additional sheets if necessary)

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INCLUDED WITH THE APPLICATION (Please check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Site Plan                         | <input type="checkbox"/> Floor Plans            |
| <input type="checkbox"/> Exterior Elevations               | <input type="checkbox"/> Details/Specifications |
| <input type="checkbox"/> Catalogue Cuts/Product Literature | <input type="checkbox"/> Shop Drawings/Sections |
| <input type="checkbox"/> Photographs                       | <input type="checkbox"/> Other                  |

Please check any of the following which apply to this application:

- The application was filed in response to notice from the Town indicating that the proposed work activities must be done to bring the building up to code, etc.
- The applicant has received notice from the Town that work has proceeded at the property without the prior approval.
- The applicant cannot attend the scheduled hearing, but an attorney, contractor, or other representative will appear on the applicant's behalf.
- The project also requires zoning relief.

**IMPORTANT NOTE:**

All decisions rendered by the Historic District Commission (HDC) may be appealed to the Zoning Board of Review. The HDC cannot render a final decision on any application which also requires zoning relief. Applicants may first appear before the HDC for conceptual review and return for final approval once zoning relief has been granted.

All applications for Certificates of Appropriateness must be found by the HDC to be consistent with its Standards for Review. The HDC bases these review criteria on the Secretary of the Interior's Standards for Rehabilitation. A copy of the Standards is found in the application package. Questions about any of these issues may be directed to the Planning Department.

SIGNATURE OF APPLICANT: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_  
(If different from above.)

Please note: If property owner is unable to sign the application, then a signed letter from said owner granting permission for the proposed improvements is required to be received in the Planning Department before the application is heard by the Commission.



## HISTORIC DISTRICT COMMISSION

### APPLICATION REQUIREMENTS

The HDC meets on the second Wednesday of each month. Applications must be completed and accepted by the Planning Department by the last business day of the month prior to the next regularly scheduled meeting. Applications must be submitted to a representative of the Planning Department. The original application will be reviewed to insure that it is complete. An incomplete application will be returned to the applicant with comments describing what additional materials are required.

A complete application consists of ten (10) copies of all the following information, collated in packet form, submitted to and accepted by the Planning Department:

- A.) HDC Application
- B.) Sketches, drawings, and/or photographs showing the building/project, the proposed work and the final appearance of the altered/newly constructed project.
- C.) Any additional descriptions, renderings, material samples or information that will assist the HDC in its understanding of the proposal.
- D.) Separate written authorization for the proposed work from the property owner (if other than the applicant and if owner has not signed the application.)
- E.) \$50.00 fee for final approvals.

Applications which have been accepted and logged in by the Planning Department will be scheduled on the next available agenda. Applicants or their designees must be present to represent the application. Architects, contractors and other advisors may assist you with the presentation and questions before the HDC.

THERE ARE NO EXCEPTIONS TO THE  
DEADLINE AND INCOMPLETE APPLICATIONS  
WILL NOT BE ACCEPTED

If you have any questions regarding this process or if you are not sure whether or not you must submit an application to the HDC, please call the Planning Department at 886-8645.

## East Greenwich Historic District Commission Standards

The Historic District Commission relies on standards in evaluating proposed changes, additions and demolitions to the exteriors of historic buildings. The Commission will approve applications for Certificates of Appropriateness for work which is appropriate to a property's historic character, its architectural design, and its materials in accordance with these standards. These local standards are based on the Federal Secretary of the Interior's Standards of Review for Historic Rehabilitation.

The following constitutes those standards which the Commission relies on in rendering its decisions:

- 1) Original materials and architectural features shall be maintained or repaired whenever possible, rather than replaced.
- 2) If existing materials have deteriorated beyond repair, the new materials shall match the original in composition, design, texture, and other visual qualities.
- 3) Replacement of missing architectural features shall be based on researched knowledge – demonstrated by the applicant – of their original appearance, substantiated by historical photographs, drawings, or other evidence.
- 4) All proposals for additions and architectural changes shall be appropriate to the original design of the building or to later changes which have historic significance of their own.
- 5) New construction includes substantial additions or modifications to the exterior of existing buildings. The design of new construction need not be an exact or modified copy of historic styles and could be totally different in concept. However, all proposals for new construction shall be compatible with the surrounding buildings in size, scale, materials and siting, as well as with the general character of the historic district.
- 6) Every reasonable effort will be made to protect archaeological resources, such as historic foundations or Native American sites, which are known or are likely to exist in the vicinity of a project.
- 7) Exterior siding must be appropriate for the building to which it is applied. Vinyl and other modern composition sidings which may damage historic buildings are not appropriate and shall not be approved.
- 8) Original window sashes can usually be repaired and retained. In the event that a window sash must be replaced the replacement shall match the original in size, operation, materials, configuration, number of lights, muntin width and profile. Window manufacturers today offer a wide variety of factory-made windows appropriate for installation in historic buildings. Storm windows of appropriate design are also available and should be installed to be as unobtrusive as possible.
- 9) Demolition, either partial or total, shall only be acceptable provided it would significantly benefit the Town, would serve the greater interest of the community as a whole, and that there are no alternatives to demolition available. Demolitions shall not result in a significant threat or loss of an historic and/or architectural resource to the Town, State or nation.
- 10) In reviewing all applications for Certificates of Appropriateness, in light of these standards, the Commission shall weigh into its findings, a building's historical and architectural value.