

PROVIDENCE HISTORIC DISTRICT COMMISSION



STANDARDS AND GUIDELINES

for the

ARMORY, BROADWAY, COLLEGE HILL,

NORTHERN ELMWOOD, SOUTHERN ELMWOOD

AND STIMSON AVENUE HISTORIC DISTRICTS

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Adopted January 24, 1994 · Amended March 24, 1997

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INTRODUCTION

The Providence Historic District Commission (PHDC) was established by City Council in 1960 to safeguard and preserve buildings and districts which reflect elements of the City's cultural, social, economic, political and architectural history. The PHDC reviews all proposed work affecting the exterior appearance of any structure, site or its appurtenances, including construction, alteration, repair, moving, demolition and signage, within the historic districts. ***A certificate of appropriateness is required before commencing any exterior work in the historic districts. Building permits for exterior work in local historic districts cannot be issued without a certificate of appropriateness.***

These Standards and Guidelines have been adopted (in accordance with R.I.G.L. 45-24.1-10 and Chapter 1991-29, No. 564, Section 501.3.C of the Providence Zoning Ordinance) to assist the property owner and the PHDC in processing applications for Certificates of Appropriateness.

The intent of the Standards and Guidelines is to guide the inevitable changes to the exteriors of structures and sites within the City's designated historic districts. The most important features of historic buildings are roofs, exterior walls, windows and their openings and trim, doors and entries, porches, steps, stairs, railings, foundations, fences, storefronts, signage and setting. As each historic structure and its site is unique, each application is considered on its own merits in accordance with these Standards and Guidelines.

REVIEW PROCEDURE

1. **Consult with PHDC Staff.** Owners contemplating exterior changes to their properties should contact the PHDC staff at the Department of Planning and Development, 400 Westminster Street, Providence, Rhode Island 02903, telephone (401) 351-4300 (TDD 751-0203). Site visits with staff are required for all applications.
2. **File an application for a Certificate of Appropriateness.** An application is required for ALL exterior projects, whether or not a building permit is necessary. Applications must be accompanied by documentation (photographs, drawings, written specifications and other information) sufficient to

illustrate the proposal and its impact on the property. Documentation checklists for various types of projects are included in these Standards and Guidelines. Documentation must be complete in order to begin review of an application; if either the PHDC or its staff determines that additional information is needed, the applicant will be informed in writing.

Applications to be reviewed at a public hearing must be *filed at least 14 days in advance* of a regularly scheduled PHDC meeting in order to be scheduled for review. (New Construction and Demolition projects, and Economic Hardship claims, have different filing deadlines and review procedures; see specific guidelines.) Hearings usually occur on the fourth Monday of each month at 4:00 p.m. in the 4th floor conference room at the Department of Planning and Development. Check with staff regarding specific filing deadlines and hearing dates.

Any necessary **zoning variances** (e.g. for new construction, alterations, signs and paving) should be obtained prior to filing an application for Certificate of Appropriateness. The PHDC may hear an application for conceptual approval of a project, with final review to follow the granting of zoning variances; however, obtaining a zoning variance does not guarantee PHDC approval of a project. It is the applicant's responsibility to find out whether a zoning variance is needed and to obtain one. Contact the Zoning Board of Review at 401-421-7740 (TDD 401-751-0203) for more information.

3. **Application is reviewed.** How an application will be reviewed depends on the proposed scope of work (see “Application Categories,” below). Routine repairs and minor projects are generally reviewed in-house by staff within a few days from the filing of a completed application; however, if staff cannot approve an application normally reviewed in-house, the application will be referred to the PHDC for review. All major alterations, new construction, demolition and moving of structures are reviewed by the PHDC at a public hearing.

Applicants should attend the hearing or send a representative who is familiar with the project and able to negotiate with the PHDC. At the hearing, all those intending to speak about the application are sworn in. The applicant presents the proposal and discusses it with the PHDC. Public comment is invited. At the end of the discussion the PHDC votes whether to approve the application as submitted, to approve with conditions, or to deny the application. The PHDC may also vote to continue the hearing if further information or study is needed.

4. **Decision is issued.** For projects approved in-house by staff, a Certificate of Appropriateness is issued and can be picked up, along with approved (stamped) drawings at the Department of Planning and Development (400 Westminster Street, Providence). It is the applicant’s responsibility to find out whether a building permit is needed and to obtain the necessary permits at the Department of Inspection and Standards (190 Dyer Street, Providence). Applicants whose projects are reviewed at a public meeting receive a written resolution describing the PHDC’s decision and the reasons behind it. If an application is approved, all conditions of approval must be met by the applicant before a Certificate of Appropriateness and approved (stamped) drawings can be picked up at the Department of Planning and Development (400 Westminster Street, Providence) or are sent to the applicant or their representative. ***If an application is denied, the project may not proceed.***

Any PHDC decision may be appealed to the Zoning Board of Review within 30 days of the date of the written resolution. The Zoning Board examines the record of the hearing to determine if the PHDC had enough evidence to make its decision, and if any errors were made in the hearing process; it cannot

substitute its own judgement on the merits of the application for that of the PHDC. Further appeal may be made to Superior Court.

APPLICATION CATEGORIES

The following projects are reviewed by the PHDC at a public hearing, in accordance with the Standards and Guidelines:

- **Alterations:** Changes in materials, design, dimensions, configuration, texture and visual appearance, including changes required by building, housing, fire and barrier-free access codes, lead paint laws and other regulations. (Some minor alterations are reviewed by staff or exempt from review, as noted below.)
- **New construction:** New buildings or structures of any kind, or additions to existing structures.
- **Demolition:** The partial or complete destruction of any building or structure.
- **Moving of structures:** Relocation of any structure that is moved within its current lot, brought into the district from an outside site, moved from one site to another within the district, or moved out of the district altogether.

The following projects may be reviewed in-house by staff, without a public hearing, in accordance with these Standards and Guidelines. Staff may not deny an application; therefore, in certain circumstances, the staff may determine that an application normally reviewed in-house must go before the PHDC for a full hearing.

- Repairs, In-Kind Replacement and Restoration
- Awnings
- Fences and Gates
- Mechanical and Electrical Equipment
- Shutters and Blinds
- Signs
- Site Improvements
- Storm/Screen Windows and Doors

GENERAL STANDARDS

Complying in intent with the Secretary of the Interior's Standards and Guidelines for Rehabilitation, these Standards and Guidelines pertain to buildings of all occupancy and construction types, sizes and materials. They apply to permanent and temporary construction on the exterior of existing buildings within the historic districts, as well as new construction. The PHDC cites one or more of these standards in each decision it makes on an application.

1. Original or historically significant materials and/or features of a structure or site shall be maintained and repaired rather than replaced whenever possible.
2. If replacement of existing materials or features is necessary, the new feature shall match the old in design, color, texture and other visual qualities.
3. Replacement of missing features should be based on historical, documentary, physical or pictorial evidence.
4. Minimal alteration of the building, structure, site or environment shall be made.
5. Each property shall be recognized as a product of its own time. Alterations that seek to create a false sense of historical development shall be discouraged.
6. Changes to a building or site which have taken place over time are evidence of its history and development. Those changes that have acquired significance in their own right shall be recognized and preserved.
7. Where historic architectural or site features are determined by the Commission to contribute to the historic character of the property or the district, proposed alterations or additions affecting such features shall be reviewed more stringently.
8. New additions, exterior alterations or new construction shall not destroy historic materials or general features that characterize the property. The new work may be differentiated from the old and shall be compatible with the massing, size, scale and architectural features of the property and the surrounding neighborhood, to protect the historic integrity of the property and the site.
10. Whenever possible, new additions or alterations to structures shall be done in such a manner that if removed in the future, the essential form and integrity of the structure and the site would be unimpaired.

Applicants should also refer to PHDC design guidelines for specific application categories.

EXEMPTIONS FROM REVIEW

A number of appurtenant features are *generally not reviewed* by the PHDC. Nonetheless, the visual character of these elements contributes to the overall character of a building and the surrounding historic district. The following is an attempt to guide the property owner in making appropriate and sensitive choices:

1. **Flags:** Municipal, state, U.S. and foreign national flags may be installed on poles attached to a building facade or in a front, side or rear yard. Flagpoles or brackets attached to buildings should be located so as not to damage or obscure significant architectural features. Flags may be illuminated provided the lighting is directed toward the flag and does not spill over onto neighboring properties or the public way; electrical conduit should not be exposed.
2. **Hardware and electrical devices:** Door hardware should be compatible with the size and finish of the original examples. Buzzers, intercoms and mailboxes should be located within a recessed entry vestibule whenever possible. Small louvers, registers, exhaust fans, alarm devices, cable boxes, utility meters and other mechanical and/or electrical devices should be

mounted only on inconspicuous locations and painted in such a manner to conceal them, whenever possible and permitted. *Through-wall louvers and exhaust fans requiring an opening exceeding 2 square feet in area will require an application for Certificate of Appropriateness and a hearing before the PHDC (see “Major Alterations” guidelines).*

3. **Garden furnishings and lawn irrigation systems:**

Ornamental statuary, portable planters and urns, lawn furniture, playground equipment, hose bibs, above- or below-ground sprinklers, dog houses, bird houses and birdbaths, etc. are not reviewed. Prefabricated storage sheds (smaller than 20 square feet and less than 6 feet tall) may be installed without review in rear yards only; *larger sheds or alternative locations shall require an application for Certificate of Appropriateness and a hearing before the PHDC (see “New Construction” guidelines).*

4. **Lighting:** Light fixtures should be appropriate to the style of the building and not overly large or glaring. If exposed conduit must be used, it should be painted to match the background material. Simple period fixtures of appropriate size and design, or unornamented modern fixtures, can be compatible in a historic district. Exterior flood and spotlights should be unobtrusive and should minimize spill-over of light to abutting buildings.

5. **Paint color:** Paint color on wood, metal and previously painted masonry building surfaces is not reviewed, although technical information on period colors and surface preparation is available upon request. *Chemical, mechanical and abrasive methods of paint removal and the painting of previously unpainted masonry surfaces will require an application for Certificate of Appropriateness (see “Repair, In-Kind Replacement and Restoration” guidelines).* The painting of murals on wood, metal or previously painted masonry surfaces is not reviewed provided the mural’s content and purpose is artistic rather than commercial; *however, painted signs require an application for Certificate of Appropriateness (see “Signs” guidelines).*

6. **Plant materials:** Installation, replacement or removal of trees, shrubs, hedges and plants is not reviewed *except where part of a historic landscape (see “Site Improvements” guidelines).* Trees and shrubbery should not be placed next to the building foundation, since this could lead to deterioration of the building fabric. Climbing plants may also cause deterioration of exterior wall surfaces.

7. **Portable window air conditioners:** Seasonal window air conditioners should be installed on secondary elevations within existing window openings. *Through-wall air conditioners will require an application for Certificate of Appropriateness and a hearing before the PHDC (see “Major Alterations” guidelines).*

8. **Security grilles:** Metal security grilles should be simple in design and sized to fit fully within the window opening. They should be painted a dark color, and the horizontal rails should have pierced and not overlapping welded joints. Grilles should be mounted within the reveal of the window and secured. Interior grilles should be considered for storefronts, although exterior security shades or roll-down grilles may be installed.

9. **Signs for handicapped access:** Signs directing users to an accessible entrance or parking space should be installed to avoid damaging or obscuring significant architectural features, while conforming to the State Building Code Commission’s Accessibility Standards (ADAAG). See “Barrier-Free Access” guidelines for more information.

10. **Temporary signs:** Temporary signs, including sale advertisements, political signs, banners, real estate signs, sidewalk sandwich boards, etc. should be designed and located so as not to damage or obscure significant architectural features. See Section 602.6 of the Providence Zoning Ordinance for regulations regarding size and duration of temporary signs.

11. **Window boxes:** Wooden window boxes for plants should be painted. The size should match the width of the window opening.

REPAIRS, IN-KIND REPLACEMENT AND RESTORATION

Proper, regular maintenance is encouraged for all structures in a local historic district. All exterior repairs, no matter how minor, are subject to review and require a Certificate of Appropriateness from the PHDC, regardless of whether a building permit is required. Repairs ordered by another regulatory agency (e.g. repairs ordered by the Department of Inspection and Standards to correct housing code violations) are also subject to review. Repair projects are generally reviewed in-house by staff, without a public hearing.

DOCUMENTATION REQUIRED

See page 13

DEFINITIONS

Repair

Work meant to remedy damage or deterioration of a structure or its appurtenances, which will involve no change in materials, dimensions, design, configuration, texture or visual appearance.

In-kind replacement

Replacement of an architectural feature, damaged or deteriorated beyond repair, where the new feature will match the feature being replaced in design, materials, dimensions, configuration, texture and visual appearance.
(Replacement features which will differ from the existing in design, materials, configuration, texture, dimensions and other visual qualities shall be reviewed by the PHDC as an alteration; see “Major Alterations” guidelines.)

Restoration

Re-creating an original architectural element so that it closely resembles the appearance it had at some previous point in time, based on historical, documentary, physical or pictorial evidence.

GENERAL

Deteriorated architectural features should be repaired rather than replaced wherever possible; repair is often cost effective and conserves original historic materials.

If replacement of a historic architectural feature is necessary, the new feature should match the existing as closely as possible in materials, dimensions, design, color, texture and other visual qualities. Replacement in kind of inappropriate elements is permitted, but applicants are encouraged to seek more appropriate solutions.

Restoration of missing historic features, or of original or historical conditions, should be substantiated by documentation (e.g. historic photographs, drawings, physical evidence). Where existing features are not appropriate to the historic structure, and documentation exists as to the original condition, then restoration or reconstruction of the original feature may be reviewed by staff without a public hearing.

COMMON REPAIR/ REPLACEMENT ISSUES

The following guidelines attempt to address the most common repair/ replacement issues in the historic districts. If your project is not listed here, check with PHDC staff about appropriate guidelines.

Exterior Wood *[Amended 3/24/97]*

The decorative patterns, spacing, beaded edges and visual texture of wood shingles and clapboards are character-defining features of historic buildings which should be retained and preserved.

Shingles and clapboards should be repaired wherever possible, and if replacement is necessary they may be replaced to match. Wood trim elements such as corner boards, brackets, belt courses, window and door surrounds, moldings and other decorative features should likewise be repaired or replaced to match.

Wood features should not be stripped of paint to bare wood if they were painted historically; paint protects the surface from moisture and light.

New wood should have a moisture content of less than 20% before installation and finishing, to minimize

the chances of uneven shrinkage, warping, splitting, checking or failure of finishes.

The removal of existing artificial sidings and restoration of original siding materials and details is encouraged.

Pressure treated wood [*Amended 3/24/97*] Treating wood with a high-pressure application of chromated copper arsenate can protect against rot and insect damage, and can also prolong the life of paints, stains and water repellents.

Pressure-treated lumber should be used when replacing wooden elements that are prone to decay, such as structural elements or those features that touch the ground.

Non-structural elements that traditionally are finished with paint or stain, such as deck floors, newel posts and caps, porch lattices and decorative details may also make use of pressure-treated wood. *However, pressure-treated wood is not recommended for handrails, porch railings or balusters due to its tendency to warp.*

If pressure-treated wood is used, be aware that it can have a moisture content as high as 75% on delivery, so it may need to be air dried for several weeks before installation and finishing to minimize shrinking, warping, splitting, checking or failure of finishes. Wood stamped “S-DRY” (sun-dried), “MC15” (moisture content less than 15%), “KD” (kiln dried) or “KDAT” (kiln-dried after treatment) has already been dried and can be finished immediately.

Non-structural elements should also be properly finished with a top-quality paint, stain or water repellent (as appropriate) as soon as they have dried to a moisture content of between 8% and 14%.

Where pressure-treated wood is approved for non-structural elements,

approval shall be with the provision that if the pressure-treated elements shrink or warp unacceptably as determined by the HDC or the staff, the property owner will be required to replace the pressure-treated elements with a higher grade of untreated wood.

Masonry

Brick, stone, stucco and concrete should be repaired with a material closely matching the existing in color, texture and dimension; patching materials should have integral color.

Surface coatings: Sealers and water-proofers are not encouraged, as they can trap moisture within walls and lead to further deterioration; however, they may be permitted in cases of severe deterioration, provided they do not change the color of the masonry or leave a shiny residue. Test patches or material samples may be required.

Masonry that has not previously been painted should not be painted unless deterioration has progressed so far that a protective surface coating is needed. In such cases, use a breathable masonry paint in a color consistent with the natural masonry. Masonry that has previously been painted may be repainted; colors should be consistent with natural masonry colors.

Repointing should preserve original mortar colors and joint profiles; samples may be required. Old mortar should be removed by hand to avoid damaging the surrounding masonry. On 18th and 19th century brick buildings, the soft brick can be damaged by mortars with high concentrations of portland cement; repointing mixes should include a high lime content.

Cleaning methods can damage historic materials and remove the

irreplaceable patina of age. Buildings should be cleaned only when necessary to halt deterioration or to remove heavy soils.

Use the gentlest method possible: usually detergent and a low pressure water wash (under 600 pounds per square inch), and scrubbing with natural bristle brushes, will clean surface soils. All cleaning methods should be tested in an inconspicuous location on the building to make sure no damage will ensue.

Chemical cleaners should be used with care: determine the weakest possible solution which will do the job without damaging historic materials, and neutralize afterwards.

Abrasive mechanical cleaners, such as sandblasting, rotary sanding disks and rotary wire strippers are not permitted because they can erode masonry surfaces and shred wood surfaces, leaving pits and scars and increasing the chance of water damage.

Check with the R.I. Department of Environmental Management’s Division of Air Resources at (401) 222-2808 about requirements for containing residues and airborne particles resulting from some cleaning methods.

Paint Removal / Lead Paint

Painted surfaces require periodic maintenance, but stripping all paint off of a historic structure is often unnecessary. Removing trouble spots, priming and repainting with one (not thick) layer of new paint will often suffice. Stripping paint can damage wood and masonry materials and remove evidence of early paint schemes, resulting in a loss of important information about the history of the structure. Furthermore, paint removal can also contribute to lead contamination.

