

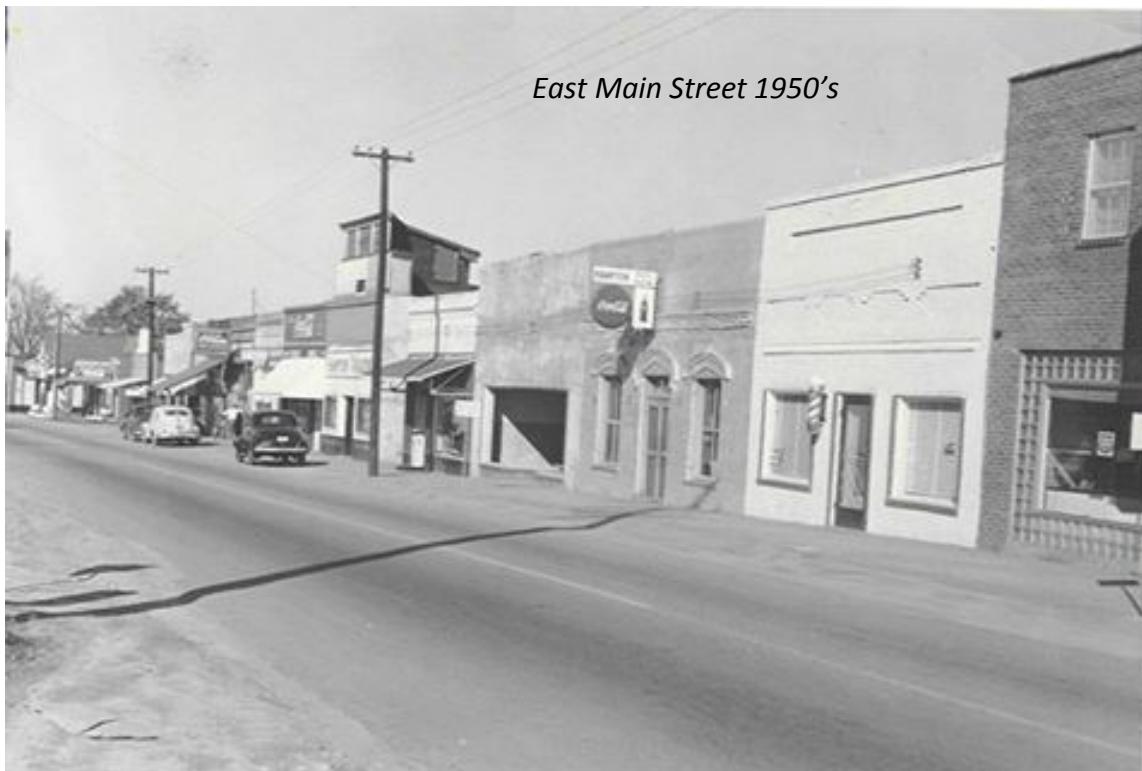
# HHPC

## POLICY & DESIGN GUIDELINES

**Hampton Historic Preservation Commission**



## Downtown Historic Hampton Then & Now





**Hampton Historic Preservation Commission**

**Policy & Design Guidelines**

## **Table of Contents**

<b>Hampton Historic Preservation Commission and History .....</b>	<b>4</b>
<b>Purpose of Guidelines .....</b>	<b>5</b>
<b>Historic Districts .....</b>	<b>6</b>
<b>Certificate of Appropriateness.....</b>	<b>7</b>
<b>Standards for Rehabilitation .....</b>	<b>9</b>
<b>Appeal Process.....</b>	<b>11</b>
<b>Site Plan Requirements .....</b>	<b>12</b>
<b>Rehabilitation of Structures in Historic District.....</b>	<b>14</b>
<b>Architectural Elements.....</b>	<b>18</b>
<b>Application for Certificate of Appropriateness.....</b>	<b>21</b>
<b>Certificate of Appropriateness - Example .....</b>	<b>23</b>
<b>Map of Oak Street Historic District .....</b>	<b>24</b>
<b>Map of Main Street Historic District .....</b>	<b>25</b>

### **Hampton Historic Preservation Commission Mission Statement**

The purpose of the Hampton Historic Preservation Commission is to establish standards to preserve protect and restore the character of Hampton and to establish standards to insure that future development is compatible with the character of the historic areas of the town.

## HAMPTON HISTORIC PRESERVATION COMMISSION

### INTRODUCTION:

The Hampton Historic Preservation Commission (HHPC) was established in 2002 by an act of the Hampton City Council to preserve the historic integrity and character of our city. Recognizing that historic resources, whether built in 1765 or 1951, belong to the entire community as part of our collective heritage, and with the belief that owners and residents of these properties are stewards of the historic character of their properties, the Commission serves as a resource and guide to these stewards. In 2015, the City of Hampton was accepted into the Certified Local Government Program, a program that extends the federal and state preservation partnership to the local level.

### HISTORY:

Ordinance 141 establishes a Historic Preservation Commission. Section I. states the purpose of establishing the commission as follows:

“In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of the City of Hampton is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people:

In order to stimulate revitalization of the business districts and historic neighborhoods and to protect and enhance local historic and aesthetic attractions to tourists and thereby promote and stimulate business;

In order to enhance the opportunities for federal or state tax benefits under relevant provisions of federal or state law; and

In order to provide for the designation, protection, preservation and rehabilitation of historic properties and historic districts and to participate in federal or state programs to do the same;

The Hampton City Council hereby declares it to be the purpose and intent of this Ordinance to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures, objects, and landscape features having a special historical, cultural or aesthetic interest or value, in accordance with the provisions of the Ordinance.”

