



**Kingston Historic District
Homeowner's Guidebook**

**Town of South Kingstown, Rhode Island
as amended June 2013**

-- Rev. 9/29/2022

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South Kingstown Historic District Commission

Dear Homeowner:

For over fifty years, homeowners in Kingston Village have benefited from local zoning that guides changes to the historic buildings, structures, and landscapes that contribute to Kingston's unique character. Many buildings have been updated or rehabilitated, additions have been constructed, and landscape features have been enhanced, but Kingston remains a charming southern New England village of tree-lined streets and 18th and 19th century, wood-frame houses alongside significant civic and commercial buildings.

Based upon villagers' consensus, in 1959 the Town of South Kingstown created a historical zoning overlay district in Kingston, one of the earliest such zoning measures in the country. At the time, the integrity of the village was threatened by expansion of the University of Rhode Island and related commercial development. Since 1959, the South Kingstown Historic District Commission (SKHDC), a volunteer board appointed by the Town Council, has reviewed the design of projects having an impact upon Kingston to ensure that the historical and architectural qualities of the district are not lost or severely impaired. Over time, this activity has encouraged preservation, rather than demolition and inappropriate replacement. It has also brought stability to property values and relieved the anxiety that all change is negative. Many buildings have been updated or rehabilitated while at the same time they have been preserved for future generations to enjoy.

In its review, the SKHDC relies upon nationally accepted historic preservation design standards and guidelines. With funding from the National Park Service and the Rhode Island Historical Preservation Commission, the SKHDC has compiled its standards and guidelines into this Homeowner's Guidebook. The booklet includes a summary of the review process, a discussion of the architectural styles of Kingston and their key features, the SKHDC's design

standards and guidelines, and an application form. It is intended as a reference, which we hope you will keep at hand and employ should you have a repair or new addition project.

The staff of the Town's Planning Department stands ready to assist you should you have any questions concerning the review process. The SKHDC welcomes pre-application reviews and advisory opinions. For those of you interested in restoring or renovating historic houses, the South Kingstown public libraries have excellent reference materials. Historic preservation information is available on line at www.southkingstownri.com/town-government/boards-commissions/36 with numerous links to reference materials.

Owning a historic property in Kingston has always been a privilege – a privilege that carries an obligation to steward our historic resources for our children and grandchildren. We wish to be your partners in this worthy endeavor. We hope the homeowner's guidebook will provide you with information you can use for your next house project.

With our best wishes,

The South Kingstown Historic District Commission

Peter A. Nunes, Chair

James A. Garfield

William P. Sheffield

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Town of South Kingstown

Historic Preservation Standards and Guidelines



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INTRODUCTION

Kingston Village, in South Kingstown, Rhode Island, is listed in the National Register of Historic Places for its significance as a well-preserved 18th and 19th century New England village. The historic district contains an important collection of dwellings, as well as several commercial and institutional buildings, that together convey the social and cultural conventions of a formative period in the Town's history.

Today, Kingston continues to provide residents with a wonderful neighborhood close at hand to local cultural amenities and the University of Rhode Island. Visitors are drawn to the authentic ambiance of this historic place, including its well-preserved architecture and setting.

In addition to being listed in the National Register, Kingston Village is within a historic overlay district and changes to buildings and certain landscape features are subject to review by the South Kingstown Historic District Commission (SKHDC). Created in 1959, and thus one of the earliest zoning measures of its kind in the country, the historic district is intended to encourage the preservation of the village's unique character and discourage demolition and inappropriate new construction. The district has also aided in the stabilization of property values in the village.

This Guidebook will explain the review process, including what types of projects are subject to review; provide an overview of the architectural styles in Kingston, and their character-defining features; and define the standards and guidelines that guide the SKHDC's review process.



KINGSTON HISTORIC DISTRICT

In reviewing projects within the Kingston Historic District, the SKHDC considers the potential impact on the character-defining features of the property – those elements that are essential to the building or landscape feature’s design and its ability to convey its historic significance.