Lead in water, dust, soil and paint is hazardous to adults and children, particularly pregnant women and

children under 6 years of age. Lead was a common ingredient in architectural paints until 1978, and many historic structures have lead-based paint. In response to the Lead Poisoning Prevention Act of 1991, the R.I. Department of Environmental Management has developed Air Pollution Control Regulation No. 24, "Removal of Lead-Based Paint from Exterior Surfaces."

The regulation, designed to reduce environmental lead levels, requires that exterior surfaces painted with lead-based paint be maintained or encapsulated to prevent peeling, flaking and chalking; that lead-based paint be eliminated from exterior friction surfaces of windows and doors; and that precautions be taken when removing lead-based paint. *It is important to note that Regulation No. 24 does not require that all lead-based paint be removed from the exterior of a historic structure.*

Compliance with Regulation No. 24's requirements for notification, site preparation, approved removal techniques and site clean-up is required of all persons conducting any lead-based paint removal. Contact DEM's Division of Air Resources at (401) 222-2808 for more information. (For information about removal of lead-based paint from interior surfaces, contact the R.I. Department of Health, Office of Environmental Health Risk Assessment, at (401) 222-3424.)

From the perspective of environmental safety and historic preservation, the least damaging method of preparing a painted surface for repainting is to wet the surface with water and then to hand-scrape and hand-sand failing paint layers, down to a sound layer (dry manual scraping and sanding are not permitted).

Other acceptable methods of paint removal include heat guns or heat plates (temperatures not to exceed 1000

degrees F.), non-flammable chemical paint removers (strippers containing methylene chloride or hydrochloric acid are not permitted).

Thermal methods should only be used by experienced personnel due to the fire hazard. Chemical paint removers should be tested in an inconspicuous location to make sure the solution will not burn, stain or otherwise damage the underlying surface.

Mechanical and abrasive removal techniques, including grit blasting, high-pressure water and rotary disc and wire sanders can severely damage wood and masonry substrates and are not permitted; however, abrasive methods may be used on cast iron and other metals in conjunction with required vacuum equipment and High Efficiency Particulate Air (HEPA) filters. In all cases, dust and debris must be contained and disposed of properly.

The installation of metal panning on window sills, or of vinyl or aluminum siding on wall surfaces, for the purpose of encapsulating elements painted with lead-based paint is discouraged and will require review by the PHDC at a public hearing; see "Major Alterations" guidelines.

Porches and steps

Original materials, configurations, designs and dimensions should be retained. Railings should have a molded cap and balusters inserted between a top and bottom rail; pressure treated wood should not be used for railing balusters because of its tendency to warp and twist. Nosing profiles on original stair treads should be retained.

Pressure treated wood may be used for substructures, porch decks and steps; exposed elements should be painted or stained as soon as possible.

Roofing and gutter systems

Original roofing materials should be

retained, repaired and preserved wherever possible. Replacement in kind is encouraged where replacement is necessary; original historic materials, shapes, colors, patterns and textures should be matched.

Roof colors should be medium to dark in tone, should complement the building's color and define the outline of the roof against the sky.

Asphalt roof shingles are not encouraged as a replacement material for slate. Rolled rubber roofing is an acceptable substitute for tar and gravel roofs.

A weather-tight roof with a functioning water run-off system is essential to the preservation of the entire structure. Regular maintenance of gutter systems is encouraged. Built-in gutters should be retained wherever possible, as they are character-defining features of certain architectural styles such as Greek Revival, Italianate and Mansard.

Existing original materials such as wood or copper should be maintained and preserved, but may be replaced in kind. New copper flashing, gutters and downspouts may be allowed to weather naturally, but aluminum gutters, downspouts, leaders and flashing should be painted to blend in with the color of the building, to reduce their visibility. Vinyl gutters may replace aluminum gutters, provided the profile is consistent with the existing and the color matches the background color of the building; vinyl or PVC downspouts with a round profile are not appropriate.

Proposed alterations to roof forms and the installation or removal of cresting rails, balustrades, finials, cupolas, monitors, chimneys, head-houses, roof decks and other rooftop elements will be reviewed by the PHDC at a public hearing; see "Major Alterations" for documentation requirements.

Appropriate and inappropriate railings

In replacement porches and steps, original materials, configurations, designs, and dimensions should be retained. Additionally, the spacing between balusters is mandated by building code.



▲ **Appropriate** Balusters at appropriate distances; typically spaced at 4" on center. Cap on railing posts.



▲ **Inappropriate** Metal pipe railing. Lack of detailing on column and railing. No visual support for column. No stair nosing.



▲ **Inappropriate** Balusters are too far apart. No visual support for column. No cap on railing post. Lack of molding on roof. Lack of detail on column.

Appropriate and inappropriate porches



▲ **Appropriate** Brick or wood columns with infill.



▲ **Inappropriate** Support for columns has been covered over.



▲ **Inappropriate** Brick or wood columns without infill.



▲ **Inappropriate** Cinderblock porch base.

Windows and doors

Windows: The number, location, size and glazing patterns of original windows, as well as unique features such as curved or bent glass, stained glass, leaded glass and unusual shapes, should be retained and preserved wherever possible.

Windows may often be repaired rather than replaced; even if some windows are deteriorated, it is seldom necessary to replace all windows in a building. Historic wood windows that are properly repaired, caulked and weatherstripped, and provided with well-fitted storm windows, can be as energy efficient as new thermal (double glazed) windows.

Where replacement is necessary due to deterioration, new windows should match the originals in materials, design, dimensions, configuration and

number of panes. Avoid replacement windows that don't fit the original window openings.

(If an interior ceiling must be dropped below the height of a window, provide a setback in the ceiling design to allow the full height of the window opening to be preserved.)

Muntins dividing panes of glass in original windows should be retained: multi-pane replacement windows should have true divided lights (muntins penetrating the glass); applied muntins and muntins sandwiched between panes of glass are not acceptable. Double glazing may be acceptable if the muntin widths and profiles match the original. Window glass should be clear, not tinted or frosted; low-E glass with minimal reflectivity may be acceptable.

Aluminum, vinyl and vinyl-clad windows are generally not acceptable

substitutes for wood windows, and such proposals must be reviewed by the PHDC at a public hearing. Vinyl windows in particular can close down a window opening with heavy framing, and are not available with true divided lights.

Doors: The number, location and dimensions of original doors should be retained and preserved wherever possible. Repairing original doors is encouraged over replacement. The number and configuration of panels in a replacement door should be consistent with the architectural style of the building.

Replacement of wood doors with aluminum-framed glass or steel doors, and replacement of double doors with single-leaf doors, is discouraged and will require a hearing before the PHDC.

DOCUMENTATION REQUIRED

for Repairs, In-Kind Replacement and Restoration

The following information must be filed in person by appointment with the PHDC staff for **in-house review** of repair, replacement in kind, or restoration of missing/inappropriate features. Incomplete applications cannot be reviewed.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and the scope of repairs or proposed changes.
- 35mm color or black and white photographs of the building, showing the entire building elevation(s) and closeups of the area where

the work will occur. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date.

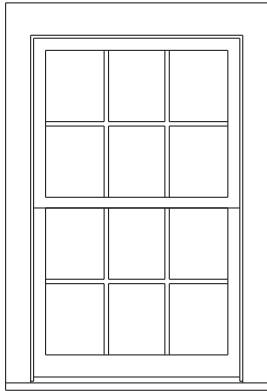
High quality digital photographs are acceptable. Color photocopies may be acceptable if the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long-term stability. (Photos are not required when replacing an existing asphalt roof with new asphalt.)

- A description of the proposed roofing, gutter or downspout material and color, including manufacturer's

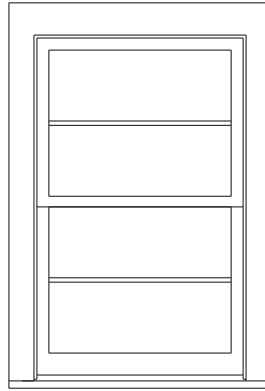
specifications and product information. Where new gutters or downspouts are proposed, indicate specific locations.

- Manufacturer's specifications and product information, if available.
- Specifications for repointing, cleaning, sealing or patching of masonry.
- Test patches, material or color samples, if requested by staff.
- Scaled drawings (3 copies) of replacement elements, if requested by staff.
- Historic photographs or drawings, or photographs illustrating physical evidence, of a feature to be reconstructed or restored.

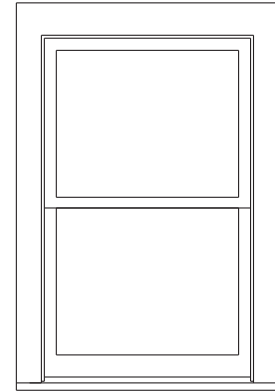
Appropriate and inappropriate window replacement



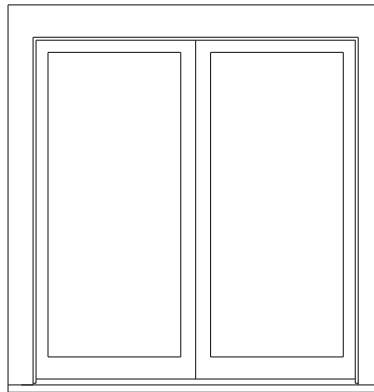
▲ **Appropriate**
Original wood windows with six over six panes.



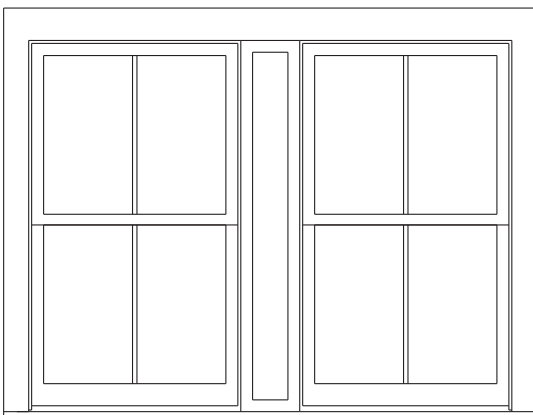
▲ **Inappropriate**
Horizontal without vertical muntins.



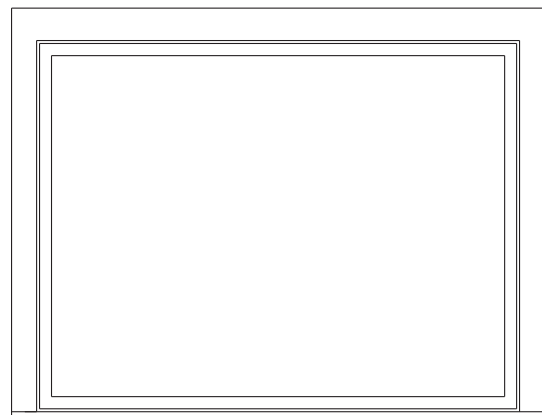
▲ **Inappropriate**
No muntins.



▲ **Inappropriate** Casement sash instead of double hung sash.



▲ **Appropriate** Original wood windows with two over two panes.



▲ **Inappropriate** Picture window, single pane of glass, wider horizontal proportions.

Appropriate and inappropriate window replacement



▲ **Appropriate** House with original double-hung, true divided windows.



▲ **Inappropriate** Horizontally divided window replacements have incorrect number of panes. Missing drip caps.



▲ **Inappropriate** Enlarged window opening for picture window. Window filled in.



▲ **Inappropriate** Replacement single-pane casement window with enlarged opening. Missing drip caps.

Appropriate and inappropriate door replacement



▲ **Appropriate** Original six-panel wooden door with sidelights.

The number and configuration of panels in a replacement door should be consistent with the architectural style of the building. Replacement of wood doors with aluminum framed glass or steel doors, and replacement of double doors with single-leaf doors, is discouraged.



▲ **Inappropriate** Sidelights replaced by mailboxes and buzzers.



▲ **Inappropriate** Door without panels in wood, steel, etc.



▲ **Inappropriate** Door design and aluminum screen.

Appropriate and inappropriate door replacement



▲ **Appropriate** House with original four-panel double doors.



▲ **Inappropriate** Single door instead of double door. No panels. Non-historic glass panel design.

Replacements of double-doors with single-leaf doors is discouraged. The number, location and dimensions of original doors should be retained and preserved wherever possible.

MINOR ALTERATIONS: AWNINGS

Awnings can add color and architectural interest to a commercial or residential building. They can shelter passersby, reduce glare, conserve energy and provide a location for signage.

Materials

Opaque soft canvas, acrylic or vinyl materials are preferable to wood or metal. Translucent fabrics may be used for lettering or graphics.

Colors

Should be compatible with the building.

Installation

Awning installation should not damage the building or visually impair distinctive architectural features. Where possible, awnings should be mounted within a recessed door or window opening rather than directly onto the face of the building. Awnings should be shaped to the opening in which they are installed.

Type/Profile

Awnings may be fixed or retractable

(retractable awnings with movable valances are preferred on buildings originally designed as residences). A traditional shed (diagonal) profile awning is preferable to a rounded profile.

Signage

Lettering and graphics may be installed on awning valances; sizes should be proportional to valance dimensions. Lighting for signage on an awning should be directed specifically toward the graphics to prevent the entire awning from glowing. Signs on awnings shall also conform to the requirements of the Providence Zoning Ordinance.

Multiple storefronts

Where awnings are proposed for one or more businesses in the same

building, awnings are encouraged to be consistent in materials, shape and profile, height, location, graphics and signage. Colors should be complementary. Development of a master awning plan for buildings with multiple storefronts, to be followed by all tenants, is encouraged. Applications for master awning plans will be reviewed by the PHDC.

Other regulations

A building permit is required for an awning projecting over the sidewalk. Fixed awnings must meet zoning setback requirements. There must be a minimum 7-foot clearance from the sidewalk to the metal frame. The awning projection must be set back at least 12 inches from the curb.

DOCUMENTATION REQUIRED

for Awnings

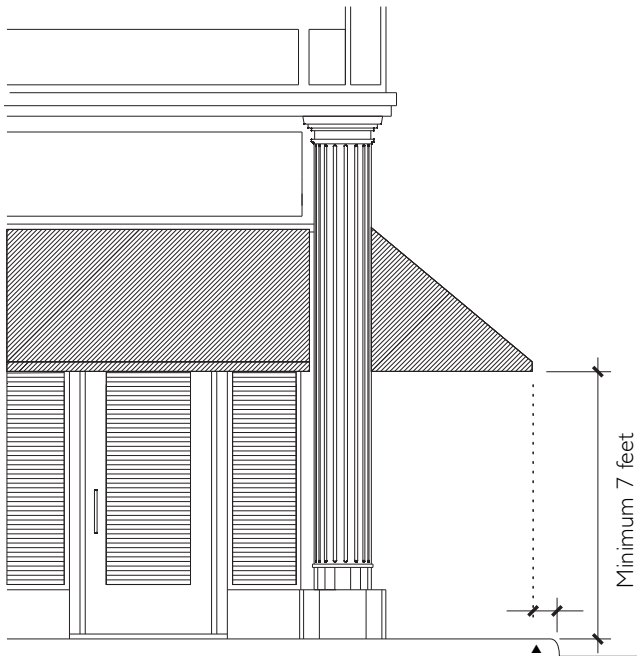
The following information must be filed in person by appointment with the PHDC staff for *in-house review* of awnings. Incomplete applications cannot be reviewed.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing the existing conditions and proposed changes.
- 35mm color or black and white photographs of the building, showing the entire building elevation(s)

and close-ups of the area where the work will occur. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable provided the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long-term stability.

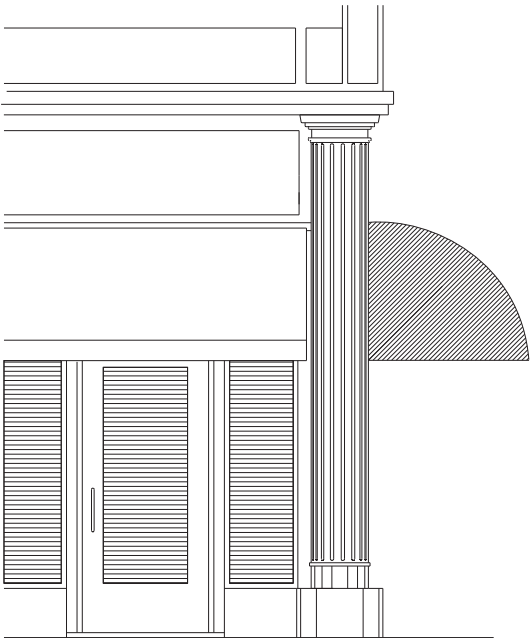
- Scaled elevation and section drawings of the building (3 copies), showing front and side views of the awning(s) in place on the building, relationship of the awning(s) to other facade elements, and the method of attachment. All dimensions are to be indicated. If signage is to be included, the drawing must also indicate the location, dimensions, colors and typefaces of all lettering and graphics.
- Material and color samples.

**Appropriate
and inappropriate
awnings**

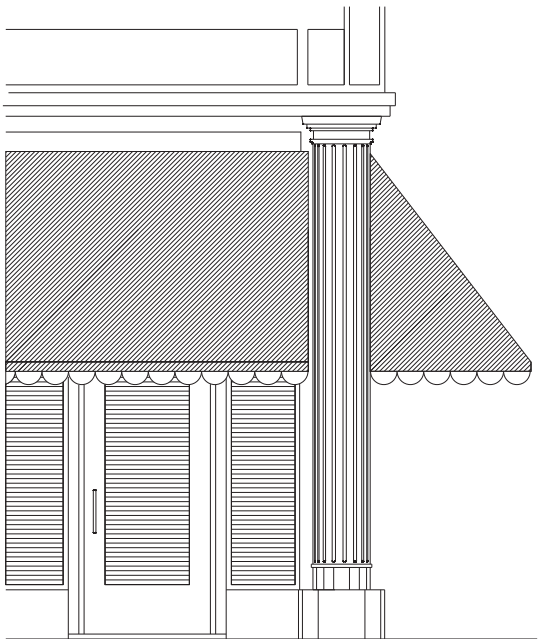


▲ **Traditional shed profile**
Is appropriate and preferred.

At least 12 inches
from curb



▲ **Rounded profile** Is acceptable,
but not recommended.



▲ **Inappropriate** Mounting is too high and
obstructs architectural features.