Thus, it is the responsibility of the members of the HHPC to identify and protect the overall character of Hampton’s historic neighborhoods that have been designated by the City Council as Local Historic Districts.

### BACKGROUND:

The HHPC is a board of seven (7) members with expertise or interest in historic preservation or related fields. Members are appointed by the Mayor and City Council. The staff appointed Certified Local Government Liaison works with the HHPC advising in technical/administrative and professional assistance of the Commission in keeping with the requirements of certification for participation in the Certified Local Government Program.

The HHPC believes it is important to recognize our history by encouraging property owners to preserve, protect and /or restore the historic character of their properties and to support and assist their preservation efforts, which in turn enhances the character, appearance and property values of the city of Hampton. The HHPC encourages citizens to attend the Commission meetings to familiarize themselves with the procedure of historic preservation.

### **PURPOSE OF GUIDELINES:**

The purpose of the Guidelines is to clearly explain and assist property owners in determining when projects in a historic district will require review and approval.

The guidelines also serve to:

- Encourage the use of historically and architecturally sensitive design choices, particularly regarding exterior property maintenance and renovation, new construction and demolition for individual landmarks or properties located in a historic district.
- Promote a public/private commitment for the protection and preservation of buildings and sites of historic and architectural significance in Hampton.

The HHPC encourages property owners to use the information and guidelines as a planning tool to assist with the design of property improvements.

The HHPC will require compliance with the guidelines where improvements and alterations are visible from the public right-of-way.

These guidelines are not laws written in absolute terms, but general rules that will hold in most cases. The HHPC has the authority to examine the whole situation, or extenuating circumstances, and approve projects that do not meet the letter of the law when it sees fit. Where it does grant exceptions to the guidelines, it will clearly document why it has done so. The important point is that the HHPC will attempt to be consistent and non-arbitrary in its rulings. For the most part, it will do this by requiring adherence to the guidelines.

### **DEFINITIONS:**

**Certificate of Appropriateness** - Means a document evidencing approval by the Historic Preservation Commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district.

**Exterior Architectural Features** - Means the architectural style, general design and general arrangement of the exterior of a building, structure or object, including but not limited to the kind or texture of the building material and the type and style of all windows, doors, signs and other appurtenant architectural fixtures, features, details or elements relative to the forgoing.

**Exterior Environmental Features** - Means all those aspects of the landscape or the development of a site which affect the historic character of the property.

**Historic District** - Means a geographically definable area, possessing a significant concentration, linkage, or continuity of sites, buildings, structures or objects united by past events, or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history.

**Material Change in Appearance** - Means a change that will affect either the exterior architectural or environmental features of a historic property or any building, structure, site, object, or landscape feature within a historic district, such as:

1. A reconstruction or alteration of the size, shape, or façade, of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details or elements.
2. Demolition or relocation of a historic structure.
3. Commencement of excavation for construction purposes.
4. A change in the location of advertising visible from the public right-of-way.
5. Or the erection, alteration, restoration or removal of any buildings or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

### **HISTORIC DISTRICTS:**

Based upon the recommendations from the HHPC the Hampton City Council has designated two Local Historic Districts, in recognition of the unique significance of each areas social and physical history to the City of Hampton. All properties located within historic districts are under the jurisdiction of the HHPC.

Hampton City Ordinances 141 and 397 state:

"After the designation by ordinance of a historic property of a historic district, no material change in the appearance of such historic property, or of a contributing or non-contributing building, structure, site or object within such historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a Certificate of Appropriateness has been submitted to and approved by the Commission. A Building Permit shall not be issued without a Certificate of Appropriateness."

### **Main Street Historic District**

The Main Street Historic District contains historic commercial and residential areas dating from the late 1800's to the mid 1900's, typical of small, thriving towns when the railroad was the primary component of economic development. The original train depot, listed on the National Historic Register, along with buildings formerly used as a hotel, buggy factory, shops, theater, and residential properties are worthy of preservation. Of special interest, bordering the Main Street Historic District, are the Hampton Lofts (formerly the Henderson Mills, also known as Hampton Cotton Mills) also listed on the National Historic Register.

Properties listed in the Hampton Main Street Historic District are address numbers: 1 through 44 on East Main Street and number 4 on McDonough St. (see page 25).

### **Oak Street Historic District**

The Oak Street Historic District is comprised of dwellings with a variety of architectural styles from Victorian to Bungalow and ranging in age from the late 1800's to the mid 1900's. Oak street is significant in Hampton's history with several of the towns founding families having resided there at one time. Dwellings include address numbers 1 and 2 on West Main Street, and address numbers 4,5,6,9, 10, 12, 13, on Oak Street (see page 24).

Additional districts may be added

## CERTIFICATE OF APPROPRIATENESS

The HHPC wants to work with all Local Historic District property owners and tenants, to ensure that the review and approval process is as quick and easy as possible, while making sure that the requirements of the ordinance are met. The goal of the Members and the Certified Local Government (CLG) Staff Liaison is to encourage positive change and growth in Hampton's Local Historic Districts. The HHPC is committed to working with all positive growth in a way that preserves the very qualities that draw people to these areas. Every effort is made to find ways to accommodate the growth and development needs of property owners within the guidelines established by the HHPC under state and local law.

The following process can guide an applicant through the steps of the HHPC application and review process. Applications for a COA are obtained from the City Hall, see example on page 21. There is no charge for filing the application. COA's are effective for 18 months. If work is not done within this time, the applicant will need to refile.

### **Applying for a Certificate of Appropriateness**

The Hampton Historic Preservation Ordinance requires that a Certificate of Appropriateness be obtained prior to any exterior change to any property within a designated Local Historic District.