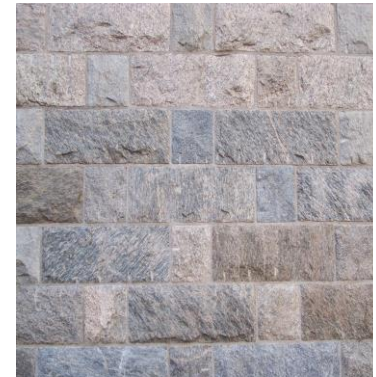
Character-defining features

Character-defining features of the village’s buildings include foundations and walls, wood cladding materials, entrances and porches, windows and shutters, roof-shapes and decoration, and chimneys. In addition, Kingston has a wealth of landscape features which form an intimate village context. These features include the walls, fences, terraces, curbs, walkways, steps, and stoops of the “hardscape,” as well as the mature trees, hedges, lawns, and planting beds of the “softscape.”



Masonry work in foundations, walls, buildings, chimneys:

Two of Kingston’s important buildings are built of granite masonry. Other buildings have stone masonry foundations, some with beaded mortar joints. Chimneys are generally brick, although there are several massive stone chimneys in the district.



Wood framing and cladding:

Many of Kingston’s buildings are of heavy timber, post and beam construction, and clad in either wooden clapboards or wooden shingles. One house has brick end walls with chimneys. The wood clapboard siding is a character-defining feature.

Doors and windows:

Front entranceways and windows are noteworthy and character-defining features in Kingston. Many entrance surrounds are Federal in design with console-bracketed cornices surmounted by five-light transom windows.

Many original wooden window sash remain intact on Kingston’s historic houses, as well as wooden window casings and exterior trim. Eighteenth century window sash of 12/12 lights with blown glass panes have survived for over 200 years in the district.

Nineteenth century 6/6 sash are also extant on many 19th century houses.



Porches:

Front porches, entrances, and side porches are varied and ubiquitous within the Kingston district. Many were updated in the early 20th century and their design was influenced by the Colonial Revival style popular at the time. These front porches have simple railings, tapered Tuscan columns supporting gable or hip roofs, and they usually contain solid wood porch seats flanking the entryway. They are likely built over the simple single granite slab stoops original to the buildings. Some of these stone slab stoops exist as a counterpoint and reminder of an earlier era.

Long shed- and hip-roofed porches generally are located on the sides of the houses and many are screened for summer enjoyment. Very few are enclosed with glass. Usually the end nearest the street is screened with wooden lattice work for privacy.



Roofs:

Roofs are generally flank gable to the street on the earliest buildings. Colonial buildings have gambrel and gable roofs. Some of the block-like Federal style houses within the district, which date to the early 19th century, have hipped roofs with decorative monitors and roof balustrades or parapets. Several mid- to late-19th century houses are gable end to the street, including a highly ornamented Greek Revival house and a bracketed Italianate house on North Road. Roof cornice brackets, such as those found on the latter, also appear on other houses and institutional buildings which have characteristics of the same historical time period. The Kingston Library is an example of a much earlier Colonial building, which received a new Mansard roof with brackets in the late 1870s. This layering of architectural styles, showing historical evolution and change, is apparent in other Kingston buildings and it is character-defining in its own right.

Generally the roofs within the Kingston district were originally sheathed with wood shingles, but many are now clad in asphalt shingles. There are some exceptions, notably the Kingston Library which has a wood-shingled roof, as well as several houses. These roofs are character-defining and every effort should be made to retain the wood-shingle sheathing.



Landscape features:

The district has many distinctive and character-defining landscape features which are both “hardscape” and “softscape.” Hardscape refers to hard and built surfaces and structures, also called appurtenances. These are generally features that are semi-permanent and form the “bones” or framework of the landscape of the district. Hardscape includes paved surfaces, curbing, walkways, walls, steps, stone stoops, terraces and berms, planting beds, and antique landscape ornaments, such as drinking troughs, hitching posts, and the like. Included in this category are Kingston’s hedge lines, mature trees, and greensward areas which compose the overall historical setting of the village. Softscape refers to living plant material, such as annuals, perennials, and small shrubs, which provide the finish to the hardscape. While the hardscape generally remains constant, the softscape changes and evolves over time and is not reviewed by the Kingston Historic District Commission.