MINOR ALTERATIONS: FENCES & GATES

While complete privacy is often not possible in densely built urban areas, a fence can mark the boundary between one property and another, or distinguish public spaces (streets and sidewalks) from semi-public spaces (front yards). Fences are often character-defining features and should be treated sensitively. It is important that the fence design harmonize with the character of the historic structure and the surrounding district.

DOCUMENTATION REQUIRED

See page 22

Materials

Fences and gates made of wrought iron, cast iron or wood pickets are appropriate for front yards; solid, vertical board wood fences, with a flat cap, are appropriate for rear or side yards. Fences may be painted, stained or left to weather naturally. Woven wire (chain link) and stockade fences (with jagged tops) are discouraged. Barbed wire is not permitted under the Providence Zoning Ordinance.

Design

Front yard fences should be designed to allow views of the yard and building. While fences for rear or side yards may be more opaque, be aware that tall, solid fences that obscure views to the building and the yard can also hide intruders: consider a compromise between privacy and security. Gates should be compatible with any existing fencing, walls or landscaping, and should be designed to swing onto the private walkway or driveway, not onto the public sidewalk.

Other regulations

Fence height is regulated by the Zoning Ordinance. Fences and gates along street frontages may not exceed 42 inches (3.5 feet) in height, to avoid obscuring the view of any driver entering or traveling in traffic. Fences along side or rear lot lines are limited to 72 inches (6 feet) in height. Fences and gates proposed in excess of these height limits must also be reviewed by the City Fence Viewer. Approval from the Fence Viewer does not guarantee approval by the PHDC. Applicants are responsible for contacting the Fence Viewer.

Impacts on abutting properties

Fences on common property lines can have a negative impact on neighboring properties. For example, if the neighbor's yard is lower than the yard where the fence is installed, then from the neighbor's perspective the height of the fence is increased by the difference in grade. Also, boundary disputes may occur when a fence is proposed along an interior (side or rear) lot line.

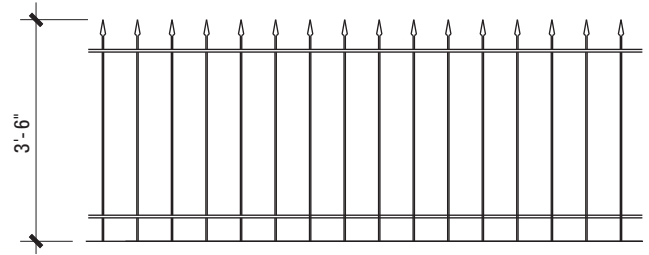
To avoid conflicts, and permit a fence application to be reviewed without a hearing, any applicant proposing to alter or install a fence along a common interior lot line

should contact the owner(s) of property directly abutting said lot line to confirm that the proposed fence is acceptable, before an application for a Certificate of Appropriateness is filed. If the proposed fence is acceptable to the direct abutter(s), they should be asked to waive in writing their right to a public hearing (abutters may sign a waiver form provided by the PHDC, or write a letter). The waiver shall then be submitted as part of the documentation of the application. If any directly affected abutter is unable or unwilling to waive the right to a public hearing, then the application shall be reviewed at the next available public hearing so that the comments may be heard. (Although abutter comments will be duly considered by the PHDC, abutter consent is not required in order to approve an application.) Boundary disputes should be resolved before the application is filed.

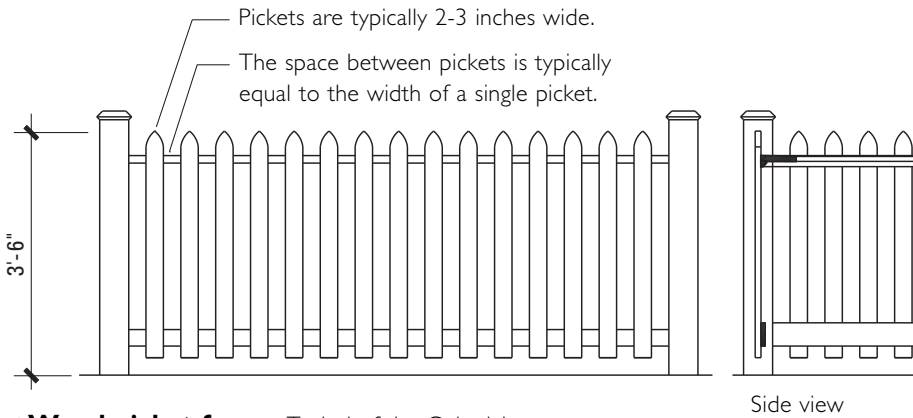
Proposals for replacement in kind of any existing fence, regardless of location, with no change in height, location, material or extension of length, and for new fences along street frontages, shall be exempt from the requirement to obtain abutter approval.

**Fence types
and basic
regulations for
front, side and
rear yards**

Fences in front yards
may not exceed 42 inches
(3'-6") in height.



▲ **Wrought iron fence** Typical of second Empire and Queen Anne styles.

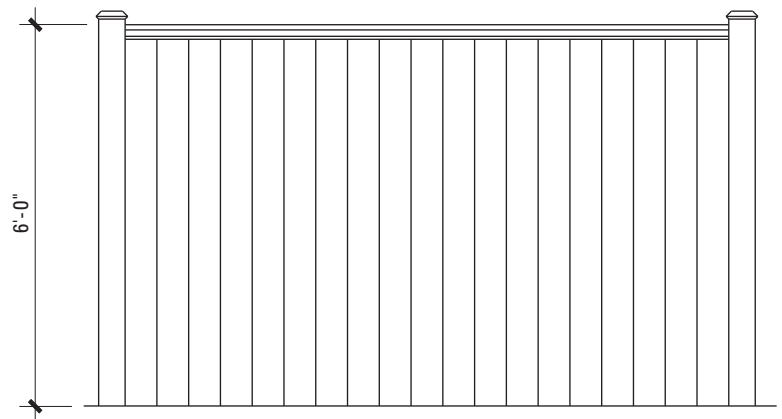


▲ **Wood picket fence** Typical of the Colonial Revival style.

Fences made of cast iron, wrought iron or wood pickets are appropriate for front yards.

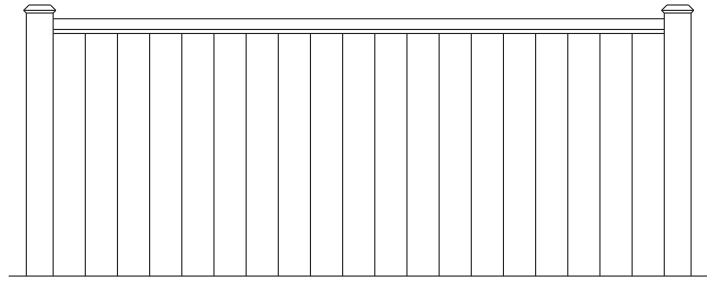
Fence heights are regulated by Providence Zoning Ordinance. Consult the Zoning Ordinance for further information.

Fences in rear or side yards may not exceed 72 inches (6'-0") in height.

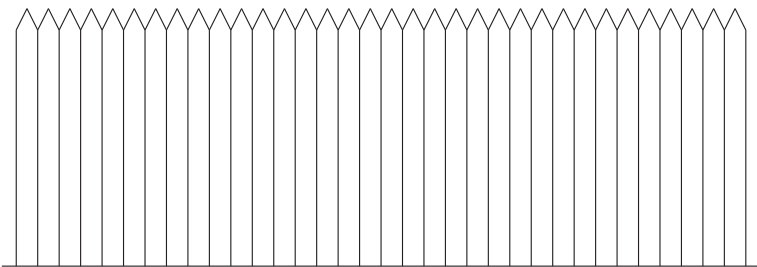


▲ **Vertical board/flat cap fence** Typical of the Greek Revival style.

Appropriate and inappropriate new fences

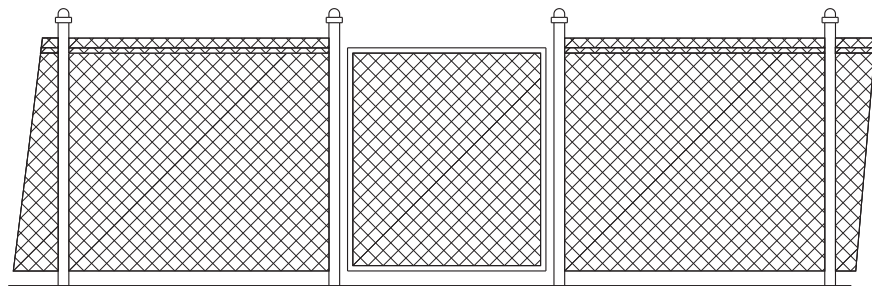


▲ **Solid fence** Appropriate for side and rear yards only.



▲ **Stockade fence** Inappropriate for any yard.

Certain types of fences are inappropriate unless they already exist on the property.



▲ **Woven wire (chain link)** Inappropriate for any yard.

DOCUMENTATION REQUIRED

for Fences and Gates

The following information must be filed in person by appointment with the PHDC staff for in-house review of fences. Incomplete applications cannot be reviewed.

- A completed application form signed by the applicant and the owner describing the existing conditions and the proposed improvements.
- 35mm color or black and white photos of the building, showing the

entire property and closeups of the area where the work will occur. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable if the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable.

- A scaled elevation drawing (3 copies) showing the design of the proposed fencing in relation to the building and other site elements. Indicate north arrow.
- For fences along common lot lines (excluding street frontages), a completed abutter waiver form (or letter) signed by each owner of abutting property sharing said lot line.

**Streetscape
showing
appropriate and
inappropriate
fences**



▲ **Appropriate** Picket fence.



▲ **Inappropriate** Woven wire fence.



▲ **Appropriate** Wrought iron fence.

Woven wire (chain link) and stockade (jagged tops) are discouraged.

Fences made of cast iron, wrought iron or wood pickets are appropriate for front yards.

Front yard fences should be designed to allow views of the yard and building.

Gates should swing **in** and should be compatible with existing fencing, walls, etc.



▲ **Inappropriate** Stockade fence exceeds height limits.

MINOR ALTERATIONS: MECHANICAL & COMMUNICATIONS EQUIPMENT

Equipment for heating, ventilation and air conditioning (HVAC) systems and communications equipment such as cable television wiring and satellite dish antennae should be installed in a sensitive manner whenever possible.

DOCUMENTATION REQUIRED

See page 25

Location

HVAC should be located inside the building wherever possible. If exterior installation is necessary, units should be sited in side and rear yards rather than the front yard, or placed on flat roofs out of view from street level; generally, pitched roofs are not appropriate locations for mechanical equipment. Exterior ductwork is discouraged but if necessary should be located inconspicuously.

Communications equipment should be located as inconspicuously as possible, preferably in rear or

side yards, or on rooftops out of view from street level. Cable wiring should go underground or along side or rear walls wherever possible.

Dimensions

Equipment should be the smallest size possible without interfering with performance or signal reception.

Design and color

A mesh dish antenna is less obtrusive than a solid dish. Painting equipment or ductwork to blend in with a background color can help diminish visual impact.

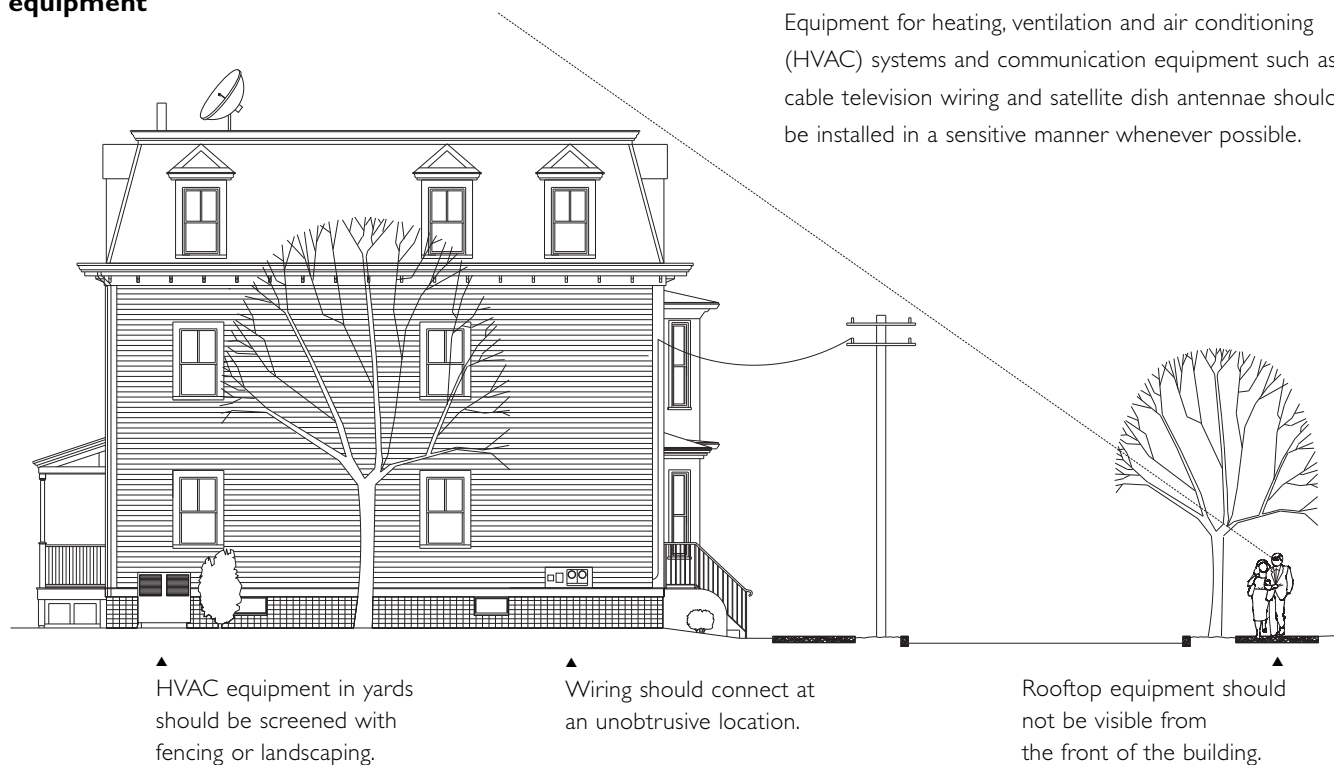
Screening

HVAC equipment in yards should be screened with fencing or landscaping. Communications equipment may be screened if screening does not aggravate a negative visual impact and if it does not interfere with signal reception.

Other regulations

Refer to the Building Code and the Zoning Ordinance for related restrictions on HVAC equipment and rooftop structures. HVAC units may not exceed the allowable decibel readings (noise levels) for residential neighborhoods, according to City Ordinance.

Appropriate mechanical and communications equipment



DOCUMENTATION REQUIRED

for Mechanical & Communications Equipment

The following information must be filed in person by appointment with the PHDC staff for **in-house review** of mechanical and electrical equipment. Incomplete applications cannot be reviewed.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.
- 35mm color or black and white photographs of the entire property, showing the building and the area where the work will occur. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable provided the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long-term stability.
- A scaled site plan and/or roof plan (3 copies) showing the proposed location of the equipment in relation to other building or site elements and the property line(s), as well as the method of any proposed screening. (If equipment will be screened with fencing, include 3 copies of a scaled elevation drawing showing the design, material and height of the fence.)
- For rooftop installations, a scaled section drawing (3 copies) indicating sightlines.
- For exterior ductwork, a scaled elevation drawing (3 copies) showing the proposed location and method of attachment, in relation to other building elements.
- Manufacturer's specifications and product information, specifically noting dimensions, design and finish colors.

MINOR ALTERATIONS: SHUTTERS & BLINDS

Shutters (with solid panels) and blinds (with louvers) were traditionally used to control light and ventilation, and to improve privacy. Today, their primary purpose is decorative.

Shutters and blinds were common on houses built before 1860; were sometimes found on Italianate and 2nd Empire styles of the 1860s-1880s; and were also exhibited on Colonial Revival and Neoclassical styles of the early 20th century.

DOCUMENTATION REQUIRED

See page 27

Materials

Wood (painted a dark color) is the traditional material. Vinyl and metal do not adequately replicate the appearance of wood and are not appropriate.

Dimensions and configuration

Each shutter or blind should match the height and one-half the width

of the window opening. Shutters and blinds are generally inappropriate on windows that are wider than they are tall, such as picture windows. Shutters and blinds for arched windows should follow the shape of the window opening.

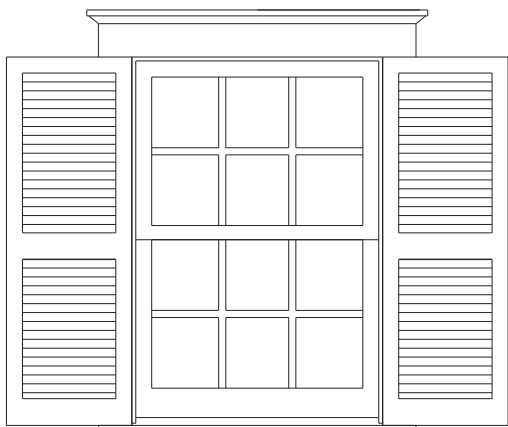
Installation

Proper shutter hardware and placement is important. Shutters and blinds can be hung from a variety of hinges, slide bolts, pintels and

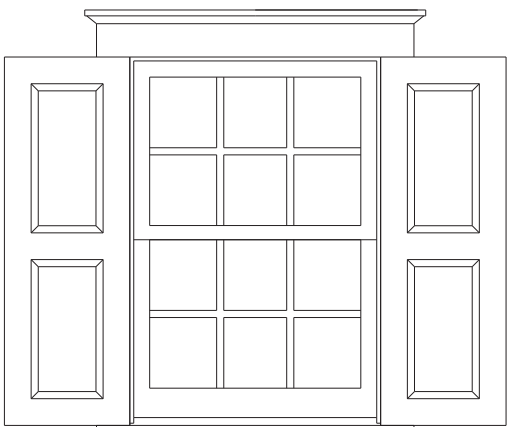
shutter dogs; historic hardware designs are still available. Check to see if there is evidence of hardware on window frames or on the building. Tacking shutters and blinds onto the face of the building is not appropriate because shutters and blinds should appear to be operable. Blinds should be hung so that the louvers point upward when the blinds are open; the louvers on operable blinds point downward only when the blinds are closed.

ILLUSTRATION 12

Examples of shutter types



▲ An example of louvered shutters.

