

****Please refer to the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings as a design reference.**

1. SIGNS (Various signs identified in the city’s sign ordinance (see Article 13, Chapter 13.4) may be submitted by the Zoning Administrator or another authorized representative to the Historic Preservation Commission for review and approval) (Prohibited Signs Article 13; Chapter 13.8)
 - Dimensioned elevation of proposed sign identifying materials, color (including samples), lettering style and wordage.
 - Description of lighting (if applicable). Include how lighting will be attached to the building’s façade.
 - Designation of location (for fascia sign show location on building to scale and how the sign will be attached; for freestanding sign show location on site plan, height above ground, and clearance from sidewalk).
 - Photographs of sign location.

2. REHABILITATION AND ADDITIONS
 - Provide scaled, dimensioned elevations, and floor plan drawings indicating proposed alteration and/or additions. Clearly indicate what exists and what is proposed. For additions, include the relationship to adjacent (see notes below) structures in plan and elevations. If there are to be new building projections or indentions in the remodeling or addition, provide dimensioned sections. For new windows, provide manufacturer’s specifications. For rehabilitation of commercial buildings, proposed storefront section must be provided.
 - Indicate exterior materials on drawings.
 - Scaled site plan (minimum 1”-10’) showing dimensions of lot and location of existing building on lot, location of addition, dimensions of existing structure, addition and all exterior, ground and roof mounted equipment. (With staff approval site plan scale may be 1”-20’).
 - Photographs of existing conditions from all sides.
 - Historic plans; elevations or photographs should accompany any request to return a structure to an earlier historic appearance.

3. FENCES/WALLS
 - Site plan showing location of proposed fence. Indicate and distinguish any existing fences or walls.
 - Dimensioned elevations and section, showing design of fence, material, and height in relationship to adjacent structures.
 - Photograph of area to be fenced and adjacent structures.

4. AWNINGS

- Photograph of building elevation to which awning is to be attached.

- Dimensioned scaled drawing indicating a front and side view of awning. Include all graphics, color and samples. Show relationship to adjacent storefronts. Clearance must be 8 feet from bottom of awning to sidewalk.

5. DEMOLITION

- The historic, scenic, or architectural significance of the building, structure, site, tree or object.
- The importance of the building, structure, site, tree, or object to the ambiance of a district.
- The difficulty or the impossibility of reproducing such a building, structure, site, tree, or object because of its design, texture, material, detail, or unique location.
- Whether the building, structure, site, tree, or object is one of the last remaining examples of its kind in the neighborhood or the city/county.
- Whether there are definite plans for use of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be.
- Whether reasonable measures can be taken to save the building, structure, site, tree or object from collapse.
- Whether the building, structure, site, tree, or object is capable of earning reasonable economic return on its value.
 - o Document that a building classified as historic is incapable of earning economic return on its value, as appraised by a qualified real estate appraiser or structural report by a licensed structural engineer itemizing structural condition and discussion why building is incapable of being repaired. A report by a licensed restoration contractor may also be required.
 - o Provide drawings to adequately describe site use after demolition.
 - o Provide color photographs of structure to be demolished, clearly labeled to show areas of structural deterioration.

6. RELOCATION

- The historic character and aesthetic interest the building, structure, or object contributes to its present setting.
- Whether there are definite plans for the area to be vacated and what the effect of those plans on the character of the surrounding area will be.
- Whether the building, structure, or object can be moved without significant damage to its physical integrity.
- Whether the proposed relocation is compatible with the historic and architectural character of the building, structure, site or object.
- Provide drawings to adequately describe site use after relocation.

7. NEW CONSTRUCTION

HEIGHT AND MASS APPROVAL

- Dimensioned site plan showing all sides in relation to immediately adjacent buildings, to scale. Include parking area and any roof or ground mounted equipment and fence locations. Locate HVAC equipment, trash enclosures, and utility boxes. (see Notes below)

- Provide all elevations, showing height and width relationships to existing adjacent buildings. (see Notes below) Projections, off sets, and open recesses shall be depicted in dimensioned sections, or otherwise, clearly showing proposed vertical and horizontal relationships of these elements to the façade. Indicated exterior floor-to-floor heights on the elevations. Provide outline locations of all windows, doors and other façade opening in the elevations, to indicate the rhythm of the solids and voids within each elevation. Renderings, while not required, are desired, but only as an adjunct to the above criteria.
- Floor plans
- Color photographs of proposed site and structures within vicinity of new building.

DESIGN APPROVAL

- Dimensioned elevations and floor plan drawings showing all sides in relation to immediately adjacent structures, streets and lanes. Detailed descriptive drawings of design criteria elements listed in Note 4 B below indicate locations of HVAC equipment, utility boxes, trash enclosures and fences if changed from first submittal.
- Indicate materials and all significant details and submit a written description of project using compatibility criteria in ordinance. Specific brand name and manufacturer's number must be given for windows.
- Provide section details of features such as new storefronts, windows, porticos, parapets, stoops, balconies and porches.
- Resubmit any item from first submittal if changed between first and second submittal.

NOTES

1. Minimum scale of ¼" – 1' on all plans and elevations, unless otherwise approved by the Zoning Administrator. Section details of new cornices, columns, railings or any other distinctive details are required at 1/2" – 1'.
2. When the relationship to adjacent structures is required to be shown and structure is on a corner, "adjacent" includes across lane or street in all directions.
3. Site plans must include the public right-of-way (including sidewalks) and must indicate the location, canopy spread, trunk diameter, and species of all existing trees in the public right-of-way. Indicate where trees are to be saved on the property, if applicable.
4. A. For New Construction first submittal review will include the following items:
 - Standards:
 - Setbacks
 - Dwelling Unit Type
 - Street Elevation Type
 - Entrances
 - Building Height
 - Tall Building Principles, Large Scale Development requirements or Monumental Building Standards as applicable.

Visual Compatibility Factors:

- Height
- Proportion of structure's front façade
- Proportion of openings
- Rhythm of solids to voids in front façade
- Rhythm of structure on streets
- Rhythm of entrance and/or porch projection (includes balconies)
- Roof shapes
- Walls of continuity
- Scale
- Directional Expression

- B. Second submittal (design) review shall include the following items:

Standards:

- Commercial design standards (where applicable)
- Window and door standards
- Roof standards
- Design details for balconies, stairs, stoops, porticos, and side porches
- Fences
- Overlay district standards

Visual Compatibility Factors

- Materials, textures

APPLICANTS PLEASE NOTE:

Approval from the Historic Preservation Commission is NOT an exemption from meeting permitting requirements as established by City of Bainbridge Municipal Code.

- Site and building plans must be submitted and approved by the Planning & Inspection Departments before permits can be issued and work begin.
- Special property considerations (covenants, owner association rules, or other like special regulations) shall also be met.
- It is the responsibility of the property owner to insure all regulations; Federal, State, Local and/or private are met before work begins.

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

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