Surfaces:

Slabs of stone are used for entrance stoops and steps. There are stone terraces and stone and brick landscape steps and walkways, some of which were installed by the Works Progress Administration. Semi-paved surfaces include macadam and gravel driveways, laneways and cart paths. Most of the street curbing is granite.



Fences and walls:

Dry laid stone walls abound within the district. Of varying height but never high, these walls define critical edges and boundaries. Stone piers linked with heavy wrought iron chain form another distinctive fence type, in this case delineating an important park-like tree lawn at the intersection of Route 138 and North Road. There are stone piers to mark gateways and there are stone and iron hitching posts, all of which contribute to the landscape context. Short wood picket fences are also common features.

Specimen Trees and Mature Hedging:

Mature specimen trees are character-defining elements within the district. Many of these trees are well over 50 years old; some are ancient. They provide scale, texture, setting, and livable neighborhood quality for the collection of houses and institutional buildings, such as the Library, the South County Art Association, the Tavern Hall Club, and the Old Jail Museum, in much the same way as the stone hardscape landscape materials.

Mature hedges, while less permanent than mature trees, help define critical edges and provide character and privacy. Many are long-living or provide seasonal color. Hedges can be character-defining as boundary lines.





PRESERVATION ZONING

In 1959, the Town of South Kingstown enacted a form of overlay zoning, known as historical district zoning, to protect and preserve the architectural character and physical context of Kingston Village within a defined geographic boundary. Over 45 buildings, mostly residences, and appurtenances are included. These are shown on the annotated aerial map on the following page.

Under the Town of South Kingstown Zoning Ordinance, Section 600, all repairs and alterations affecting the exterior appearance of both historic and non-historic structures within the Kingston historic overlay district, including their appurtenances and settings, are subject to review, whether or not a building permit is required. Such review is under the jurisdiction of the South Kingstown Historic District Commission (SKHDC), appointed by the Town Council. Interior alterations are not reviewable, unless they have an impact upon the exterior appearance of a building, structure, or appurtenance. Paint colors for building and structure exteriors are also not reviewable. Any alterations and repairs should accurately represent and protect the historic qualities and character-defining features of the buildings, structures, and landscape elements of the district. A property owner must receive a Certificate of Appropriateness from the SKHDC before receiving a building permit for their project, or if a building permit is not needed, before beginning work.

Property owners within the district contemplating an exterior home improvement should consult this guidebook and the Town planning staff regarding the review process.