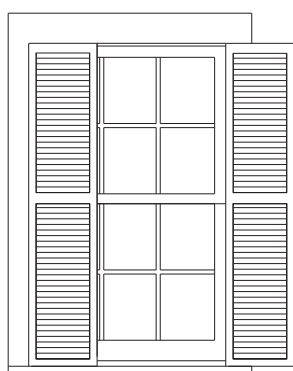


▲ An example of paneled shutters.

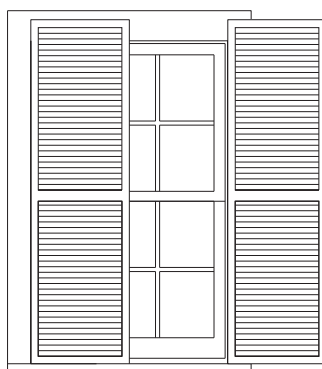
Examples of shutter types



▲ A Greek Revival house with its original shutters. Each shutter is the height and one-half the width of the window opening.



▲ These shutters are **inappropriate** because their width is less than half the width of the window opening.



▲ These shutters are **inappropriate** because their height is greater than the height of the window opening.

DOCUMENTATION REQUIRED for Shutters & Blinds

The following information must be filed in person by appointment with the PHDC staff for **in-house review** of shutters and blinds. Incomplete applications cannot be reviewed.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing the existing conditions and the proposed changes.
- 35mm color or black and white photographs of the building showing the entire building elevation and close-ups of the area where the work will occur. Photos must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable provided the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable.
- A scaled elevation drawing (3 copies) illustrating the shutters/blinds in place on the building, their relationship to the size and shape of window openings, and method of attachment; **or** written specifications detailing the dimensional relationships between the window openings and the proposed shutters/blinds, and the method of attachment.
- Manufacturer's specifications or product information on the proposed shutters or blinds and shutter hardware, if available, including description of materials.

MINOR ALTERATIONS: SIGNS

Signs are one of the most prominent visual elements on a street. Well designed signs add interest, color and variety to building facades and streetscapes; poorly designed signs can cause visual clutter and be a major distraction from a well designed storefront or converted residential building. Although signs should be clearly visible, signage in historic districts should be scaled to pedestrians, not automobiles.

DOCUMENTATION REQUIRED

See page 30

Type

The following types of signs may be acceptable: painted or applied wall signs, projecting signs (hung perpendicular to the wall on a decorative bracket), signs on awnings or canopies and freestanding signs. Traditional shapes include the rectangle, square and oval. Lettering on window or door glass and interior window signs are permitted without review.

Location

A sign should be located so as not to obscure architectural details. Most commercial buildings are designed with sign bands in the storefront; these are the most appropriate locations for wall signs. Residential buildings converted to commercial use may not have a designated sign band, so appropriate placement of a wall sign becomes more of a concern; in these cases other sign types, such as projecting signs, lettering applied to windows or doors, freestanding signs and signs on awnings may be considered. The sign location should be coordinated with signs on adjacent storefronts or

buildings. Placing a sign higher or lower than an adjacent sign creates confusion.

Materials

Wood is the most traditional sign material; lettering may be carved, applied or painted. A variety of other materials may be considered, including metal, brass, granite, slate, marble, etc. Plastic is discouraged.

Message

A sign should identify the name, function, and perhaps the address of the business. This information can be conveyed in words, pictures, names, symbols and logos. Keep it simple: too many pieces of information clutter the sign and confuse the viewer.

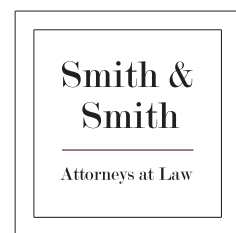
Colors should be compatible with the building and the surrounding buildings. A sign is more easily read when the letters or graphics contrast with the background color.

Lighting

Signs may be lighted indirectly with exterior fixtures. Internally lit signs (back-lit plastic) are incompatible with Providence's historic districts and not acceptable.

ILLUSTRATION 14

Examples of sign types



Corporate standards

Where corporate standards for logos, colors, dimensions, lighting, sign types and locations are inconsistent with the historic character of the property, these may not be acceptable. Signs should be designed specifically for the property on which they will be placed.

Master sign plans

Where a building houses multiple commercial tenants or activities requiring signage, or signs will be installed on multiple properties by a common owner, a master sign plan governing locations, types, dimensions and materials should be developed and followed by all tenants. Applications for master sign plans will be reviewed by the PHDC.

Other regulations

Projecting signs must have a minimum 10-foot clearance from the sidewalk to the bottom of the sign for RP (Residential/Professional) zoning and a minimum 18-foot clearance for commercial zoning. Signs which project over city property must be hung by a sign company that is bonded and insured with the City of Providence, as required by the R.I. State Building Code, Section 2906, 23-27.3.

Zoning: All signs must conform to underlying zoning regulations (see Article VI of the Providence Zoning Ordinance). Any necessary variances for use, for the number of signs or the dimensions of signs must be obtained prior to filing an application for a Certificate of Appropriateness.

ILLUSTRATION 15

Storefront sign bands

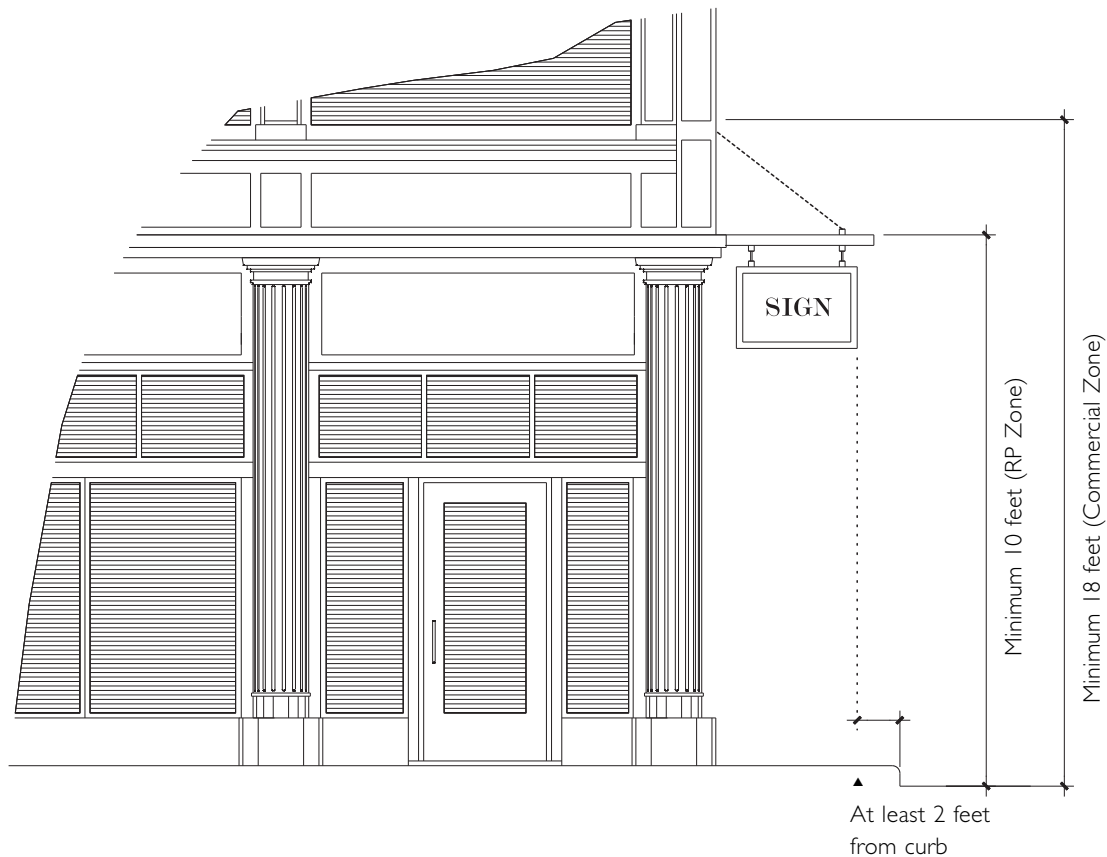


- ▲ Most commercial buildings are designed with sign bands in the storefront. These are the most **appropriate** locations for wall signs. The sign location should be coordinated with signs on adjacent storefronts or buildings.



- ▲ Other locations for wall signs are **inappropriate** because they detract from the harmony of the façade.

Sign regulations



DOCUMENTATION REQUIRED

for Signs

The following information must be filed in person by appointment with the PHDC staff for ***in-house review*** of signs. Incomplete applications cannot be reviewed.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.
- 35mm color or black and white photographs of the building, showing the entire building elevation and closeups of the area where the work will occur. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable if the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long-term stability.
- A scaled elevation drawing (for wall signs, freestanding signs and awnings), section drawing (for projecting signs and awnings) and/or site plan (freestanding signs) showing the proposed sign(s) in place on the building or in relationship to the building and other site features, including the property line. Submit 3 copies of each drawing.
- A scaled drawing (3 copies) of the sign, indicating its type, dimensions, materials, colors, graphics and lettering, method of attachment and any illumination.
- Written confirmation of zoning status and any variances granted by the Zoning Board of Review.

MINOR ALTERATIONS: SITE IMPROVEMENTS

The relationship between a historic building and its site features such as green spaces, pathways, paved areas, terraces, retaining walls, boundary walls and grade levels is important in defining the overall historic character of the building and the surrounding historic district.

DOCUMENTATION REQUIRED

See page 32

Historic landscapes

Historic site plans and features should be identified, retained and preserved.

Walkways

Walkway materials should be compatible with the existing building and site and the setting of the historic district. Appropriate choices include unit pavers of stone, brick or concrete; poured concrete with a surface treatment (tinting, scoring, exposed aggregate or accent materials); asphalt is not appropriate. Walkways of crushed stone or shells are not common in urban settings and are generally inappropriate unless there is documentation for the historic use of such materials on the property.

Accessibility improvements: All paving materials noted above will also provide a hard, stable, regular, slip-resistant path of travel for disabled individuals. Original cobblestones should be reset rather than replaced with another material whenever possible. If a soft surface (such as loose gravel, crushed stone or shells, sand, or wet clay) is a historically accurate material for a pathway, consider using a bonding material to stabilize

the surface rather than repaving in another material. Snow/ice melting equipment may be installed under paved areas. Pathways with a slope exceeding 1:20 (1 foot in height for every 20 feet in length) may be regraded as an alternative to installing railings.

Driveways and parking areas

Driveway and parking area materials should be compatible with the existing building and site and the setting of the historic district. Appropriate choices include unit pavers of stone, brick or concrete; poured concrete with a surface treatment (tinting, scoring, exposed aggregate or accent materials) and asphalt. Paving of front or side yards to accommodate parking is discouraged. Driveways of crushed stone or shells are not common in urban settings and are generally inappropriate unless there is documentation for the historic use of such materials on the property.

A landscaped area at least 3 feet in width should be provided and maintained between parking areas and any adjacent property, public street, walk or right of way. In addition to ground cover and small plantings, a translucent vertical screen (including but not limited to trees, evergreen shrubs or decorative metal fencing on top of low masonry

walls) should be provided, with a minimum height of 30 inches and a maximum height consistent with the Zoning Ordinance regulations for fencing. Zoning variances may be required and must be obtained before filing an application for Certificate of Appropriateness.

Accessibility improvements: All paving materials noted above will also provide a hard, stable, regular and slip-resistant path of travel for disabled individuals. Original cobblestones should be reset rather than replaced with another material whenever possible. If a soft surface (such as loose gravel, crushed stone or shells, sand, or wet clay) is a historically accurate material for a driveway, consider using a bonding material to stabilize the surface rather than repaving in another material. Parking areas may be striped and identified as needed for accessible parking spaces. Snow/ice melting equipment may be installed under paved areas.

Landscaping

Landscaping is encouraged. Avoid placing trees and shrubs next to building foundations where they can encourage water to penetrate the building, causing deterioration. Installation or removal of plant materials,

including trees, shrubs, hedges and planting beds for flowers and vegetables are not reviewed by the PHDC except where part of a documented historic landscape (*see also “Other Regulations,” below*). Proper drainage should be maintained.

Retaining walls

Retaining walls intended to serve a structural purpose should be designed by a qualified professional engineer or architect, to ensure that wind loads, grade changes and foundation requirements are properly accommodated. Materials may be stone, brick or concrete with a surface treatment (tinting, scoring, exposed aggregate, veneers and accent materials). Railroad ties may be used in inconspicuous locations, such as rear yards. If a height over 4 feet is proposed, consider using terraces (perhaps with planting beds) to alleviate the visual impact.

Boundary walls

Boundary wall materials, scale and design should be compatible with those of the building. Stone walls enclosing gardens and yards are rare in historic urban settings (although possibly appropriate for more recent buildings); check for physical or documentary evidence of an original stone wall. Brick walls should use similar brick colors and sizes, mortar, joining and coursing as found on the building; generally, brick walls should be capped in natural or cast stone. If a height over 4 feet is proposed, a low masonry base with a transparent or semi-transparent iron or wooden fence on top may be an appropriate solution.

Other regulations

The Zoning Ordinance regulates boundary walls and hedges as well as fencing (*see* Section 411). Hedges on common lot lines may be planted provided the abutting owners agree in writing to maintain and trim them; the agreement is to be filed with

the City Fence Viewer. Walls of brick, cement or other material are limited to 6 feet in height, and must be capped and finished neatly on both sides. Stone walls are limited to 4 feet in height, and walls adjacent to driveways are limited to 3 feet in height for a distance of 20 feet back from the property line.

Exceptions to staff review

The following site improvements will be subject to a public hearing before the PHDC: changes in grade over 2 feet, alterations to historic landscapes or settings of highly significant historic buildings, installation of underground parking garages, paving of open space on a street frontage to provide parking, construction of pergolas, decks and wheelchair ramps, enclosures for outdoor seating areas (commercial businesses), and any other applications the staff chooses to direct to the PHDC for review; *see* “Major Alterations” and “Barrier-Free Access” for documentation requirements.

DOCUMENTATION REQUIRED

for Site Improvements

The following information must be filed in person by appointment with the PHDC staff for ***in-house review*** of site improvements. Incomplete applications cannot be reviewed.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing the existing conditions and the proposed changes.
- 35mm color or black and white photographs of the building and its relationship to the site, showing

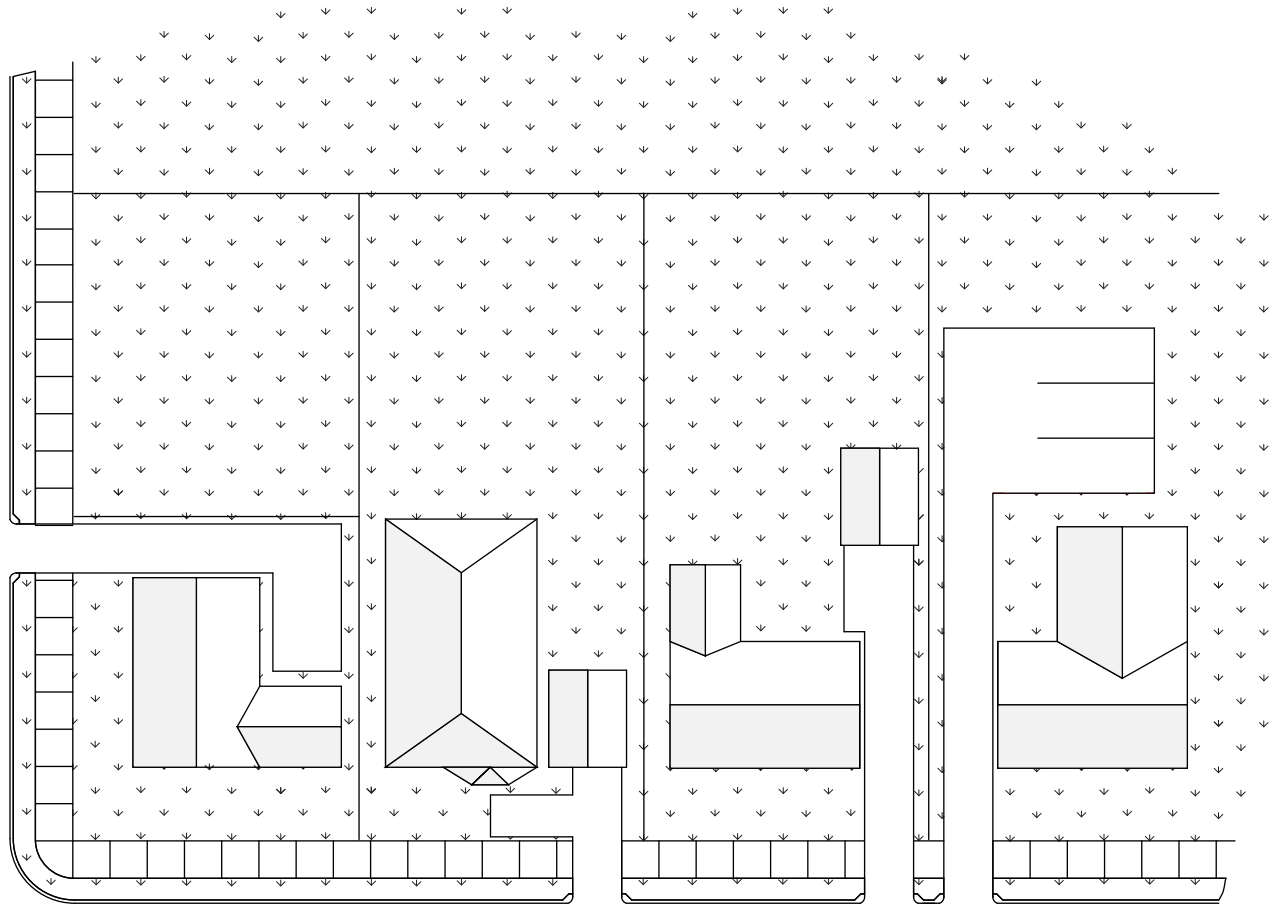
the entire property and close-ups of the area where the work will occur. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable provided the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long-term stability.

- A scaled site plan (3 copies), illustrating the proposed changes in

context with the building, other existing site elements, and the property lines. Indicate north arrow.