Interior alterations, arrangement or use, with no effect on the exterior architectural features will be considered in the review of applications for Certificates of Appropriateness.

A building permit that includes exterior work cannot be issued within a Local Historic District until the Historic District Commission has first issued a Certificate of Appropriateness for the proposed project. Exterior work that does not require a building permit must still receive a Certificate of Appropriateness before work begins.

### **Determining if a Project Requires HHPC Approval**

Contact the CLG Staff Liaison as early as possible in the planning of any project. Under the terms of the Hampton Historic District Ordinance, no property within a Local Historic District can be materially altered or improved until the owner consults with HHPC.

### **Certificate of Appropriateness**

A Certificate of Appropriateness (COA) is issued by the HHPC when, in the opinion of the Commission, the proposed improvements are congruous with the historic character of the Historic District.

The Commission shall approve or reject an application for a Certificate of Appropriateness within forty-five (45) days after the receipt of a complete and conforming application has been filed by the owner or occupant of a historic property, or of a building structure, site, or object located within a historic district.

### How Applications for Certificates of Appropriateness are Evaluated

State and local laws give the HHPC clear direction on how projects are to be evaluated. The ordinance directs the HHPC to consider that the proposed material change(s) in the appearance do not have a substantial adverse effect on the aesthetic, historic, or architectural significance and value of the historic property or the district and that a Certificate of Appropriateness be issued if the proposed actions conform in design, scale, building materials, setback and site features using the current version of the Secretary of Interior's Standards for Rehabilitation. These standards were developed by the U.S. Department of The Interior to guide federal agencies in dealing with historic properties and districts under their jurisdiction.

In evaluating a project proposal, the HHPC and its CLG Staff Liaison refer to the adopted policies of the HHPC for guidance, and also examine the specific context of the property in question. The policies in this manual are designed to address the more common issues that come before the HHPC. However, some proposals are for projects that no specific policy addresses, and the HHPC then turns to the Secretary's Standards for direction. The HHPC also recognizes that each property in Hampton's Local Historic Districts has unique qualities, and there are circumstances that warrant exceptions to their adopted policies. It is the responsibility of a property owner to demonstrate to the HHPC that an exception is justified.

The Secretary of Interior's Standards for Rehabilitation are listed on the following page. In order to deny an application for a Certificate of Appropriateness, the HHPC must find that the proposed project violates one or more of these standards.

If you have any questions regarding the Secretary's Standards or specific policy statements adopted by the HHPC, please contact the CLG Staff Liaison.

### Standards for Rehabilitation

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 alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will 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.

Source: Technical Preservation Services of the National Park Service U.S. Department of the Interior

<http://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>

### **Filing a Certificate of Appropriateness Application**

If a Certificate of Appropriateness is required, the CLG Staff Liaison will assist applicants in completing an application and in determining what additional documentation will be needed in order for a project to be evaluated. Because the circumstances of each application and each property can differ, the necessary documentation can vary widely from proposal to proposal.

All proposals will require a completed, signed application form. Most proposals will require photographs and some form of drawings, the detail of which will be determined by the scope of the project. A checklist is included on the application form, which can be used to determine what will be required to document the project.

### **Review by CLG Staff Liaison**

Upon receiving an application for a Certificate of Appropriateness, the CLG Staff Liaison will review the application material to ensure that adequate information has been submitted to evaluate the proposal. If additional information is needed or if there is a question about some part of the material, CLG Staff Liaison may contact the applicant for clarification or additional information. Once all the necessary information is in place, the application will be forwarded to the HHPC for placement on the agenda of the next available scheduled HHPC meeting. These meetings are usually held on the fourth Thursday of each month. Application deadlines are 15 days prior to the next scheduled meeting.

### **Application Review Process**

1. Presentation of Application by CLG Staff Liaison, and or owner, tenant or appointed representative.
  - A. Presentation of property and outline of proposal
  - B. Comments by CLG Staff Liaison on appropriateness of the project
  - C. Recommendations and/or suggestions
2. Comments by Other Interested Parties
3. Consideration by the Hampton Historic District Commission.
  - A. Questions by the HHPC to Applicant, CLG Staff Liaison and Others
  - B. Discussion among HHPC Members
  - C. Adoption of Findings of Fact by HHPC
  - D. Final Vote by the HHPC.

The final vote of the HHPC on an application for a Certificate of Appropriateness will lead to one of the following results:

### A. Approval

Once approval is granted by the HHPC, a Certificate of Appropriateness will be issued, and a building permit, if necessary, can be obtained from either Henry County Planning Department (Commercial) or City of Hampton Code Department (residential dwellings). Any changes to the plans approved by the HHPC must be referred to the CLG Staff Liaison. If CLG Staff Liaison determines that the change of the plans results in a substantive difference from the approved plans, the project must go back before the HHPC Commission.

### B. Approval with Modifications

This preliminary type of approval indicates that a proposal appears to meet the overall spirit of the Policy & Design Guidelines, but that there are details or design issues that need to be addressed before a final approval can be granted. The HHPC will specify in a motion for Approval with Modifications what parts of the proposal meet the requirements for the issuance of a Certificate of Appropriateness, and what issues need to be addressed by the applicant before the HHPC can consider granting a final approval for the project.

### C. Denial

A denial by the HHPC means that the proposed project does not meet the Policy & Design Guidelines, and that no exceptions are warranted. A denied project proposal may be appealed to the Hampton City Council for consideration.

