



**CITY OF TYLER HISTORICAL PRESERVATION BOARD  
CERTIFICATE OF APPROPRIATENESS APPLICATION  
(Unified Development Code Article XI, Division B)**



Owner(s) of Property: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Please check all that apply regarding the property's historical designation(s):

- Local Landmark       State Historic Landmark       National Register

Please check the property's primary material type:

- Wood     Brick     Stucco

Please check the property's primary use:

- Residential     Commercial

Are the changes being made to the property to adapt the property to a new use?

- Yes     No      If yes, please state the property's intended new use:

\_\_\_\_\_

Estimated Cost of Repairs: \_\_\_\_\_

Estimated Date of Completion: \_\_\_\_\_

Contractor's name: \_\_\_\_\_

Contractor's phone number: \_\_\_\_\_

**PLEASE INCLUDE THE FOLLOWING INFORMATION WITH THE COMPLETED APPLICATION:**

1. Current photograph of property;
2. Historical photograph (if available);
3. Elevation drawings of proposed changes (This does not have to be professional architectural drawings. Clear hand drawings are acceptable.);
4. If signage is involved, please provide a scale drawing indicating the lettering type, dimensions, colors, location, and method of illumination.

**PLEASE CHECK ALL THAT APPLY REGARDING THE WORK THAT IS TO BE DONE ON THE PROPERTY:**

**MASONRY**

- \_\_\_\_\_ *repointing*  
\_\_\_\_\_ *cleaning*  
\_\_\_\_\_ *removing paint*  
\_\_\_\_\_ *painting*  
\_\_\_\_\_ *repairing, replacing, or removing decorative masonry features such as cornices, belt courses, window architraves, and door pediments.*

\_\_\_\_\_ application of waterproof, water repellent, or other coatings

**WOOD**

\_\_\_\_\_ painting

\_\_\_\_\_ removing paint

\_\_\_\_\_ repairing, replacing, or removing decorative wood features such as columns, brackets, windows, and doors.

\_\_\_\_\_ applying chemical preservatives

**ROOF**

\_\_\_\_\_ repairing, replacing, or removing roof features and materials such as dormers, chimneys, slates, tiles, wood shingles, or metal.

**WINDOWS**

\_\_\_\_\_ repairing or replacing sashes

\_\_\_\_\_ changing the number, size, location, and glazing pattern of windows through cutting new openings or blocking in existing windows.

\_\_\_\_\_ replacing windows

**ENTRANCES AND PORCHES**

\_\_\_\_\_ repairing, replacing, or removing entrance and porch features such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs.

\_\_\_\_\_ removing an entrance porch

\_\_\_\_\_ closing in an entrance porch

**ADDITIONS**

\_\_\_\_\_ additions to the primary facade

\_\_\_\_\_ other additions

**PLEASE PROVIDE A DETAILED DESCRIPTION AND TIMELINE OF THE PROPOSED WORK (include attachments, if necessary, and any additional information you feel may be helpful in order to visualize the proposed work):**

**Note: If renovations are in excess of \$30,000 and are completed within a period of two years from the date of Certificate of Appropriateness issuance, the property owner may apply for Tax Abatement under Unified Development Code Article XI, Division A.**

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Case Number: \_\_\_\_\_

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

Historic Preservation Board Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Required, City Council Date: \_\_\_\_\_

# Certificate of Appropriateness Board Members Guide

## MASONRY

### REPOINTING

#### ***Recommended***

Repointing only in areas where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, and damp walls

Removing deteriorated mortar by hand raking joints

Duplicating old mortar in strength, composition, color and texture

Duplicating old mortar joints in width and profile

### CLEANING

#### ***Recommended***

Cleaning masonry only when necessary to halt deterioration or remove heavy soiling

Cleaning masonry with the gentlest means possible such as low pressure water and detergents

### PAINT

#### ***Recommended***

Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible repainting with colors that are historically appropriate to the building

#### ***Not Recommended***

Removing deteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance

Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints

Repointing with a mortar of high portland cement content unless it is the content of the historic mortar

#### ***Not Recommended***

Cleaning masonry surfaces when they are not heavily soiled

Sandblasting brick using dry or wet grit or other abrasive

Applying high pressure water cleaning methods

#### ***Not Recommended***

Removing paint that is firmly adhering to and thus protecting masonry surfaces

Using methods of removing paint which are destructive to masonry such as sandblasting, application of caustic solutions, or high pressure water blasting.