- For retaining walls, terraces and site improvements other than paving, scaled elevation and section drawings (3 copies) showing the construction in relationship to surrounding site or building elements. Structural retaining walls should be designed by an engineer or other qualified professional.
- A description of the proposed materials; samples may also be requested.

Parking plan with garages



Plan 1

Appropriate A small paved parking area has been created in the rear yard.

Plan 2

Inappropriate The garage is located to the front of the house and a paved parking area has been created in the front yard.

Plan 3

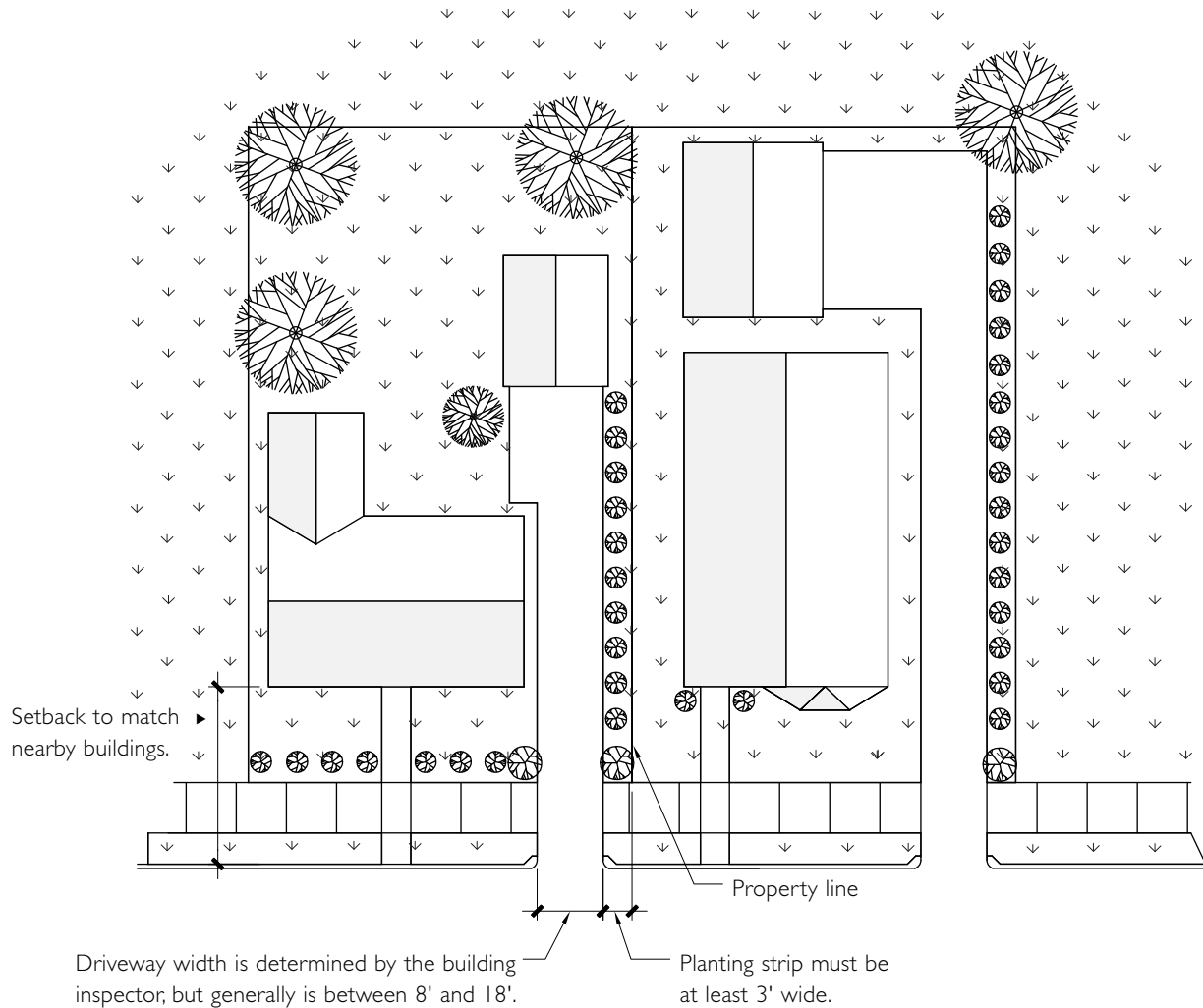
Appropriate The garage is located to the rear of the house.

Plan 4

Inappropriate A paved parking area has been created in the rear yard, but it is much larger than necessary for a single-family home.

In general, landscaping is encouraged for residential buildings, particularly in front and side yards. Additionally, landscaping is required in many instances, such as along the driveway and parking areas in new construction. Setbacks in new construction must be similar to that of neighboring buildings in order to preserve the continuity of the streetscape.

Appropriate residential site plan



In general, landscaping is encouraged for residential buildings, particularly in front and side yards. Additionally, landscaping is required in many instances, such as along the driveway and parking areas in new construction. Setbacks in new construction must be similar to that of neighboring buildings in order to preserve the continuity of the streetscape.

MINOR ALTERATIONS: STORM/SCREEN WINDOWS AND DOORS

The high cost of heating fuels and need to conserve energy has made combination storm/screen windows a common feature on historic buildings. Storm windows can protect historic primary sash from the elements and may be a reasonable alternative to replacing original windows.

However, storm windows are not a substitute for weathertight primary windows. In some cases, caulking, reglazing and weatherstripping the primary windows can stop air leaks, making storm windows less of a necessity. Window screens are often sold in combination with storm windows, but are also available separately.

Screen doors may need to be custom made, particularly for wide doorways. Storm doors are often an eyesore on historic buildings, and usually unnecessary if the exterior door is properly weatherstripped.

The goal of any installation should be minimal visual impact on the original primary window or door.

Materials

Wood, painted aluminum or anodized aluminum may be considered. Raw aluminum (with a silver finish) is not appropriate. Glass should be clear; glass is preferable to acrylic, which may scratch and discolor over time.

Colors

Frame colors should match those of the window trim. Many manufacturers can customize colors upon request.

Design

Storm windows should have narrow perimeter framing, and the meeting rails between upper and lower panels should align with the meeting rails of the primary sash. Half screens (e.g. covering only the bottom or top sash) are preferable to full screens covering the entire window opening.

Windows with stained glass, leaded glass, curved glass or unusual shapes or materials may require special custom treatments in order to preserve the window and its unique visual qualities. Storm and screen doors should be as simple as possible, with a plain glass or screen insert; avoid historically inaccurate decorative details.

Dimensions and configuration

Storm and screen windows and doors should be sized to fit the widow or door opening. Rectangular storm windows are not appropriate on windows with unusual shapes; in such cases either a custom fitted exterior storm window or an interior storm panel may be required.

DOCUMENTATION REQUIRED

for Storm/Screen Windows & Doors

The following information must be filed in person by appointment with the PHDC staff for ***in-house review*** of storm/screen windows and doors. Incomplete applications cannot be reviewed.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing the existing conditions and the proposed changes.
- 35mm color or black and white photographs of the building showing the entire building elevation and close-ups of the area where the work will occur. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable if the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable.
- Manufacturer's specifications and product information, including proposed dimensions and colors.

MAJOR ALTERATIONS

The primary purpose of the historic district ordinance is to preserve buildings, sites and appurtenances with historic and architectural significance. It is important to identify character-defining features such as height, setback from the street, shape, roof form, wall cladding, trim and ornamentation, windows and doors, porches and stairs, siting, storefronts and signs. Alterations which recognize, maintain and preserve distinctive features, materials, finishes, construction techniques and examples of craftsmanship will help to protect the integrity of the historic property and the district.

DOCUMENTATION REQUIRED

See page 41

In reviewing proposed plans, the PHDC shall consider: the historic and architectural significance of the structure and its appurtenances; the way in which the structure and its appurtenances contribute to the historical and architectural significance of the district; and the appropriateness of the proposed general design, arrangement, texture, materials and siting, in relationship to the existing historic structure.

Examples of alterations requiring full PHDC review include, but are not limited to, those listed below. Check with PHDC staff if you do not see your project listed. Projects must be approved by the PHDC prior to construction.

Replacement of features resulting in a change in material, dimension, design, texture or visual appearance, including work ordered by any regulatory agency to correct code violations. If existing features are character-defining elements of a historic structure, they should be replaced in kind to match as closely

as possible. If existing features are not appropriate to the architectural style of the building, consider replacement with a more appropriate design. Avoid creating a false sense of historical development.

Changes in wall materials and surfaces, including installation of artificial siding, installation of through-wall vents and air conditioners, and addition or removal of projections or recesses. Original or historic bay windows and oriels should be retained and preserved.

Aluminum and vinyl siding are generally not appropriate because:

1. Their installation usually results in the covering or removal of clapboards, shingles, window and door surrounds, cornices, corner boards and quoins, brackets, belt courses, and other character-defining elements;
2. Installation of artificial siding on top of existing siding changes the relationship of elements in the vertical plane of the wall, often eliminating projections and recesses; *and*

3. Artificial sidings will not halt deterioration all by themselves, and thus are not a substitute for proper repairs. Generally, artificial siding may be considered only for non-contributing buildings. Removal of existing artificial sidings and restoration of original wall surfaces is encouraged. Through-wall vents larger than 2 square feet in area should be located inconspicuously on secondary elevations. Through-wall air conditioners are discouraged, particularly on primary elevations.

Changes in fenestration, including installation or elimination of window and door openings. Generally, creating new openings and closing up original openings is discouraged, particularly on primary elevations.

Changes in ornamentation, including installation or removal of trim, brackets, cornices, corner boards, belt courses and other decorative elements. Generally, removal of character-defining trim and ornamentation is discouraged. New trim should be consistent with the architectural style of the building.

Changes in roof form or elements, including construction or removal of dormers, cresting rails and balustrades, monitors, cupolas, skylights, head houses and decks. Original historic roof lines, dormers, monitors, cupolas, skylights, cresting rails and balustrades should be retained. Consider locating new rooftop elements so that they will be out of view from street level.

Skylights should not be located on front roof slopes, and flat profiles are preferable to rounded profiles; however, the PHDC may consider an exception for a non-contributing building.

Changes to porches, stairs and entryways, including enclosure with glass or screens and installation, alteration or removal of railings, steps, handrails, door hoods, transoms and sidelights. Porch enclosures should

be located inside the railings and columns, minimizing the visual impact; use clear glass or dark mesh screens. Removal of original stairs, porches and entryways is discouraged. Avoid pressure-treated wood for new railings and trim pieces, as it tends to warp and twist.

Changes in grade levels and foundations. Major grade changes that would alter the historic setting of the property are generally discouraged. Underground parking garages inserted into hillsides may be considered. Cladding original exposed foundation materials in another material is generally discouraged. The permanent raising or lowering of a structure is discouraged.

Installation, alteration or removal of storefronts. Original storefront elements such as display

windows, recessed entryways, sign bands, transoms, etc. should be maintained and preserved. Where buildings have been converted to commercial use, new storefronts should be designed in harmony with the historic facade.

Changes to meet other regulatory codes, including installation or removal of fire escapes, construction of wheelchair ramps, etc. (see “*Barrier Free Access*” and “*Fire Escapes*” guidelines). Note that state codes may allow exceptions for historic buildings. Wherever possible, seek solutions which will have the least visual impact. Approval from the relevant regulatory agency (Building Board of Review, Fire Dept., Zoning Board of Review, etc.) should be obtained prior to filing an application for a Certificate of Appropriateness.

Appropriate and inappropriate siding types



▲ **Appropriate** Original clapboards.



▲ **Inappropriate** Vertical siding.

The decorative patterns, spacing, beaded edges, and visual texture of wood shingles and clapboards are character-defining features of historic buildings which should be retained and preserved. Wood trim elements such as corner boards, belt courses, window and door surrounds and other decorative features should likewise be repaired or replaced to match.



▲ **Inappropriate** Asphalt shingles, windows filled in.

**Appropriate
and inappropriate
replacement siding**



▲ **Appropriate** Original narrow clapboards, typically 3"-4" of exposure.



▲ **Inappropriate** Aluminum or vinyl siding. Loss of cornerboards, window trim and other details.



▲ **Inappropriate** Clapboards are too wide.

**Appropriate
and inappropriate
replacement siding**



▲ **Appropriate** Original wooden shingles.



▲ **Inappropriate** Replace shingles with clapboards.



▲ **Inappropriate** Horizontal siding.

DOCUMENTATION REQUIRED

for Major Alterations

The following information must be filed in person by appointment with the PHDC staff at least **fourteen (14) days before a scheduled meeting** for review of major alterations. Staff or the PHDC may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.
- 35mm color or black and white photographs of the building, showing the entire building elevation(s) and closeups of the area where the work will occur. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable provided the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long term stability.
- Three (3) sets of scaled plan, elevation and section drawings as necessary, illustrating existing conditions and proposed changes. All drawings should show proposed changes in relationship to major

architectural features: e.g., a new door should be shown in context with the entire elevation. Drawings should be titled, indicating the scale, labeled with the street address and dated.

Examples of the drawings needed for varying types of projects are listed below. *This is not an exhaustive list.* Check with staff about documenting your particular project.

Site plan for projections and recesses, wheelchair ramps, stairs, ground-level porches and decks, changes in grade, underground parking garages, etc. Show the entire building, adjacent buildings and property lines. Indicate north arrow.

Floor plans for projections and recesses, window and door openings, upper floor porches and decks, storefronts, barrier-free access, fire escapes, etc.

Roof plan for dormers, chimneys, monitors, cupolas, skylights, railings and balustrades, headhouses, decks and changes to the roofline.

Elevations for replacement of features, changes in wall materials and surfaces, ornamentation, fenestration, porches, stairs, entryways, roof forms and elements, grade levels, foundations, storefronts, fire escapes, barrier-free access, air conditioners, through-wall vents, etc. Show front and side views

of three-dimensional elements.

Sections for projections and recesses, changes in roof form, porches and stairs, underground parking garages, details such as railings, trim and ornamentation.

- One (1) complete set of drawings reduced to 11x17 inches for mailing purposes.
- Written approval from the fire department for the design and location of any proposed fire escape.
- Copy of any required zoning, building or access code variances obtained for the project.
- Manufacturer's specifications or literature for elements such as windows and doors, skylights, vents, etc. indicating all dimensions, details and finishes.
- List of the names and mailing addresses of all abutting property owners, derived from the most current records of the City Tax Assessor. "Abutter" is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines.

BARRIER-FREE ACCESS

The Americans with Disabilities Act (ADA) of 1990 and the Rhode Island Civil Rights of Individuals with Disabilities Act (R.I. General Laws 42-87) extend comprehensive civil rights to individuals with disabilities, and require that equal access be afforded to all citizens in all places of public accommodation, commercial facilities, and state and local governments. Although ADA exempts religious entities, private clubs and private residences from compliance, R.I.G.L. 42-87 covers all entities in Rhode Island, exempting only private residences.

DOCUMENTATION REQUIRED

See page 44

These laws require:

1. That all new public and commercial buildings and facilities be accessible;
2. That if existing elements, spaces or common areas are altered, then these shall be made readily accessible, consistent with the ADA Accessibility Guidelines (ADAAG); *and*
3. That all barriers to accessibility in existing buildings and facilities be removed, on an on-going basis, when it is “readily achievable” to do so (that is, accomplished without much difficulty or expense).

Generally, normal maintenance, re-roofing, painting, asbestos removal and changes to mechanical and electrical systems do not trigger requirements for ADA and R.I.G.L. 42-87 compliance.

For more information about ADA and R.I.G.L. 42-87 requirements, contact the Accessibility Coordinator of the R.I. Building Code Commission at (401) 222-6320, or the Governor’s Commission on the Handicapped at (401) 222-3731.

These agencies, along with the R.I. Historical Preservation & Heritage Commission (401) 222-2678, may also have review authority over accessibility improvements for properties in local historic districts. All of them encourage applicants to seek joint consultation and review whenever possible.

EXCEPTIONS FOR HISTORIC PROPERTIES

While historic properties are not exempt from ADA, the law does recognize the national interest in preserving historic properties. ADA Accessibility Guidelines provide alternative minimum requirements for qualified historic structures, such as those listed on the National Register of Historic Places or located within designated local historic districts, that cannot be made physically accessible without threatening or destroying their historic significance. *These alternative requirements may only be used after consultation with the R.I. Historical Preservation & Heritage Commission.* The alternative minimum requirements are:

- One accessible route must be provided from a site access point to an accessible entrance.

- One accessible entrance must be provided, preferably at a public entrance but possibly at a secondary, unlocked entrance. Directional and notification signage must be provided.
- Where toilets are provided, one unisex accessible toilet must be provided.
- Public spaces on the level of an accessible entrance must be accessible, and other public levels should be accessible wherever practical.
- Displays and written information should be located where they can be seen by a seated person.

If the RIHPHC determines that even the alternative requirements will threaten or destroy the significance of a structure, then alternative methods of access may be used, including guided tours and audio-visual materials and devices. This last exception is intended to be narrow and will apply only to a very small group of historic properties. Owners may initiate the consultation process by contacting RIHPHC.

DESIGN GUIDELINES

Exterior alterations to provide universal access to the site and to the structure will usually be reviewed by the PHDC at a public meeting. (Changes to paved surfaces are subject to staff review; installation of identification and directional signage identifying accessible parking spaces and entryways is exempt from review.) Interior alterations to provide access to the main floor, other floors, toilet facilities, drinking fountains and telephones are not reviewed by the PHDC unless they have exterior expression (such as an elevator tower).

Owners contemplating making alterations to improve the accessibility of their properties should follow a three-step process to identify and implement appropriate access solutions:

1. Identify the architectural materials, features and spaces that convey the historic significance of a property. These may include: construction materials such as brick, stone or wood; elements that clearly reflect the design intent of the architect or builder, such as porticos, bay windows, balconies, stairs, porches, columns, gates, paving and entryways; decorative features exhibiting a high level of craftsmanship, such as moldings, trim, carvings or applied ornament; and associated landscape features, such as driveways, walkways, berms, terraces, steps and green spaces.
2. Evaluate the historic property for compliance with state and federal accessibility requirements (whichever is stricter should apply) before planning changes. An "accessibility audit" should

survey architectural barriers for persons with mobility, visual and hearing impairments.