## Appeal Process:

“Any person adversely affected by any determination made by the Commission relative to the issuance or denial of a Certificate of Appropriateness my appeal such determination to the City Council. Any such appeal must be filed with the City Manager within fifteen (15) days after the issuance of the determination pursuant to Section V.HI of this Ordinance or, in the case of a failure of the Commission to act. within fifteen (15) days of the expiration of the forty-five (45) day period allowed for the Commission action, Section V.H 2 of this Ordinance.

The City Council may approve, modify, or reject the determination made by the Commission, if the governing body finds that the Commission abused its discretion in reaching its decision. Appeals from decisions of the City Council may be taken to the Superior Court of Henry County in the manner provided by law for appeals from conviction for the City of ordinance violations.” Ordinance 397

## SITE PLAN REQUIREMENTS

For many projects, such as new construction, additions to existing buildings, parking plans, major landscaping, or other similar proposals, it will be necessary to provide the HHPC with a detailed, scaled site plan of the property.

Consult CLG Staff Liaison at 770-946-4306 to determine if site plans are required with your application.

Drawings should not exceed 11" x 17" in size.

If at all possible, an electronic copy of drawings should be emailed to the CLG Staff Liaison. All drawings and supporting illustrations and photos should be submitted to CLG Staff Liaison within fifteen (15) days of the scheduled HHPC meeting.

If paper drawings are submitted 8 copies are required.

Site plans must include all appropriate information, such as

- Existing features including all building footprints, trees and major shrubbery, walks, driveways, curbs, signs, HVAC units, fences, curb cuts, dumpsters, etc.
  - Locate plantings in traditional areas of the site.
  - Fences, walks, foundations, and at porch edges are traditional locations.
- Side, front and rear yard setbacks.
  - Maintain the pattern and alignment of buildings established by the traditional set-backs from the street.
  - Entrance orientation, maintain the traditional design vocabulary used for defining building entrances.
- Indication of existing features to be removed
- Indication of features which would be added to the site
- Accurate dimensions of existing and proposed site features, and their relationships to each other and to the site boundaries
- Fence and all heights
  - Maintain traditional fence lines where they existed.
  - Preserve historic fences in their original location.
- Parking lots and paving
  - Plan parking lots to be subdivide into small components so that the visual impact of large paved areas is reduced.
  - Where historic paving materials exist in the area, consider using similar materials for new paving.

- Preserve historic paving materials in their original location
- Provide planning buffers at the edges of the parking lots
- Include islands of planting in the interior of lots
- Side or rear locations are preferred for parking lots.

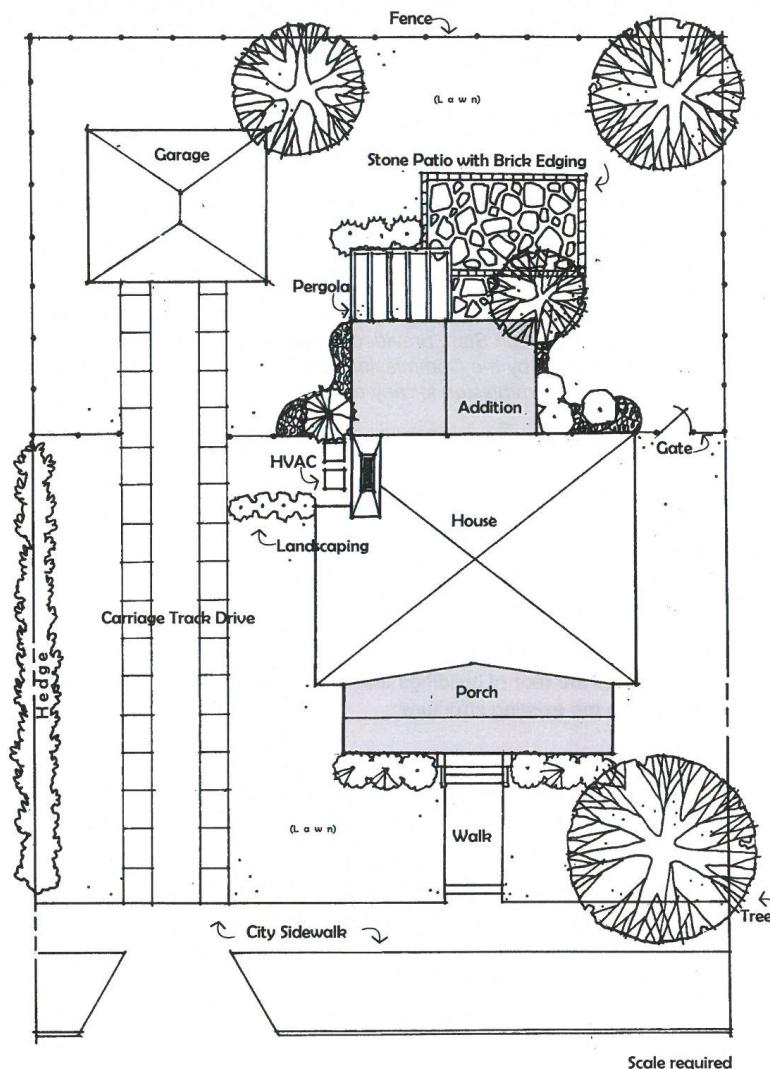
All site plans must be scaled or dimensioned from measurements of the site, not from estimates.

All site plans that include parking for commercial or multi-family projects must have preliminary approval from the appropriate Planning and Zoning Department representing the location.

Site plans will be used by the HHPC to determine whether or not project proposals meet the terms of the Hampton Historic Preservation Ordinance and current policies.

All final versions of plans are due fifteen (15) days prior to the HHPC meeting when the case will be heard. Plans received later than this will not be forwarded to the HHPC prior to the meeting, and will not be considered in any analysis CLG staff liaison prepares for the HHPC prior to the hearing.

