

## Guidelines for National Register and Contributing Properties

### Building Permits for Alterations or Modifications

*In order to ensure the preservation of historic materials and features of Historic Landmark Register assets to the greatest extent possible, all proposed repairs, alterations or additions involving the exterior structure and/or facade of such assets shall be subject to review by the Landmarks Commission, in accordance with the provisions set forth in this Section. Any property owner desiring to keep their asset on the Historic Landmark Register shall comply with the following provisions of this Section. [CZC 12.61.100]*

- Use.** The asset shall be primarily used for its intended historic purpose or be placed in a compatible new use that requires minimal change to the defining characteristics of the building and its site and/or environment.
  - **Historic Use:** \_\_\_\_\_
  - **Current or proposed use:** \_\_\_\_\_
  
- Character.** The historic character of the asset shall be retained and preserved to the greatest extent possible. The removal of historic materials or alteration of features and spaces that characterize the asset shall be avoided.
  - **Historic Materials and Features:**  
\_\_\_\_\_
  - **Current or Proposed:**  
\_\_\_\_\_
  
- Developments.** Each asset shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other dissimilar buildings shall not be undertaken.
  - **Are changes similar to with historical development?** \_\_\_\_\_
  
- Changes.** Most assets change over time; changes that have acquired historic significance in their own right shall be retained and preserved.
  - **Changes preserved?** \_\_\_\_\_
  
- Distinctive Items.** Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize the historic asset shall be preserved.
  - **Distinctive features:**  
\_\_\_\_\_
  - **Preserved?** \_\_\_\_\_
  
- Deterioration.** Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence that such feature was previously present.
  - **What features?** \_\_\_\_\_
  - **Repaired in what capacity:** \_\_\_\_\_

- Cleaning.** Chemical or physical treatments, such as sandblasting, that cause damage to historic material shall not be used. The surface cleaning of structures or materials, if appropriate, shall be undertaken using the gentlest means possible.

- **How will this structure be cleaned:**

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- Resources.** Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

- **Resources affected and preserved:**

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- Materials.** New additions, exterior alterations, modifications, or related new construction shall not destroy historic materials that characterize the asset. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the asset and its environment.

- **Historic Materials used:**

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- **New proposed materials:**

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- Historic Integrity.** New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic asset and its environment would be substantially unimpaired.

- **Additions or new constructions:**

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- [ see "New construction guidelines and checklist" for DCHD]

- Additional Guidelines.** Additional guidelines may be used as set forth in "The Secretary of the Interior's Standards for Rehabilitating Historic Buildings."

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The Landmarks Commission shall deem this Building Permit submitted by

\_\_\_\_\_ for the structure at \_\_\_\_\_:

**Appropriate**

**NOT Appropriate**

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Signed by the Landmarks Commission Chair

Date