3. Evaluate the accessibility options using the PHDC General Standards (page 6) and the guidelines below.

The ideal accessibility solution for a historic building is one which provides the highest level of access, is readily achievable, and does not threaten or destroy the property's historically significant materials, features and spaces. Each building's access problems must be studied and resolved on a case-by-case basis. If access to the primary entrance cannot be provided without threatening or destroying significant architectural features, consider providing access at a well-lit, secure and well-maintained secondary entrance (especially one adjacent to an accessible parking area).

Wheelchair ramps

Consider locations which will have the least visual impact on the historic building and setting. On some buildings, ramps can be integrated into existing stairs or porches with little visual impact.

Materials for ramps and railings should be compatible with the building: wooden ramps are often appropriate for frame buildings and converted residences, while concrete or brick ramps may be best for masonry buildings. Ramp and railing designs should be coordinated with existing elements wherever possible. Wooden ramp surfaces can be painted with a sanded paint for slip-resistance.

State code requires the slope of a wheelchair ramp to be at maximum 1:12, that is, to rise no more than one

inch for every 12 inches in length; however, at sites where there is not enough space to accommodate a ramp with a 1:12 slope, ramps with a 1:6 slope are permitted for a run of up to 2 feet, which can overcome one or two steps. In some cases, altering grade levels to accommodate a very shallow ramp slope can alleviate the requirement for railings.

Ramps can be concealed with landscaping.

Wheelchair lifts

Under ADA, wheelchair lifts are less preferable than ramps because they can require assistance to operate and may break down. Nonetheless, lifts may be considered where the site does not provide ample room for a ramp. Both vertical platform lifts (which work like elevators, for a distance of up to 7 feet) and incline lifts (which ride along rails attached to stair railings) require a 25 square foot level platform between the lift and the entryway, and therefore can be extremely intrusive, particularly on a primary entrance. In some cases a telescoping hydraulic lift, which maintains the platform at grade level when not in use, can be a inconspicuous solution.

Entryways and steps

Where an existing door opening is too narrow to accommodate a wheelchair, consider installing offset door hinges to widen the opening. Installing an automatic door opener for a historic double door can create a suitably wide opening without requiring replacement of doors or enlargement of the opening itself. In some cases, replacing double leaf doors with a single leaf off-center door and fixed side panel may be acceptable. Alterations

to door hardware, although exempt from review, should consider reversible solutions such as installing a lever handle over an existing round door knob. Where steps must be replaced to comply with ADAAG, try to maintain as much of the original historic appearance as possible; materials for new steps should replicate the original or be compatible with other materials on the building.

Paving

See “Site Improvements” guidelines, page 31.

DOCUMENTATION REQUIRED
for Barrier-Free Access

The following information must be filed in person by appointment with the PHDC staff at least ***fourteen (14) days before a scheduled meeting*** for review of accessibility improvements. Staff or the PHDC may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.
- 35mm color or black and white photographs of the building, showing the entire building elevation(s) and closeups of the area where the work will occur. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable provided the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long term stability.
- Three (3) sets of scaled plan, elevation and section drawings as necessary, illustrating existing conditions and proposed changes. All drawings should show proposed changes in relationship to major architectural features: e.g., a new door should be shown in context with the entire elevation. Drawings should be titled, indicating the scale, labeled with the street address and dated.

Site plan for wheelchair ramps and lifts, alterations to stairways and landings, and major changes in grade. Show the proposed changes in context with the entire building, adjacent buildings and property lines. Indicate north arrow.

Elevations for wheelchair ramps and lifts, alterations to entryways and stairways, etc. Show front and side views of three-dimensional elements in context with the building elevation.

Sections for major changes in grade. Show changes in relationship to the building and to other site elements.

- One (1) complete set of drawings reduced to 11x17 inches for mailing purposes.
- Copy of any required zoning, building or access code variances obtained for the project.
- Manufacturer’s specifications or literature for wheelchair lifts, new doors, etc. indicating all dimensions, details and finishes.
- List of the names and mailing addresses of all abutting property owners, derived from the most current records of the City Tax Assessor. “Abutter” is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines.

FIRE ESCAPES

State building and fire codes require that in case of emergency, a second means of egress must be provided from all buildings. Accommodation of egress requirements in historic buildings requires careful planning so that public safety may be provided while protecting significant architectural features. Ideally, both means of egress should be located inside the building.

DOCUMENTATION REQUIRED
See page 46

Be cautious about fire escape installation ordered by a non-regulatory entity, such as when a bank requires it as a condition of issuing a mortgage. If a building has less than four residential units, for example, the state fire code does not require that exterior fire escapes be provided for every unit. Always check with the Providence Fire Department at (401) 421-8290 to confirm that fire escapes are required and for other fire safety requirement information.

Many buildings in Providence’s historic districts have been converted from an original single-family use to a multi-family use. In such cases, fire escapes will only be considered

for buildings with legal densities. Before submitting an application for a Certificate of Appropriateness, obtain certification from the Fire Department that the proposed fire escape design and location are acceptable.

Fire escapes

Where necessary, fire escapes should be located on secondary elevations, with escape routes oriented toward the rear of the building rather than the front wherever possible. Consider arranging the interior layout of a building so that bedrooms face away from the street, thus precluding the need for a fire escape on a primary elevation. The least intrusive design is preferable; for example, a ladder has less visual impact than a scissor stair.

Brackets and supports for fire escapes should not be attached to decorative elements such as quoins, cornices and window and door surrounds. Consider painting the fire escape to match the background color of the building, to reduce its visual impact.

Fire doors

Conversion of double hung windows to casement windows for egress, and enlargement of window openings to accommodate fire doors, are discouraged, especially on primary elevations. In many historic buildings, upper floor double hung windows are tall enough to permit egress to a fire escape through the raised bottom sash. Avoid installing fire doors in door openings on primary elevations wherever possible.

DOCUMENTATION REQUIRED

for Fire Escapes

The following information must be filed in person by appointment with the PHDC staff at least ***fourteen (14) days before a scheduled meeting*** for review of fire escapes and other alterations for fire egress. Staff or the PHDC may request any additional information. Incomplete applications cannot be accepted for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.
- 35mm color or black and white photographs of the building, showing the entire building elevation(s) and closeups of the area where the work will occur. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable provided the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not

acceptable due to lack of clarity and long term stability.

- Three (3) sets of scaled plan and elevation drawings as necessary, illustrating existing conditions and proposed changes. All drawings should show proposed changes in relationship to major architectural features: e.g., a new fire escape should be shown in context with the entire elevation. Drawings should be titled, indicating the scale, labeled with the street address and dated. The following drawings may be required:

Floor plans showing interior room layouts and location of proposed fire doors or fire escapes. Indicate whether an internal second means of egress is possible.

Elevations showing front and side views of proposed fire escapes (including supports) and new fire doors or replacement egress windows, in context with the entire side of the building.

- One (1) complete set of drawings reduced to 11x17 inches for mailing purposes.

- Written approval from the Providence Fire Department for the design and location of any proposed fire escape.
- Copy of any required zoning variances (relative to density) required for the project.
- Manufacturer's specifications or literature for proposed fire doors or replacement egress windows, indicating design, dimensions and materials.
- List of the names and mailing addresses of all abutting property owners, derived from the most current records of the City Tax Assessor. "Abutter" is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines.

NEW CONSTRUCTION & ADDITIONS

Since its inception in 1960, the PHDC’s philosophy regarding new construction has been to promote high quality new design, often contemporary in nature, that fits within the context of the historic districts. (For the purposes of these guidelines, “new construction” refers to new buildings or structures of any kind, including garages, and to substantial additions to existing structures.) Additions may be designed in the spirit of the existing architectural style, or may be clearly differentiated from the historic structure but compatible with it and with the surrounding historic district. It is not necessary to replicate historic architectural styles; designs should be contextual, but should not seek to create a false sense of historical development.

DOCUMENTATION REQUIRED

See page 49

It is strongly recommended that the applicant retain the services of a registered architect, design professional or engineer for the design and construction of any new structure or addition within a historic district.

REVIEW PROCESS

Review of an application for a Certificate of Appropriateness for new construction generally occurs in four phases, including a minimum of two public meetings (conceptual review, final review), unless otherwise waived by the PHDC. Applications for conceptual approval may be filed and reviewed prior to obtaining any necessary zoning variances; however, variances must be granted before the PHDC will proceed with final review. The four phases of design review for new construction projects are:

1. **Pre-application consultation and/or review.** Consulting with the PHDC staff and arranging a site visit early in the design process (during preliminary design, and before filing an application) is essential. This is the time to identify issues for both the property owner and the PHDC, and to investigate alternative approaches to resolving these issues. Applicants may also request a non-binding pre-application review with the PHDC, to obtain informal feedback on a design concept before filing an application. At a pre-application review the applicant should be prepared to present a written description of the project, 35mm photographs of the site, and schematic site plans and elevations. Pre-application reviews are an agenda item at PHDC regular meetings, and consequently a written request and accompanying documentation must be submitted by the filing deadline for a specific regular meeting.
2. **Conceptual review.** Once a complete application is filed (see “Documentation Requirements,” below), it is scheduled for conceptual review at a public meeting. The applicant’s presentation should include identification of the use of the new structure, a statement of design philosophy and a conceptual design showing height, scale, roof form, setback, shape, rhythm, materials and major site elements. If substantial design modifications are suggested, the PHDC may continue conceptual review until a subsequent public hearing, and establish a subcommittee of its members to work with the applicant in the meantime. If the application is approved in concept, it then passes to final review.

3. **Final review.** After an application is approved in concept and any necessary zoning variances have been obtained, at a subsequent public meeting the applicant presents final drawings (not for construction) that respond to comments made at the conceptual review, and that clarify relationships of various building and site elements to each other, relate interior arrangements to exterior appearance, address issues such as projections and recesses, doors and windows, trim and ornament, landscaping, etc., and include operating systems (mechanical, electrical, plumbing). If the final design is approved, the application then passes to review of construction details.
4. **Construction detail review.** Construction drawings and other details (such as material or color samples) are reviewed by staff or the subcommittee after a project's final design has been approved by the PHDC. These drawings show how the structure will actually be built, and are used by the contractor to price the job, obtain permits and carry out the work. Construction drawings can be reviewed informally unless there are substantial changes to the approved final design; staff or the subcommittee will determine whether proposed changes warrant a further public hearing. Construction drawings must be approved (stamped) before a Certificate of Appropriateness and a building permit can be issued.

CHANGES TO AN APPROVED PROJECT

It is common for project details to change during the course of con-

struction. However, a Certificate of Appropriateness for any project is tied to a specific design and details as illustrated in stamped construction drawings. ***All changes must be brought to the attention of the PHDC staff before construction proceeds on those changes.*** Staff will determine whether the changes can be reviewed in-house or whether the phdc needs to review them at a public meeting.

Failure to advise the PHDC of changes to an approved project and to obtain approval for those changes will invalidate the certificate of appropriateness and be deemed a violation of the zoning ordinance. It may also result in refusal by the department of inspection and standards to issue a certificate of occupancy, which can jeopardize yearly tax benefit claims and preclude final payments from lending institutions.

DESIGN CRITERIA

Historic districts in Providence contain a wide variety of building types and architectural styles. While some streets demonstrate great similarity of building sizes, shapes, materials and setbacks, others are characterized by great diversity, demonstrating how a neighborhood has grown over time or how different activities were carried out in the same area. This variety makes it impossible to mandate a specific design for new construction. These guidelines therefore deal with general issues of building height, mass, scale, siting, rhythm, materials, etc. They are intended to provide a framework within which design creativity and the needs of the property owner can co-exist with respect for designated historic districts.

New construction should reflect the design trends and concepts of the period in which it is created, while recognizing that a new building or addition must fit into an existing framework of a variety of older buildings. New structures should harmonize with existing older structures, and at the same time be distinct from the old so that the evolution of the district can be interpreted correctly.

When designing an addition or a new building, consider the following architectural and site features in relationship to the existing structure and/or the surrounding structures:

- Height
- Scale
- Massing, form, proportions
- Topography
- Parking
- Directional expression
- Siting and setbacks
- Landscaping
- Roof shape
- Height of foundation platform
- Views
- Sense of entry, porches, doors, stairs
- Rhythm and size of openings
- Known archeological features
- Color and texture of materials
- Architectural detail
- Development patterns

All new public and commercial buildings must be fully accessible to the disabled under federal and state law. Emergency egress in any new building shall be accommodated inside the building. See also "Site Improvements," "Barrier Free Access," and "Fences and Gates" guidelines.

DOCUMENTATION REQUIRED

*for New Construction & Additions***CONCEPTUAL REVIEW**

The following information must be submitted in person by appointment with the PHDC staff **at least fourteen (14) days in advance of a scheduled public meeting**. Incomplete applications cannot be scheduled for review.

- A completed application form for a Certificate of Appropriateness, signed by the property owner and the applicant, including a description of existing conditions and proposed changes.
- 35mm color or black and white photographs of the site where the proposed new construction will occur, and of all abutting properties (abutters are those properties whose lot lines touch the lot lines of the subject property; streets are considered common property lines). Photos should be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable if the images reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long-term stability.
- One (1) set of scaled architectural drawings of the proposed new construction. Drawings should be titled, indicating the scale, labeled with the property address and dated. The scale should be sufficient to indicate clearly all aspects of the project. Drawings should include:

Site plan illustrating the location of all new construction in relationship to all other site elements, the

property lines and structures on abutting properties. Site plan should be based upon data provided by a registered land surveyor, and shall clearly indicate the location of all design features of the proposed construction, including: building setbacks, paved areas, parking areas, landscape features, fences, walls, mechanical equipment and other planned improvements. Indicate north arrow.

Conceptual floor plans, roof plan and exterior elevations showing the design concept for all four elevations, all interior floors and the roof. Drawings should illustrate the relationship of the proposed structure to abutting buildings, and shall clearly indicate all design features of the proposed construction, including: building materials and colors of all permanent exterior finish materials; location, configuration and type of doors and windows; overall dimensions; general details of roofing, siding, ornament and trim; location and type of any proposed signs; exterior mechanical equipment; and other building or site features.

Axometric or perspective drawings (and/or model), illustrating in three dimensions the proposed construction in context with the surrounding area and abutting buildings.

- One (1) complete set of the above drawings, reduced to 11x17 inches for mailing purposes.
- List of the names and mailing addresses of all abutting property owners, derived from the most current records of the City Tax Assessor. "Abutter" is defined as any

property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines.

FINAL REVIEW

The following information must be filed in person by appointment with staff **at least fourteen (14) days before a scheduled meeting**:

- Written list of all changes made to the project design since conceptual approval. Changes shall also be highlighted on the drawings submitted for final review.
- One (1) full-size set of final design drawings, to scale, depicting the final design of the project. Drawings shall include floor, roof and site plans, all exterior elevations, building sections and exterior details. Drawings should be titled, indicating the scale, labeled with the property address and dated.
- One (1) set of final design drawings, to scale, reduced to 11x17 inches for mailing purposes.
- Any other information requested by the PHDC or the staff at the Conceptual Review hearing or at a subsequent sub-committee meeting.

CONSTRUCTION DETAILS

The applicant shall submit three (3) sets of scaled construction drawings to the PHDC staff. Material and color samples, if requested, should be made available on site.

MOVING OF HISTORIC STRUCTURES

When a historic structure is moved from its original site, it loses its integrity of setting and its sense of time and place, which are important aspects of the historic building and its environment. Their loss is irreplaceable. Ordinarily, a contributing historic structure listed on the National Register of Historic Places (as are many of the buildings in Providence's local historic districts) will lose its National Register status if moved from its original site.

DOCUMENTATION REQUIRED

See page 51

Moving of historic structures into, within or out of historic districts is discouraged except as a last alternative to demolition. In any case, the selection of a new site, appropriate for the building, plays a key role in the success of the relocation project. Consider how the building will relate to the proposed site and to its immediate context in terms of size, massing, scale, setback, texture

of materials and parking; and how its architectural style relates to its surroundings and to the district as a whole.

Structures may be moved intact, partially disassembled and completely disassembled. It is important that the structure be moved by a professional building moving firm with experience in moving historic structures. ***Adequate insurance coverage must be provided for all phases of the operation.***

The property owner will need to get various licenses and permits from city agencies such as the public works, traffic engineering, police, fire and building departments; and from utility companies. The owner must provide proof of ability to comply with all local and state safety regulations, and supply the necessary equipment and vehicles. If the owner is using federal assistance to move a structure listed on the National Register, archeological investigations are usually required.

DOCUMENTATION REQUIRED

for Moving of Historic Structures

The following information must be filed in person by appointment with the PHDC staff at least ***at least fourteen (14) days before a scheduled meeting.*** Incomplete applications cannot be scheduled for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.
- 35mm color or black and white photographs completely documenting the entire structure in context of its original site; and photos of the proposed site to which the structure will be relocated, including abutting properties on all sides. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable provided the images

reproduce clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long-term stability.

- If the structure is to be moved to a site within a local historic district:

Site plan (3 sets) to scale, showing the proposed location of the structure, indicating its relationship to the new site and the surrounding neighborhood. Drawings should be titled, indicating the scale and north arrow, and noting the street address and date.

Elevation drawings (3 sets) to scale, showing the building in its proposed new site in the district, showing its relationship to abutting buildings on all sides; and a scaled foundation plan. Drawings should be titled, indicating the scale, and noting the street address and date.

- If the structure is to be moved from a site within a local historic district: scaled plan, elevation and section

drawings (3 sets) as necessary to illustrate any proposed new construction or site treatment (see “New Construction” or “Site Improvements” guidelines for complete documentation information.)

- A certified report from an engineer or the moving company describing the method of moving, expected loss of historic fabric, timetable, etc.
- List of the names and mailing addresses of all abutting property owners, derived from the most current records of the City Tax Assessor. “Abutter” is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines.

DEMOLITION

Demolition of any historic structure constitutes an irreplaceable loss to the historic district and the City of Providence. Even the demolition of a non-contributing structure, or a secondary structure such as a garage, can have serious consequences for the district as a whole. Consequently, demolition is strongly discouraged.

DOCUMENTATION REQUIRED
See page 55

Demolition of any historic structure constitutes an irreplaceable loss to the historic district and the City of Providence. Even the demolition of a non-contributing structure, or a secondary structure such as a garage, can have serious consequences for the district as a whole. Consequently, demolition is strongly discouraged.