## Sample Site Plan



## REHABILITATION OF STRUCTURES IN HISTORIC DISTRICT

### Rehabilitation Plan - Establishing a General Approach

The general preservation policy is: Preservation of character-defining elements of historic buildings is a top priority and alterations and repairs should accurately present the historic qualities of the buildings. Original documentation therefore, should be used for restoration work whenever possible. Where original documentation is not available, interpretations of similar elements that occurred in the area may be considered.

The primary objectives of a rehabilitation plan should be the preservation of all important or "Character-defining" architectural materials and features of the building and, provision for a safe and efficient contemporary use. When determining the contents of a rehabilitation plan incorporate strategies for these three types of work:

1. Protection and Maintenance of historic features that survive in generally good condition.
2. Repair of historic materials and features that are deteriorated
3. Replacement of historic materials and features with new materials where deterioration is so extensive that repair is not possible.

The HHPC strongly holds that ordinary repair and maintenance projects do not require any review and approval, provided the work does not result in any changes in design or material. The CLG Staff Liaison can determine if projects are true repair and maintenance, or if a Certificate of Appropriateness is necessary under the terms of the Hampton Historic Preservation Ordinance.

A plan may also include strategies for alterations to the exterior of the historic building, and or additions of new rooms or spaces to the exterior of the historic building.

The Design Character of a historic property is essential to its character. Begin with analyzing the building to determine which elements are essential to its original character. Consider the genuine heritage of the District, this should be expressed; do not try to make it appear older (or younger) in style than it really is. New uses that require the least change to existing structures are encouraged. Every reasonable effort should be made to provide a compatible use for the building that will require minimal alteration to the building and its site.

### Repairing Original Features

When repairing original features avoid removing or altering any historic material or significant architectural features. Original materials and details that contribute to the historic significance of the structure are qualities that should be preserved whenever feasible. Rehabilitation work should not destroy the distinguishing character of the property or its environment. Examples of historically significant architectural features are porches, window trim, and chimneys. Other significant elements may be the overall building form, its roof shape or material finish.

Protect and maintain existing significant stylistic elements. Protection includes the maintenance of historic

material through treatments such as rust removal, caulking, and re-painting.

The cleaning of buildings can often help assure a longer useful life for a structure. Use approved procedures for cleaning, refinishing, and repairing historic materials as some cleaning techniques, such as sand blasting, can often cause irreversible damage to the materials and details of buildings. Also, heat guns, heat plates and mechanical sanders can cause unintentional yet serious damage if used improperly. The guidelines listed below are designed to encourage the use of techniques that have proved effective while having little or no impact on the underlying materials.

1. The HHPC discourages abrasive cleaning techniques, such as grit or high-pressure water blasting and mechanical sanding.
2. Prior to using cleaning methods other than those listed below, property owners are strongly encouraged to consult with the CLG Staff Liaison to help ensure that the correct method is chosen for the building materials involved.
  - Lower pressure water cleaning
  - Scrubbing with a brush and detergent
  - Hand sanding and scraping to remove paint
  - Gentle chemical washes.
3. The need to correct damage caused by the use of improper cleaning techniques will not obligate the HHPC to approve correction methods that otherwise violate HHPC policy.

### **Painting and Re-painting**

The selection of paint colors is considered to be a matter of choice for property owners, and has no bearing on the preservation of structures. Therefore, the HHPC does not regulate the choice of paint colors. The HHPC or CLG Staff Liaison can provide advice on historic color choices if a property owner desires.

Only traditionally painted materials such as wood should be painted. Foundations must be visually differentiated from the main body of the structure. The painting of unpainted brick or masonry will require a Certificate of Appropriateness. Painting brick or masonry is not considered a change of color, but a fundamental change in the character of a building. The painting of brick or other masonry will not be permitted except in such special circumstances as: The repainting of buildings first painted prior to the establishment of the appropriate Local Historic District, and or cases where a brick building has poorly matched additions or repair work and where the painting is designed to unify the different parts of the building.

## Replacing Original Features

Minimize intervention with historic elements. Deteriorated, architectural features should be repaired rather than replaced, wherever possible. Patch, piece in, splice, consolidate, or otherwise upgrade the existing material, using recognized preservation methods, whenever possible.

The replacement of missing portions of an element may be included in repair activities. Match the original material when feasible. A substitute material is acceptable if the form and design of the substitute conveys the visual appearance of the original. When disassembly of a historic element is necessary for its rehabilitation, use methods that minimize damage to the original materials. Always devise methods of replacing the disassembled materials in their original configuration.

Replacement of missing architectural elements should be based on accurate duplications of original features. In the event replacement is necessary, the new material should match that being replaced in design, color, texture, and other visual qualities. The design should be sustained by physical and/or pictorial evidence. Use materials similar to those employed historically where feasible. If alternate materials must be used, they should match the original in appearance as closely as is possible. Where reconstruction of an element is impossible because of a lack of historical evidence, then a new design that relates to the building in general size, scale, and material may be considered. Use design elements that reflect the building's style

Preserve older alterations that have achieved historic significance in themselves. Many changes to buildings that have occurred in the course of time are themselves evidence of the history of the building and its neighborhood. These changes may have developed significance on their own right, and this significance should be recognized and respected. An example of such an alteration may be a porch or a kitchen wing that was added to the original building early in its history. More recent alterations that are not historically significant may be removed

## Service Areas and Equipment

Screen service equipment and trash containers from public view. The visual impact of mechanical and electrical equipment should be minimized.