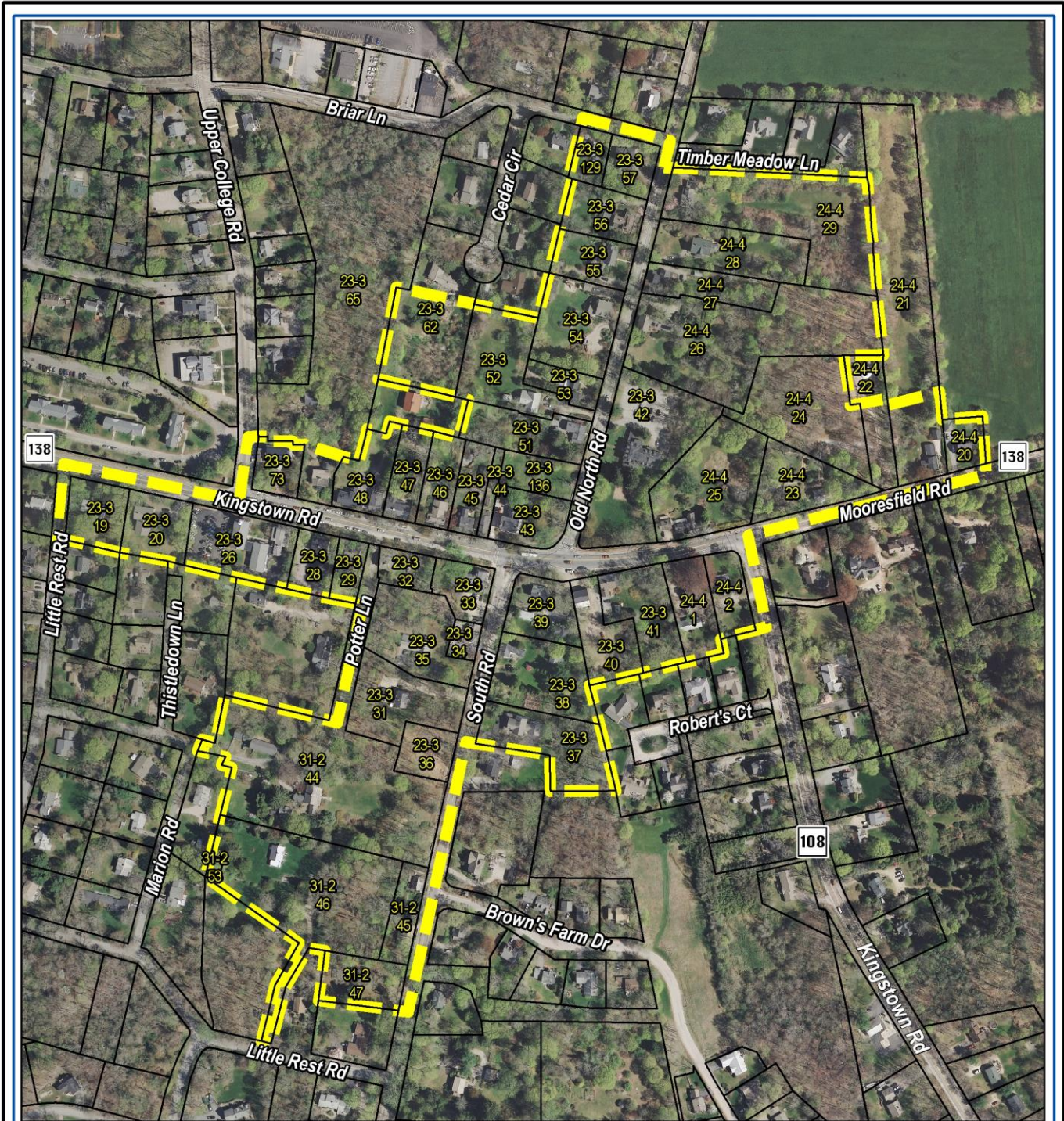
Routine maintenance such as painting and minor repair or replacement with in-kind materials is normally exempt from review, but to be sure consult with the Town planning office before beginning a project. A project which retains, repairs, or replaces in-kind severely deteriorated or storm-damaged building materials and architectural features, and meets the SKHDC's standards and guidelines printed in this guidebook may receive an expedited review.

On page 8 is guidance for undertaking a project; at the end of this guidebook is an application form for SKHDC review to receive a Certificate of Appropriateness.

In addition, owners of properties that are listed in the National Register but not within the historic overlay district – such as those in Wakefield and Peace Dale -- are encouraged but not required to seek an advisory opinion for projects they are contemplating.

In accordance with the Town's historical zoning ordinance, the SKHDC has adopted the historic preservation standards and guidelines listed in this publication to guide and review work that is proposed. These standards and guidelines are formulated from those published by the federal government (the *Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties*), many state governments, and by similarly charged historic district commissions in Rhode Island and across the country.





Town of South Kingstown

KINGSTON HISTORIC DISTRICT



Aerial Photo:
 RIGIS April 2011
 Zoning District Overlay: SKGIS



Geographic
 Information
 System

PL13-22 cpb 4/13

YOUR PROJECT: ESTABLISHING A PRESERVATION APPROACH

The primary objective of any rehabilitation plan for contributing structures within the Kingston Historic District should be the preservation of important or “character-defining” architectural features and materials of the building, and provision for a safe and sustainable contemporary use.



The standards and guidelines presented here are best preservation practices, which the SKHDC promotes in its review capacity in deliberating on whether or not to grant a Certificate of Appropriateness for proposed work. The standards and guidelines should be consulted by property owners as they contemplate work to be done on their buildings and structures. They provide common-sense guidance for the rehabilitation of historic buildings and their settings to ensure building longevity and sustainability.