Demolition proposals are reviewed on a case-by-case basis. The applicant must make a good faith effort to demonstrate that ***all alternatives to demolition have been evaluated*** (including rehabilitation, sale, adaptive reuse and relocation of the structure), and to provide both architectural and financial data to support a conclusion that demolition is the only feasible solution. The documentation requirements for demolition proposals are extensive, but complete information is necessary for the PHDC to make an informed decision.

All demolition proposals should include information about how the site will be treated once the structure is removed. Where demolition of a primary structure is proposed, plans for development of the site with new construction should be included

with the application. Replacing a building with a surface parking lot can seriously diminish the architectural integrity of historic districts and is strongly discouraged.

Upon approval of an application for a Certificate of Appropriateness for demolition, the PHDC may require that the exterior and interior of the structure be recorded, at the owner's expense, according to the documentation standards of the Historic American Buildings Survey (HABS) and the Historic American Engineering Record (HAER). Such records would be deposited with the PHDC.

APPLICATION PROCEDURES

ALL demolition proposals within a local historic district require an application for a Certificate of Appropriateness. Consultation with the PHDC staff prior to submitting an application is strongly encouraged. The review process consists of at least two monthly public meetings, and is structured to give ample time to the community, the applicant and the PHDC to obtain information and study the proposal thoroughly. Where demolition of a secondary or non-contributing structure is proposed, the PHDC may at its discretion decide to streamline this process.

Review procedures can be summarized as follows:

1. Application is submitted, at least thirty (30) and no more than forty-five (45) days before a scheduled regular meeting. Applications must be documented as outlined below; incomplete applications cannot be reviewed. Check with staff for filing deadlines and hearing dates.
2. Preliminary public meeting is held to determine the architectural and historic significance of the structure and its contribution to the historic district, and to determine whether to accept the application as complete. The applicant and/or property owner shall attend the meeting and present the application to the PHDC. Public comment will be taken.

The PHDC shall first determine whether the structure proposed for demolition is:

 - 1) contributing to the significance of the district, and valuable to the City, State or Nation;
 - 2) contributing to the significance of the district, and valuable for the period of architecture it represents, or to the district; or
 - 3) non-contributing to the sig-

nificance of the district. The PHDC will use its own judgment in making determinations of architectural and historical significance, and may call upon expert witnesses. Applicants may also present testimony as to the significance of the structure.

Next, the PHDC shall determine whether sufficient information has been submitted with the application to allow thorough review (see “Documentation Requirements,” below), and whether all alternatives to demolition have been considered. If the PHDC finds that the documentation is complete and all alternatives to demolition have been considered, it will vote to accept the application and schedule the application for review at the next regular meeting. If the application cannot be accepted because additional information is needed, then the preliminary meeting will be continued until the next regular PHDC meeting or such time as the additional information can be submitted. The application is considered formally accepted as of the date of the vote to accept.

3. Second public meeting is held at the next regular meeting following the vote to accept the application, to review the application in light of the Review Criteria listed below. The criteria vary depending on whether the structure was determined to be a contributing or non-contributing structure in the district. The applicant and/or property owner shall attend, and public comment will be taken.

If the structure is contributing, the PHDC votes whether the proposal meets the primary review criteria outlined below. If so, then the application will be reviewed in light of the secondary review criteria. If the application is consistent with both the primary and the secondary review criteria, then it may be approved, either as submitted or with conditions. If not, the application may be denied.

If the structure is non-contributing, the PHDC votes whether to approve, approve with conditions, or to deny the application for demolition, using the secondary review criteria outlined below.

At the second meeting the PHDC will also review any claim of economic hardship (see “Economic Hardship” guidelines, page 56).

4. A written resolution is issued within 15 days of the vote to approve or deny the application, describing the PHDC’s decision and the reasons behind it. Any conditions of approval (such as HABS/HAER recording) must be met before a Certificate of Appropriateness is issued and a demolition permit obtained. If an application is denied, a new application for demolition of the structure may not be submitted for a period of one (1) year from the date of the written resolution.

REVIEW CRITERIA

At the second public meeting, the PHDC shall use the following criteria for review, based on whether the structure has previously been deter-

mined to be contributing or non-contributing to the significance of the historic district.

Contributing Structures: If a structure is deemed contributing, then the PHDC shall consider whether the application meets the following primary criteria:

1. If the structure is deemed valuable to the City, State or Nation, such that its loss will be a great loss to the City, State or Nation, then in order for the PHDC to approve demolition the structure must constitute a hazard to public safety, which hazard cannot be eliminated by economic means available to the owner, including sale of the structure to any purchaser willing to preserve the structure.
2. If the structure is deemed valuable for the period of architecture which it represents, or to the district as a whole, then at least one of the following requirements must be met in order for the PHDC to approve demolition:
 - a) Retention of the structure constitutes a hazard to public safety, which hazard cannot be eliminated by economic means available to the owner, including the sale of the structure on its present site to any purchaser willing to preserve the structure.
 - b) Preservation of the structure is a deterrent to a major improvement program which will be of substantial benefit to the community.
 - c) Preservation of the structure would cause an undue and

unreasonable financial hardship to the owner, taking into account the financial resources available to the owner including the sale of the structure to any purchaser willing to preserve the structure.

- d) Preservation of the structure would not be in the interest of the majority of the community.

If the primary criteria have been met, then the PHDC may consider any or all of the following secondary criteria in deciding whether to approve or deny the application:

1. The merit of the structure to be demolished.
2. The effect of the demolition on the surrounding buildings.
3. The effect of the demolition on the historic district as a whole.
4. The value or usefulness of the proposed replacement structure to the community, and the appropriateness of its design to the historic district.
5. If the lot is to be left open, the impact of open space in that location and on the district as a whole.
6. The effect of the demolition on the local economy.
7. Whether the demolition will foster civic beauty.
8. Whether the demolition will stabilize and improve property values in the district.
9. The effect of the demolition on safeguarding the heritage of the City, State or Nation.
10. The effect of the demolition on

promotion of the district for the education, pleasure and welfare of the citizens of the City.

Non-Contributing Structures: If a structure is deemed non-contributing, the PHDC may consider any or all of the secondary criteria above in deciding whether to issue a Certificate of Appropriateness for demolition.

EMERGENCY DEMOLITION

In cases of fire, natural disaster or other event which causes the Director of the Department of Inspection and Standards to order demolition immediately due to an imminent public safety hazard, the PHDC may hold a special meeting with 48 hours notice, in accordance with the R.I. Open Meeting Law, to review an application for a Certificate of Appropriateness for demolition. Documentation with the application shall include interior and exterior 35mm color or black and white photographs illustrating the building's condition, and written documentation of the nature of the emergency and of the building's irreparable and dangerous condition. The PHDC, in approving an emergency demolition, may require as a condition of approval that the applicant return within a specified period of time with a proposal for new construction on the site.

DEMOLITION ALTERNATIVES

1. An itemized breakdown of the feasibility of all possible alternatives to demolition, and reasons why such alternatives were rejected, including:
2. Sale of the structure on the present site to a party willing to preserve the structure.

3. Sale of the structure for removal and preservation on a new site. Consider the likelihood of a party willing to buy the structure for removal, and the feasibility of removal in both economic and practical terms.
4. Public or quasi-public agencies having any potential use for the structure, or knowing of potential users or purchasers.
5. The availability of financial programs that could assist in the rehabilitation and preservation of the structure.
6. Alternative uses for the structure that would allow its preservation.

FINANCIAL DATA

1. Form of ownership of the property, including the names and addresses of the owners. If the owner is an organization, governmental entity or corporation, include the name, address and telephone number of a contact person.
2. The fair market value of the property as determined by a qualified professional expert.
3. The amount paid for the property, the date of purchase and the name of the seller, including the relationship between the applicant or owner of record and the party from whom the property was purchased.
4. The price asked for the property and any offers received in the previous three years.
5. If the property is commercial or income-producing: the gross annual income from the property for the past three years, the item-

- ized operating and maintenance expenses for the previous three years, the depreciation deduction and annual cash flow before and after debt service for the previous three years.
6. The remaining balance on any mortgage or other financing secured by the property and the annual debt service for the past three years.
7. Three bids for the cost of the proposed demolition compared to the cost of stabilizing or “mothballing” the structure, and compared to the cost of rehabilitating the structure.
8. A list of all economic incentives for preserving the structure available to the applicant through federal, state, city or private programs.
9. If making a claim of economic hardship, such financial information as listed on page 46-48 of these guidelines.

DOCUMENTATION REQUIRED

for Demolition

The following information must be submitted in person by appointment with PHDC staff at least **thirty (30) days before a scheduled meeting** for review of demolition. Incomplete applications cannot be scheduled for review.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.
- List of the names and mailing addresses of all abutting property owners, derived from the most current records of the City Tax Assessor. “Abutter” is defined as any property whose lot lines touch the front, side or rear lot lines of the subject property; since streets are common property lines, properties across the street are included as

abutters. Properties on a corner should include the three opposite corner properties as abutters, in addition to those sharing side or rear lot lines.

- 35mm color or black and white photographs of the structure to be demolished, showing all elevations, closeups of details and relationship to surrounding structures. (If the structure to be demolished is a secondary structure, such as a garage, include photos of the primary building(s) as well.) Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable provided the image reproduces clearly. Photocopied prints and instant

(Polaroid) snapshots are not acceptable due to lack of clarity and long-term stability.

- A site plan, to scale, showing the location of the structure proposed to be demolished in relationship to other structures on the property, and to the property lines.
- A written report from an engineer licensed in Rhode Island, and/or from the Building Inspector of the City of Providence, as to the structural soundness of the building and its adaptability for rehabilitation. Any dangerous conditions should be identified.
- A description of the proposed replacement for the structure, including schematic plan and elevation drawings (see “New Construction” guidelines).

ECONOMIC HARDSHIP

In some instances, the preservation of a structure and its features may cause an undue and unreasonable economic burden on the property owner. These guidelines will inform applicants as to the circumstances under which an owner may claim economic hardship and seek approval to alter a property in a manner inappropriate to historic preservation.

DOCUMENTATION REQUIRED	APPLICATION PROCEDURES
<i>See page 57</i>	<div data-bbox="597 688 1019 1938"> <ol style="list-style-type: none"> 1. A claim of economic hardship shall accompany an application for a Certificate of Appropriateness. Claims of economic hardship shall be documented as described below. The PHDC may require that any of the submitted information be verified by a professional evaluation. All documentation becomes part of the public record. 2. Applications which are accompanied by claims of economic hardship shall be submitted at least thirty (30) days before a regularly scheduled meeting of the PHDC. Claims of economic hardship relative to demolition applications shall be reviewed at the second public meeting on the application. 3. The applicant shall be required to testify at the public meeting. Public comment will be taken. The PHDC shall determine whether the application is complete (see Documentation Requirements, below) and, if no further information is needed, shall consider the following factors: <ol style="list-style-type: none"> a) Whether the property does or does not contribute to the significance of the historic district. </div> <div data-bbox="1052 636 1489 1665"> <ol style="list-style-type: none"> b) The impact of the inappropriate alterations, construction or demolition on the structure as a whole. c) The impact of the inappropriate alterations, construction or demolition on the historic district as a whole. d) The economic impact on the applicant of complying with the guidelines of the PHDC. <ol style="list-style-type: none"> 4. After considering all evidence, testimony and criteria, the PHDC will vote on the application. An approval will include acceptance of the claim of economic hardship; approvals may be made of the application as submitted, or modifications may be required as conditions of approval. A denial will include both the application and the claim of economic hardship. Denied claims of economic hardship may not be resubmitted within one (1) year of the date of the written resolution. </div>

For the purposes of these guidelines, the term “economic hardship” shall refer to an owner’s inability to see a reasonable economic return for an investment which will comply with PHDC Standards and Guidelines to preserve the property. Evidence of economic hardship is generally limited to instances when the cost of preservation exceeds the value of the building, or preservation will deprive the owner of reasonable use of the property. An owner’s personal financial status is *not* an issue that the PHDC may consider.

The PHDC may allow projects to be completed in phases to accommodate the long-term and short-term availability of funds for preservation. Federal and state tax credits and a variety of low-interest loans are available to owners of historic properties for appropriate rehabilitation work. Although the PHDC itself does not provide financial assistance, the staff can provide information on these programs.

DOCUMENTATION REQUIRED

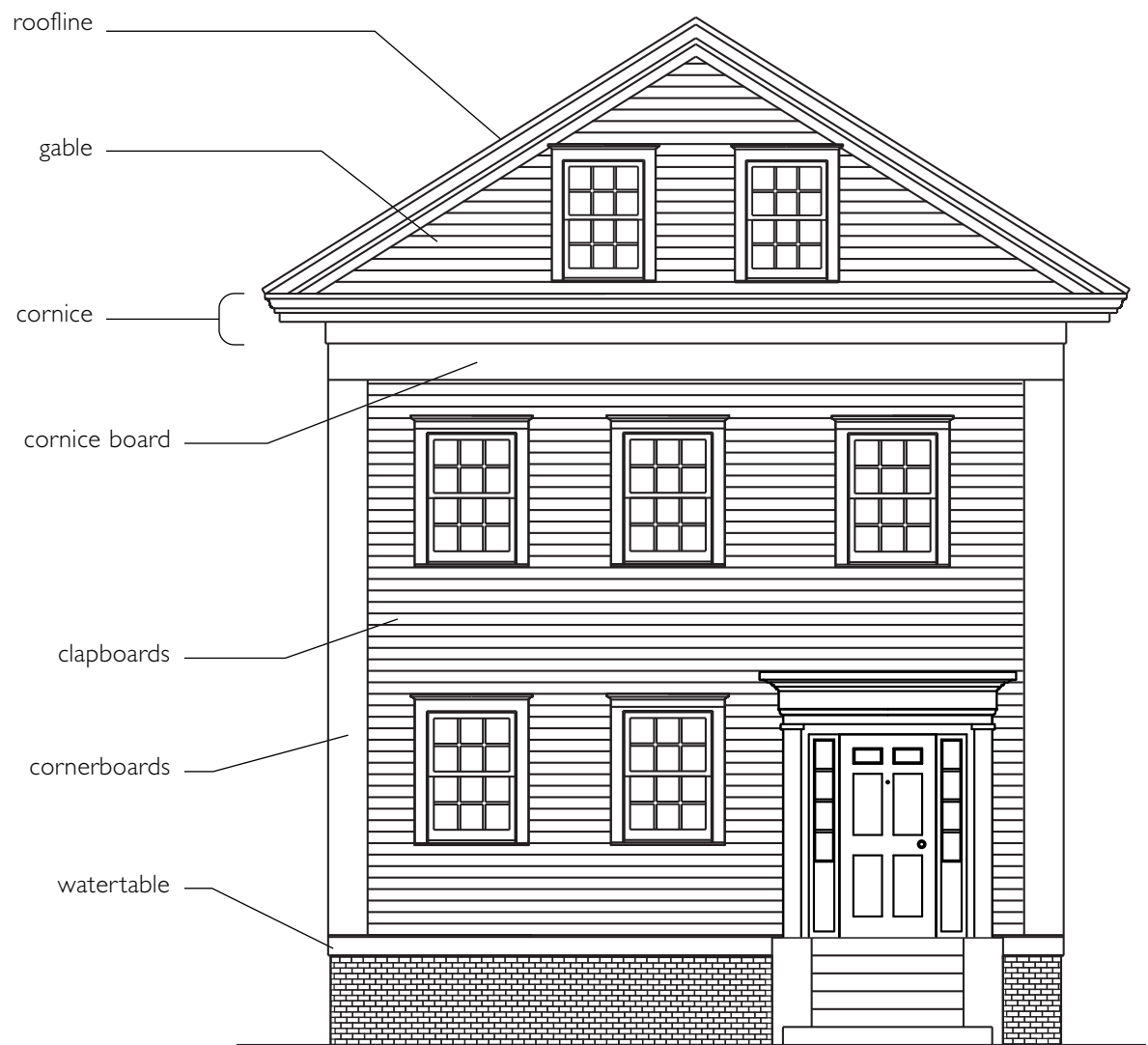
for Economic Hardship

The following information must be submitted in person by appointment with PHDC staff at least **thirty (30) days before a scheduled meeting**.

- A completed application form for a Certificate of Appropriateness, signed by the applicant and the property owner, describing existing conditions and proposed changes.
- List of the names and mailing addresses of all abutting property owners, derived from the most recent records of the City Tax Assessor. "Abutters" are defined as those properties whose front, side or rear lot lines touch the lot lines of the subject property, including properties across the street. Abutters of corner lots include the three opposite corner lots, in addition to those sharing side or rear lot lines.
- 35mm color or black and white photographs of the property, showing all elevations, closeups of details and relationship to surrounding structures. Photos are to be at least 4x6 inches and must be labeled with the street address, compass direction and date. High quality digital photographs are acceptable. Color photocopies of slides may be acceptable provided the image reproduces clearly. Photocopied prints and instant (Polaroid) snapshots are not acceptable due to lack of clarity and long-term stability.
- Plans and drawings (to scale) showing all proposed changes (see Alterations, New Construction or Demolition Guidelines, as relevant, for more specific information).
- Form of ownership of the property, including names and addresses of the owners. If the owner is a corporation, institution, government or other organization, include the name and telephone number of a contact person.
- A comparison of the cost of the proposed work with the cost of complying with PHDC Standards and Guidelines (minimum three estimates each).
- Estimated market value of the property: a) in its current condition; b) after complying with PHDC Standards and Guidelines; c) after the proposed alteration.
- Amount paid for the property, the date of purchase and the party from whom the property was purchased, including any relationship between the parties.
- If the property is commercial or income-producing: a) the annual gross income for the previous three years; b) itemized operating and maintenance expenses; c) depreciation deduction; and d) annual cash flow before and after debt service.
- Remaining balance on any mortgage secured by the property.
- Assessed value and real estate tax of the property, according to the two most recent tax assessments.
- Any real estate listing of the property for sale or rent in the past three years, including offers received.
- The long term and short term availability of funds, including income and financing, available to the owner that would allow compliance with PHDC Standards and Guidelines.
- The feasibility of alternative uses for the property that would allow compliance with PHDC Standards and Guidelines.
- Any other information that the PHDC deems necessary for its determination.