## Special Guidelines for Commercial Type Buildings

These guidelines apply to the rehabilitation of commercial type structures in the "Historic Districts"

Display Windows - Maintain the large display windows that are characteristics of commercial buildings. The traditional "storefront" image should be preserved at the street level. When replacing glass or restoring windows, maintain the original size and shape of the storefront opening

Second Story Windows - Preserve the original recessed entries where they exist

Building Entrance - Maintain original recessed entries where they exist

Roofs - Preserve original roof forms where they contribute to the historic character of the building. Maintain original roof materials where they are visible to the street

## Special Guidelines for Residential Type Structures

These guidelines apply to the rehabilitation of residential type structures in the "Historic Districts" in addition to the general guidelines.

Original Finish - maintain the original finish

Trim and Ornament - maintain historic trim and ornament. Preserve existing trim in place where it survives.

Where original trim is missing, replace missing elements with designs to match the original. Use original proportions for trim designs.

Roofs - Preserve roofs at their original pitch. Preserve the character of original roofing materials

Windows - Maintain historic window proportions. If storm windows are used, they should not obscure original window proportions.

Entrances - Maintain the historic character of the building entrance. Where porches exist, they should be preserved. Where original doors contribute to the historic character, they should be preserved.

### **Guidelines for New Construction in Historic Districts**

In general, new buildings should be harmonious in form, material, setting and scale with the established district character. In addition to the general design guidelines the following guidelines apply to all new construction in "Historic Districts."

Building Orientation - Align the facade of the building with the established setbacks for the area

Building Form and Scale - New buildings should appear similar in mass and scale with historic structures in the area. Where new building facades will be wider than those found traditionally, subdivide the surface into portions similar in scale to historic facades by varying setbacks, roof forms and materials. Use building forms that match those used historically. Use roof forms that match those used historically.

Materials - Use building materials that are similar to those employed historically for all major surfaces. Materials of roofs should be similar in appearance to those used historically. New materials may be used if their appearances are similar to those of the historic building materials, use finishes similar to others in the district.

Entrances - Orient the main entrance of the building in a manner similar to established patterns in the district. If porches are typical of the district, use similar elements to define entrances to new buildings.

Windows - Use of window sizes and proportions similar to historic designs is encouraged.

### **Additions to Contributing Structures**

Additions to existing buildings should be compatible with the size, scale, color, material, and character of the main building and its environment.

Original Design Character - Wherever possible, new additions or alterations should not obscure or confuse the essential form and character of the original structure. Avoid new additions or alterations that would hinder the ability to interpret the design character of the historic period of that district. Alterations that seek to imply an earlier period than that of the structure are inappropriate. Alterations that seek to imply an inaccurate variation on the historic style are also inappropriate.

Location - When locating additions to historic buildings, maintain the pattern created by the repetition of building fronts in the area. Site additions back from the building so they will not alter the historic rhythm of building fronts. Locate additions so they will not obscure or damage significant ornament or detail. Place additions to the side or rear. Avoid impacts to special moldings, decorative windows or dormers.

Materials - Use materials that are compatible with the original building.

## ARCHITECTURAL ELEMENTS

Architectural elements are appropriate within individual context and not necessarily or always interchangeable from house to house or neighborhood to neighborhood. The elements define the distinctiveness of each house and whether simple or highly detailed, individual architectural elements are to be preserved.



New windows and doors should respect the historic character of a property. A substantial, heavy weight entry is appropriate on large scale homes.

Multi-panes are established with true divide lights.



Highly stylized windows are only appropriate in limited applications.



Building elements are distinguished by a change of color

Architectural elements are appropriate within individual context and not necessarily or always interchangeable from house to house or neighborhood to neighborhood. The elements define the distinctiveness of each house and whether simple or highly detailed, individual architectural elements are to be preserved.



Primary chimneys are a major design feature



Front porch rails are adequately trimmed



Rails are appropriately integrated with columns

Architectural elements are appropriate within individual context and not necessarily or always interchangeable from house to house or neighborhood to neighborhood. The elements define the distinctiveness of each house and whether simple or highly detailed, individual architectural elements are to be preserved.



Different materials and applications provide a visual layering



Screen doors follow the shape  
of the door



Storm door configuration is the same  
as the primary door.



Color is a personal choice

# Hampton Historic Preservation Commission



## PLEASE NOTE:

### Application Requirements:

All applications must be complete and include required supporting materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded to the HHPC for review.

### Application Deadline:

Application and supporting materials must be submitted to City Hall fifteen (15) days prior to the regular HHPC meeting (usually the 4th Thursday of each month).

### Application Presentation:

The applicant or an authorized representative of the applicant must attend the public hearing to support the application.

### Building Permit Requirements:

In addition to a COA application, building permits may be necessary and can be acquired from the appropriate planning department. Building permits will not be issued without a COA.

### Deadline for Project Completion:

After application approval, the COA is valid for 18 months. The COA becomes null and void if construction does not begin within 6 months.

## Office Use Only

Received \_\_\_\_\_

Complete/Fee \_\_\_\_\_

HHPC Hearing \_\_\_\_\_

HHPC Decision \_\_\_\_\_

Project Completion \_\_\_\_\_

COA Expiration \_\_\_\_\_

## Application for a Certificate of Appropriateness (COA)

to the Hampton Historic Preservation Commission (HHPC)

for a proposed change to a locally designated property

Applicant: \* \_\_\_\_\_

Telephone: Primary: \_\_\_\_\_ Alternative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Note: \* If applicant is not the owner a letter from the owner authorizing the proposed work must be included. Please include owner's telephone number and mailing address.

