



This checklist was developed for the Historic Preservation Commission to use when considering the design of new construction and the architectural review process.

1. Site Design

A. Site elements should be designed to reflect the established patterns of adjacent lots. The checklist below will serve as a reminder of the items that should be considered when considering site features as part of a new construction application.

B. Walkways and Driveways

- Location
- Size
- Materials
- Textures/Finish

C. Sheds and Garages

- Location
- Style
- Scale
- Materials
- Roof Slope

D. Plantings and Trees

- Protect existing
- Character
- Scale

E. Fences

- Location
- Size
- Materials
- Detail
- Zoning Requirements

F. Lighting

- Style
- Level of Illumination
- Location
- Size
- Materials
- Number

G. Mechanical and Utilities Screening

- Location
- Visibility

2. New Construction

A. The checklist below should be used as a reminder for the basic concepts to consider when reviewing an application for the construction of a new building in the historic district.

B. Setback

- Distance to street

C. Orientation

- Faces primary street

D. Spacing

- Respect historic precedent

E. Massing

- Relates to existing structures

F. Complexity of Form

- Form relates to existing structures

G. Height, Width, and Scale

- Within 10 percent of adjacent
- Similar width to existing
- Includes porch

H. Directional Expression

- Compatible with surrounding

**New Construction** *continued***I. Roof Form and Materials**

- Repeats adjacent roof form(s)
- Historic pitch
- Dark gray color

J. Doors and Windows

- Relates ratio, rhythm and proportion of openings to existing
- Raised surrounds frame openings
- Styles relate to historic precedent
- Wood construction preferable
- True divided light or three-part simulated divided light
- Storm windows and doors divisions follow windows/doors
- Shutters scaled-to-fit window openings
- Shutters mounted on hinges

K. Porches

- Design includes porch
- Design reflects size, materials, proportion, and placement of original

L. Foundation

- Use brick
- Height, contrast, and texture reflects adjacent historic

M. Materials

- Uses historic materials or substitute materials that provide same visual appearance

N. Color

- Follows guidelines for district
- Historically appropriate for period of construction

O. Additions

- Located where not visible from street
- Attached so that addition may be removed without damage to main structure
- Scaled to not overpower existing structure
- Structure retains original orientation
- Roofline of addition secondary to existing
- Design compatible with historic structure