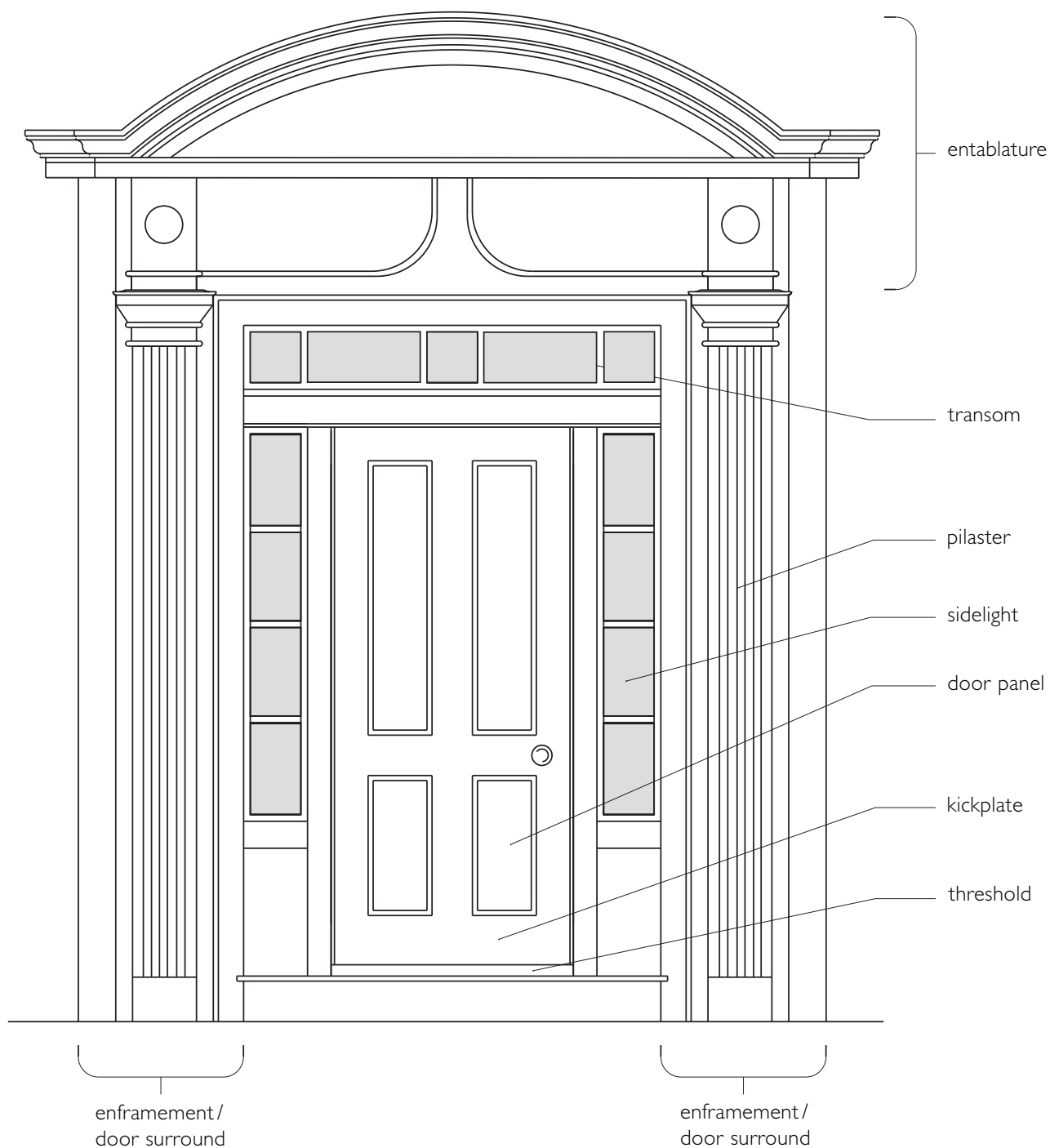
GLOSSARY: COMMON TERMS: HOUSE



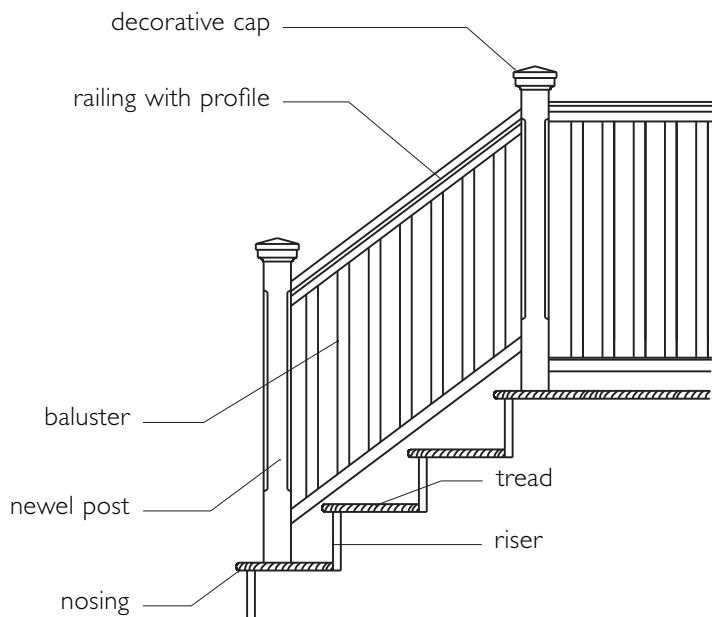


GLOSSARY:

COMMON TERMS: DOOR



GLOSSARY: COMMON TERMS: PORCH



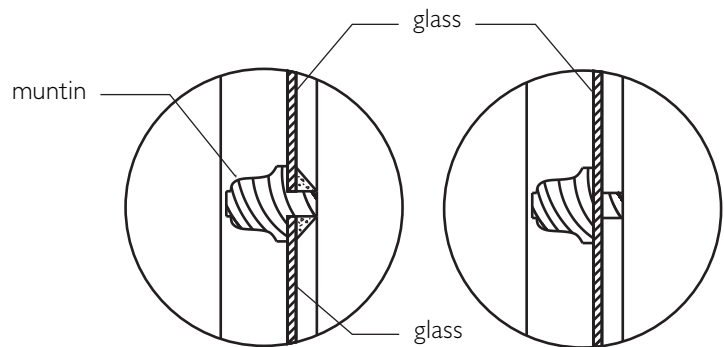
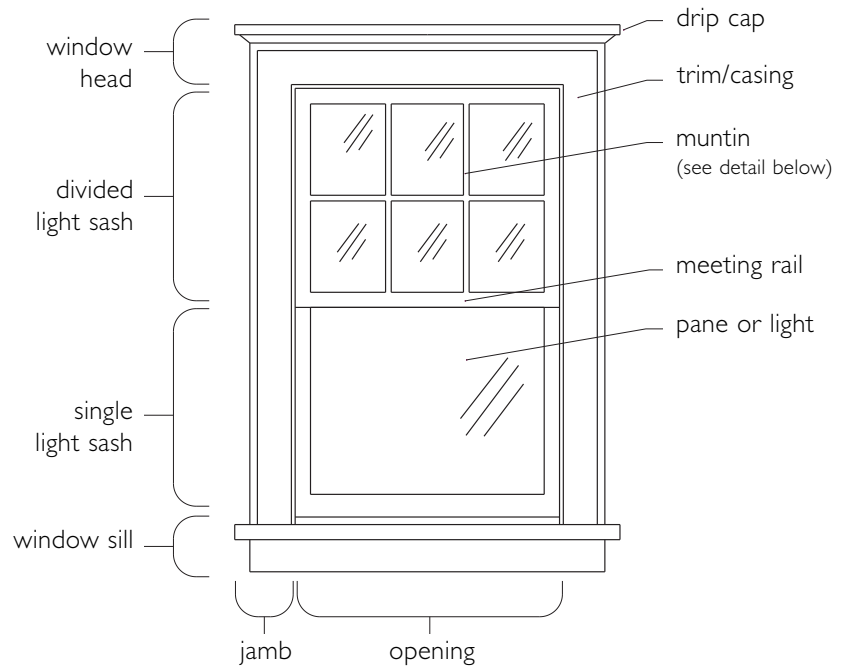
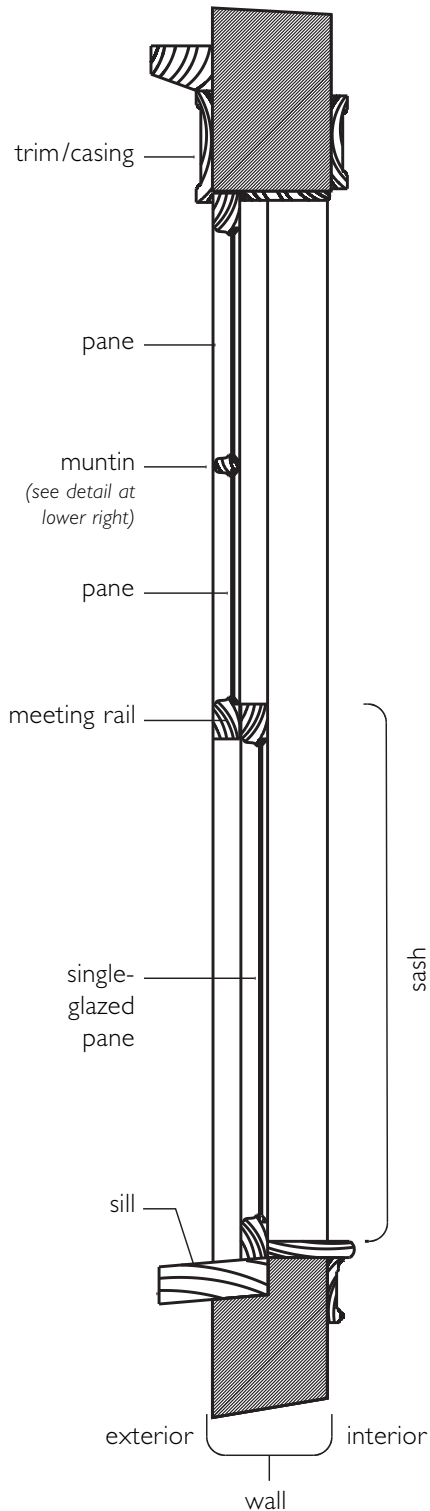
Stair Profile

Tread Horizontal section

Riser Vertical section

Nosing Overhanging portion of tread.
The nosing profile should match that of original or typically traditional stairs.

GLOSSARY: COMMON TERMS: WINDOWS



True divided light
Muntin separates two panes of glass.

Simulated divided light
False muntin applied to single pane of glass.

GLOSSARY: HOUSE STYLES



▲ **Federal**



▲ **Greek Revival**

GLOSSARY: HOUSE STYLES



▲ **Second Empire**



▲ **Queen Anne**



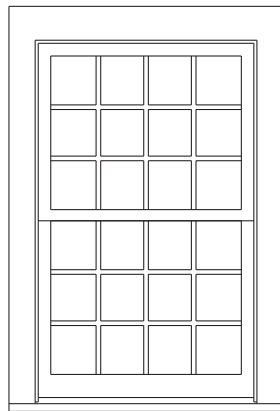
▲ **Colonial**



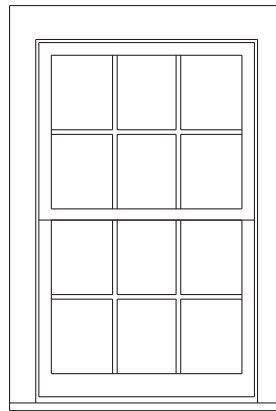
▲ **Triple Decker**

GLOSSARY: WINDOW TYPES

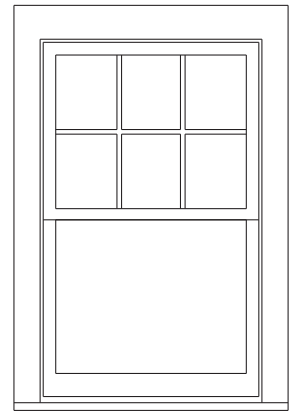
Most historic residential windows are double-hung windows with wooden sashes and true divided lights. Different types of windows are appropriate for different architectural styles and periods. New windows should match originals in materials, design, dimensions, configuration and number of panes.



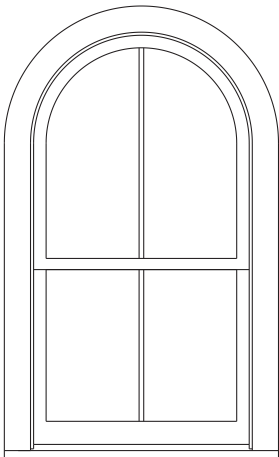
▲ **12/12 Colonial or Federal** (late 18th century)



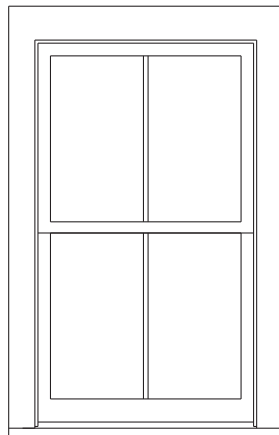
▲ **6/6 Greek Revival** (1830s and 1840s or Federal)



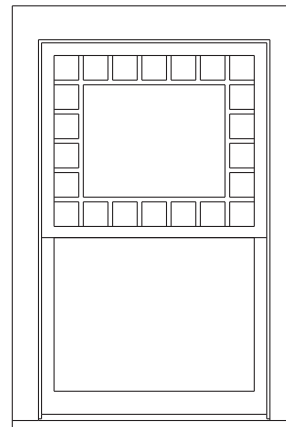
▲ **6/1 Colonial Revival**



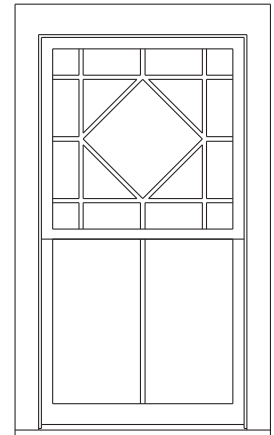
▲ **Arched 2/2 Second Empire** (1860s and 1870s)



▲ **2/2 Second Empire** (1860s and 1870s)



▲ **Multi-light Queen Anne** (late 19th century)

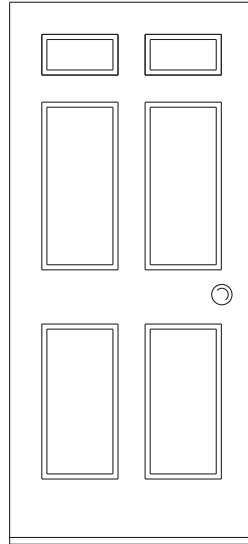


▲ **Multi-light Queen Anne** (late 19th century)

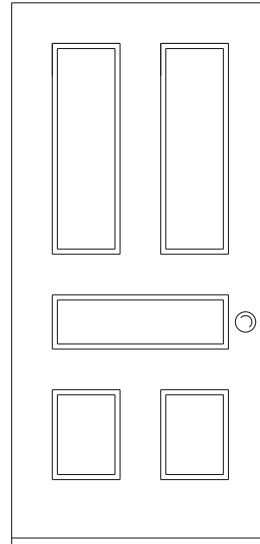
GLOSSARY: DOOR TYPES

Most historic residential doors are wooden paneled doors. In some cases, doors may contain one or more panes of glass.

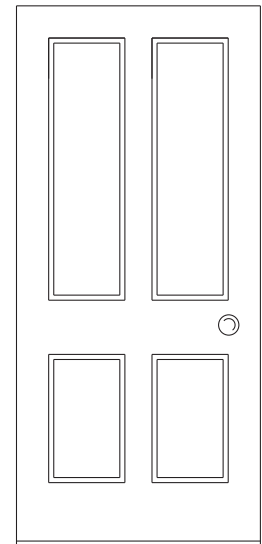
The number and configuration of panels or panes of glass in a replacement should be consistent with the architectural style of the building, and the original dimensions should be maintained.



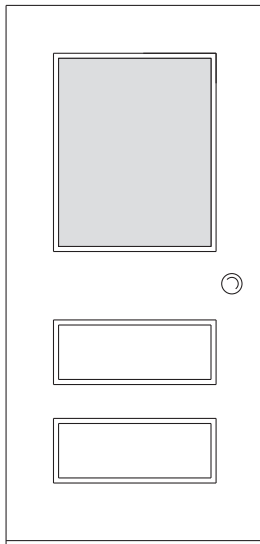
▲ Six-panel



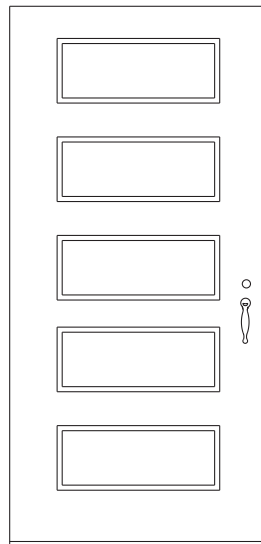
▲ Five-panel



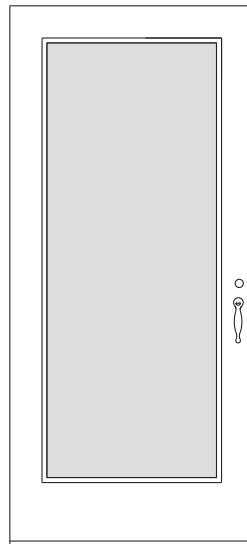
▲ Four-panel



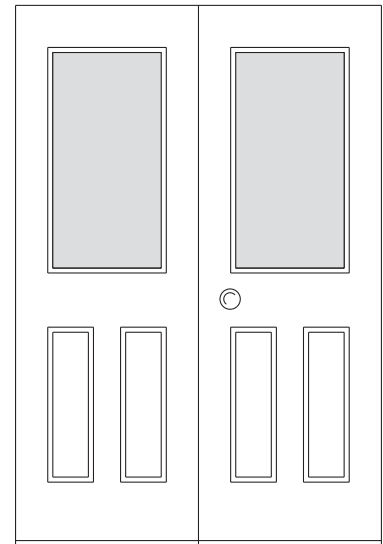
▲ Three-panel with glass



▲ Five-panel



▲ Glass



▲ Double three-panel with glass