Property Address: \_\_\_\_\_

Zoning: \_\_\_\_\_ Tax Parcel ID: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Type of project(s) Check all which apply

	New Building	Parking area(s), driveway(s) or walkway(s)
	Addition to Building	Fence, Wall(s) or landscaping
	Major Building Restoration, rehabilitation, or remodeling	Mechanical systems(s) or non-temporary structures(s)
	Minor exterior Change	Sign(s)
		Demolition or relocation of building

Project Start Date: \_\_\_\_\_

Contractors/Consultants: \_\_\_\_\_

In consideration for the City of Hampton's review of this application, the applicant agrees to hereby indemnify and hold harmless the City and its agents and employees from and against any and all claims, damages, and/or liability from or related to this application or any issuance of a permit thereunder.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Hampton Historic Preservation Commission

## Application Checklist

A complete application requires supporting materials. Please check the list below regarding which materials may be necessary.

### New Buildings and New Additions Minor Exterior Changes

- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Architectural Elevations
- \_\_\_\_\_ Landscape Plan (Vegetation not required)
- \_\_\_\_\_ Description of Materials
- \_\_\_\_\_ Photographs of proposed site & adjoin properties

Describe the proposed project (attach additional sheets if necessary). The description should include proposed materials. Please divide the description if the proposed scope of work will involve more than one type of project. Example: 1. addition of storage and 2. installation of sign

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### Major Restoration, Rehabilitation, or Remodeling

- \_\_\_\_\_ Architectural elevations or sketches
- \_\_\_\_\_ Description of proposed changes
- \_\_\_\_\_ Description of materials
- \_\_\_\_\_ Photographs of existing buildings
- \_\_\_\_\_ Documentation of earlier historic appearance (restoration only)

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### Minor Exterior Changes

- \_\_\_\_\_ Description of Proposed Changes
- \_\_\_\_\_ Description of Materials
- \_\_\_\_\_ Photographs of Existing Building

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### Site Changes-parking areas, drives, walks

- \_\_\_\_\_ Site plan or sketch of site
- \_\_\_\_\_ Description of Materials

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### Site Changes - Signs

- \_\_\_\_\_ Approved Sign Application
- \_\_\_\_\_ Site plan or sketch of site
- \_\_\_\_\_ Description of materials and illumination

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### Site Changes - fences, walls, and systems

- \_\_\_\_\_ Site plan or sketch of site
- \_\_\_\_\_ Architectural elevations or sketches
- \_\_\_\_\_ Description of Materials
- \_\_\_\_\_ Photographs of site

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Note: Only complete applications will be placed on the agenda for design review.

Please submit applications to:

City of Hampton / HHPC

17 E. Main Street

P.O. Box 400

Hampton, GA 30228

Hampton Historic  
Preservation Commission

*Certificate of Appropriateness*

After consideration of the application of:

\_\_\_\_\_

And review of the drawings and plans submitted in support thereof, this commission finds that the project as proposed would have an appropriate effect on the aesthetic, historic, or architectural significance in the historic districts of Hampton. The Hampton Historic Preservation Commission hereby approves the application as submitted. The applicant may proceed with the proposed project in conformance with the below-stated requirements:

1. Adherence to the Hampton Historic Preservation Commission Policy & Design Guidelines
2. Adherence to the proposed plans, drawings, and supporting documentation submitted with the application.
3. Compliance with all applicable building, signage, and zoning ordinances

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

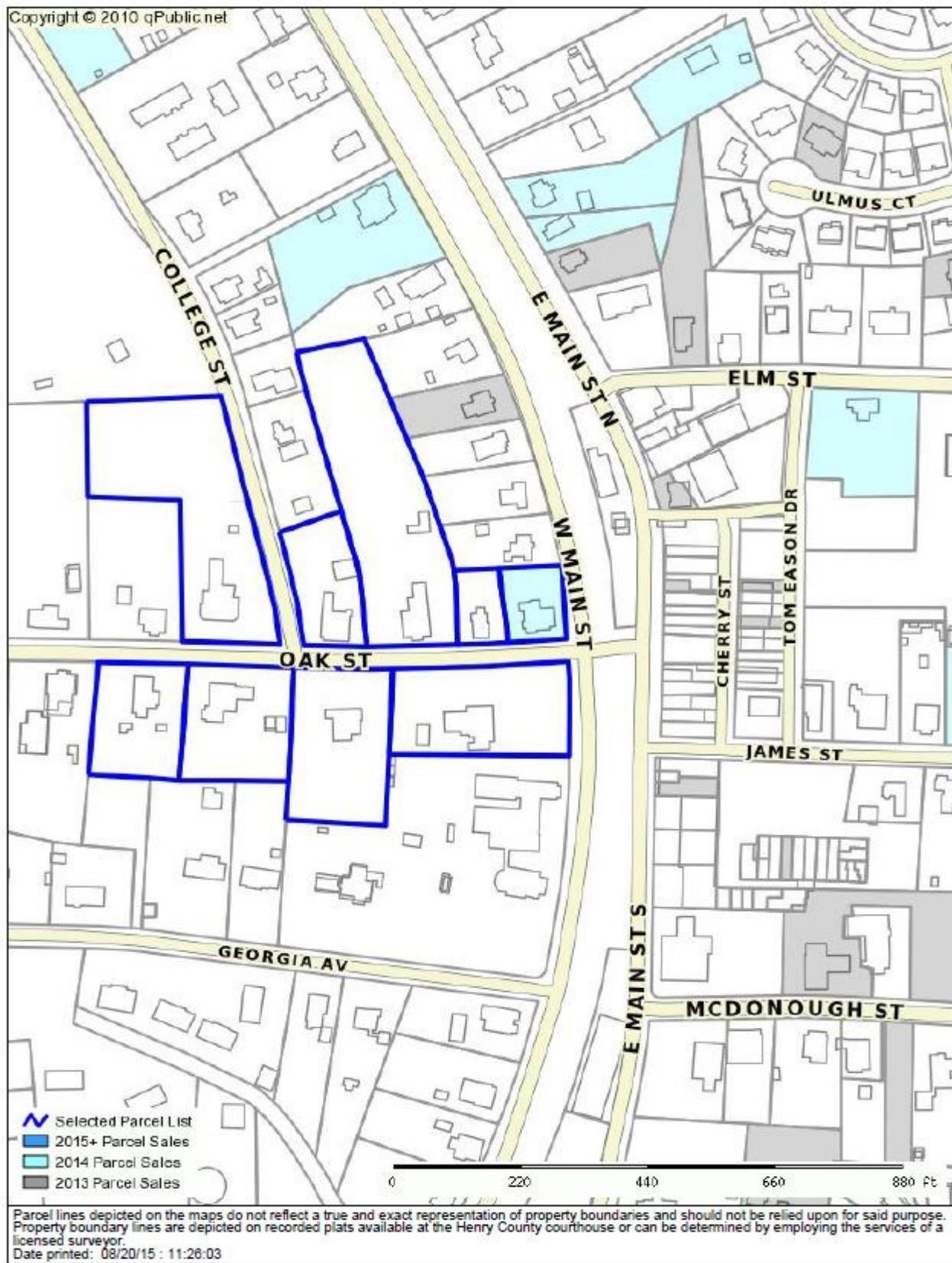
Historic Preservation Commission  
City of Hampton, Georgia