Using paint colors inappropriate to the historic building. Applying paint or other coatings such as stucco to masonry that has been historically unpainted.

Removing paint from historically painted masonry

## DECORATIVE MASONRY FEATURES

### ***Recommended***

Retaining and preserving masonry features that are important in defining the overall historic character of the building (ie: walls, brackets, tailings, cornices, window architrives, door pediments, steps, columns and detailing such as tooling, bonding patterns, coatings, and color)

### ***Not recommended***

Removing or radically changing masonry features which are important in defining the historic character of the building

## WATERPROOF/WATER REPELLENT COATINGS

### ***Recommended***

Applying surface treatments such as water repellent only after repointing and only if masonry repairs failed to arrest water penetration problems

### ***Not Recommended***

Applying water repellent coatings as a substitute for repointing and masonry repairs

## WOOD

### PAINTING

#### ***Recommended***

Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible(hand scraping and hand sanding) then repainting

Repainting with colors that are appropriate to the historic building

#### ***Not Recommended***

Using propane or butane torches, sandblasting or water blasting to remove paint

Using colors that are inappropriate to the historic building

### DECORATIVE WOOD FEATURES

#### ***Recommended***

Retaining and preserving wood features that are important in defining the historic character of the building (ie: siding, cornices, brackets, window architraves, doorway pediments and their paints, finishes, and colors.)

#### ***Not Recommended***

Removing or radically changing wood features which are important in defining the historic character of the building

### CHEMICAL PRESERVATIVES

#### ***Recommended***

Applying chemical preservatives to wood features such as beam ends that are exposed to decay and are traditionally unpainted unless they were used historically

#### ***Not Recommended***

Using chemical preservatives which can change the appearance of wood features

## ROOF

### ROOF FEATURES

#### ***Recommended***

Retaining and preserving roofs--and their functional and decorative features--that are important in defining the historic character of the building. This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features such as cupolas, creating, chimneys and roofing material such as slate, wood, tile.

Retaining size , color, and patterning of materials.

#### ***Not Recommended***

Changing or destroying features which are important in defining the historic character of the building

## WINDOWS

### ***Recommended***

Repairing window frames and sash by patching, splicing, consolidating, or otherwise reinforcing.

Replacing an entire window that is too deteriorated to repair using the same sash and pane configuration and other details.

### ***Not Recommended***

Replacing an entire window when repair of deteriorated materials and limited replacement of missing parts are appropriate.

Removing a window and blocking it in with a new window that does not convey the same visual appearance.

Changing the number, location, size, or glazing pattern of windows through cutting new openings, blocking in windows, and installing replacement sashes that do not fit the historic window opening

## ENTRANCES AND PORCHES

### REPAIR AND REPLACE

### ***Recommended***

Repairing entrances and porches by reinforcing historic materials or by the limited replacement of extensively damaged or missing parts

Replacing an entire porch that is too deteriorated to repair using the physical evidence to reproduce the features

### ***Not Recommended***

Replacing an entire porch or entrance when the repair of materials and limited replacement of parts are appropriate

Removing an entire porch that is unrepairable and not replacing it, or replacing it with a new entrance or porch that does not convey the same visual appearance

## ADDITIONS

### ***Recommended***

Constructing a new addition so that there is the least possible loss of historic materials and so that character defining features are not obscured

Designing new additions in a manner that makes clear what is historic and what is new