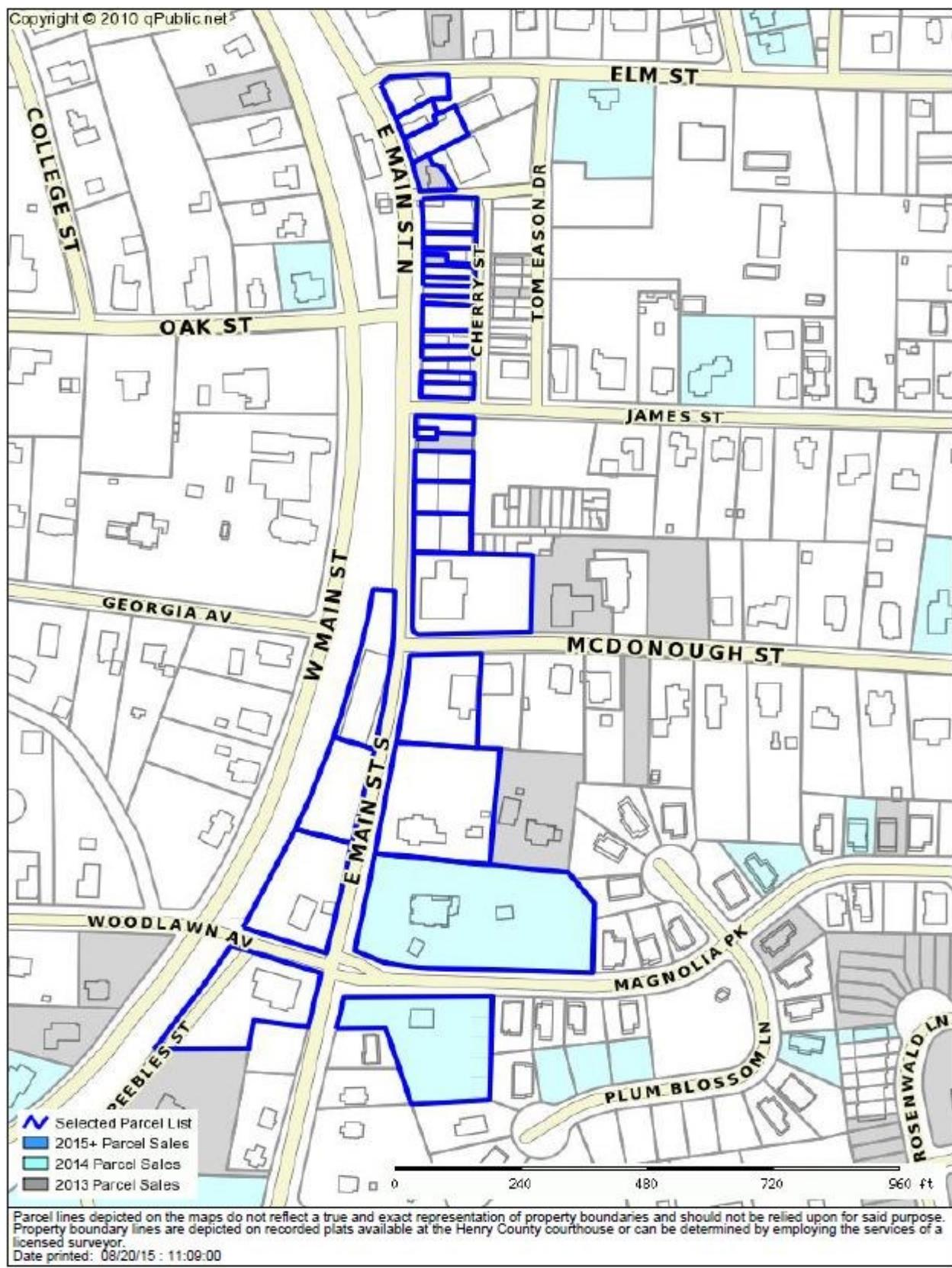
\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

## Oak Street Historic District



Main Street Historic District



## Notes

## Hampton Historic Preservation Commission

Adopted by the Hampton Historic Preservation Commission September 2015