Locating the attached exterior addition at the rear or on an inconspicuous side of a historic building and limiting its size and scale in relationship to the historic building

### ***Not Recommended***

Attaching a new addition so that character-defining features of the historic building are lost or destroyed

Duplicating the exact form, material, style, and detailing in the new addition so that the new work appears to be part of the building

Designing a new addition so that its size and scale in relation to the historic building are out of proportion

The Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings provide clear and consistent guidance so that a rehabilitation project can be successfully planned and completed. The recommended courses of action are listed in order of historic preservation priorities. When evaluating a certificate of Appropriateness application, check to see if the changes being made to the building are following the correct preservation priorities. The recommended course of action are listed below, in order of preservation priority:

- 1. Identify, Retain, and Preserve:** This is basic to the treatment of all historic buildings. This refers to *identifying, retaining, and preserving* the form and detailing of architectural materials and features that are important in defining the historic character.
  
- 2. Protect and Maintain:** Protection generally involves the least degree of intervention and is preparatory to other work. Protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and the cyclical cleaning of gutter systems. Example: In evaluating a Certificate of Appropriateness application that involves work to be done on a masonry building, you should be sure that any causes of mortar joint deterioration has been identified and treated such as leaking roofs and gutters, settlement of the building, capillary action, or extreme weather exposure. In evaluating a wood be sure the causes of any wood deterioration has been identified and treated such as faulty flashing, leaking gutters, cracks in siding, deteriorated caulking in joints and seems, plant material growing too close to wood surfaces, or insect infestation. Remember to always ask yourself "Why is the damage occurring, what is the problem." Help the property owner to treat the *cause* not the *problem*.
  
- 3. Repair:** Guidance for the repair of historic materials begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing *according to recognized preservation methods*. Repair also includes the limited replacement of extensively deteriorated or missing *parts of features* when there are surviving prototypes.
  
- 4. Replace:** Following repair in the hierarchy, guidance is provided for replacing an entire character defining feature with a new material because the level of deterioration or damage precludes repair. While The Guidelines recommend the replacement of an entire character defining feature under certain well defined circumstances, they *never* recommend removal and replacement of a feature, though damaged or deteriorated, could reasonably be repaired and thus preserved.

## DID YOU KNOW . . . . .

Using sand blasting and high pressure water to remove paint or clean wood or brick surfaces can cause irreparable damage?

Additions to historic buildings are acceptable as long as the addition is compatible with the historic building in size and scale, and is done in such a way as not to damage or destroy historic features. Also the new addition must be differentiated from the old.

If possible, it is better to repair historic features rather than replace them.

Replacing historic features is acceptable as long as the replacement matches the old in design, color, texture, and other visual qualities.

The Secretary of the Interior's Standards for Rehabilitation were initially developed by the Secretary of the Interior and have been widely used over the years to particularly determine if rehabilitation qualifies as a Certified Rehabilitation for Federal purposes. In addition the Standards have guided Federal agencies in carrying out their historic preservation responsibilities for properties in Federal ownership or control; and State and local officials in reviewing both Federal and nonfederal rehabilitation proposals. They have also been adapted by historic district and planning commissions across the country.

The Tyler Historic Preservation Board utilizes the Standards, through the Certificate of Appropriateness review process, to determine appropriateness of work done to buildings listed a historic landmark. The purpose of the review process is to assist the property owner in the preservation of the property's significance by preserving historic materials and features.

A copy of The Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings can be obtained by calling the Superintendent of Documents Government Printing Office at (202) 512-1800.

## **The Secretary of the Interior's standards for Rehabilitation**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change or alteration to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a historic property shall be avoided.
3. Each property 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 buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historical significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. When the severity of deterioration requires replacement of a distinctive feature, the new 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.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken with the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property and its environment. The new work shall be differentiated from the old to protect the historic integrity of the property and shall be compatible with the massing, size, scale, and architectural details to protect the historic integrity of the property and its environment.
10. 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 property and its environment would be unimpaired.