South Kingstown’s historic preservation standards and guidelines are based on the following core principles:

- **Respect** the original historical design character of the building and its setting. Don’t try to make the building appear older (or younger) in architectural style than it really is. Above all, the genuine (authentic) heritage of Kingston should be expressed; not an imagined history.
- **Research** the building to determine which elements are essential to its character. Preserve features in your work plan.
- **Retain** and provide protection and maintenance of historic features that survive in generally good condition.
- **Repair** historic materials and features that have deteriorated.
- **Replace In-Kind** historic materials and features with new materials of the same type, when deterioration is so extensive that repair is not possible.
- **Follow** the Standards and Guidelines beginning on page 11 of this booklet, which are based upon the *Secretary of Interior’s Standards and Guidelines for the Treatment of Historic Properties*, 36 CFR 671 as amended.

A project may also include strategies (see Guideline Sections 3 and 4) for:

- **Reuse** of buildings and associated alterations to the *exterior of the historic building for new uses with sensitive adaptation.*
- **Reversibility.** *Additions (for new rooms or spaces) to the exterior of the historic building may be appropriate, provided character-defining features are not lost or compromised and the alteration can be removed later without damage to character-defining features of the building.*

Original documentation, such as old photographs and plans, should be used as guidance for restoration work whenever possible. Where these are not available, interpretations of similar design elements that were built or designed for buildings in the area may be considered. New uses, additions, and new construction should fit in, rather than stand out and appear incongruous.

Schedule a pre-application meeting with the Town Planning staff to review your ideas and plans.

Complete and submit an application with the Town Planning Department. An application form is attached at the end of this booklet.



Certificate of Appropriateness

Please post this certificate on the property so that it is visible from the street.

South Kingstown Historic District Commission

Town of South Kingstown
180 High Street
Wakefield, RI 02879
401-789-9331 (ext.1244)

Property Owner: _____

Property Address _____

Plat/Lot: _____

SKHDC Application Number: _____
Scope of Work: _____

The South Kingstown Historic District Commission hereby certifies, pursuant to RIGL Ch. 45-24, 1-10, 1998 (as amended), and Section 600 of the Zoning Code of the Town of South Kingstown, Rhode Island, as amended, that the work described herein has been Approved. Any conditions of Approval are noted below:

Note: All work shall be carried out as shown on the approved plans and specifications on file with the SKHDC. This certificate along with any drawings, plans, and specifications stamped approved by the SKHDC must be presented to the Town of South Kingstown Building and Zoning Official to obtain a building permit. Any changes to the approved project and any additional work not specifically approved herein must be reviewed and approved by the SKHDC prior to construction. This certificate is valid from one year from the date of issue.

Signature of SKHDC Chair or Staff _____

Date of Issue _____

Section 1:

GENERAL STANDARDS FOR THE PRESERVATION AND REHABILITATION OF CONTRIBUTING STRUCTURES AND APPURTENANCES IN THE KINGSTON HISTORIC DISTRICT

APPROPRIATE

BEWARE CHANGE IN USE:

- 1 New uses that require the least change to existing structures are encouraged.
- 2 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.

PRESERVE CHARACTER-DEFINING FEATURES:

- 3
 - a. Avoid removing or altering any historic material or significant and authentic architectural features.
 - b. Original character-defining materials and details that contribute to the historic significance of the building or structure should be preserved whenever feasible.
 - c. Rehabilitation work should not destroy the distinguishing character of the building and its setting.
 - d. Examples of historically significant architectural features are building cladding materials (decorative wood shingles, wooden clapboards); wooden doors, doorways and porches; wooden window frames, sash, and window trim; masonry walls and features; eave brackets, gable barge boards, and decorative railings and trim; as well as brick and stone chimneys. Other significant elements may be the overall building form, roof shape and materials, and finish.

PROTECT AND MAINTAIN EXISTING HISTORIC STYLISTIC ELEMENTS:

- 4 Protection includes the maintenance of historic material through treatments such as weather-proofing, caulking, and re-painting.
- 5 Non-abrasive or "soft" procedures for cleaning, refinishing, and repairing historic materials should be used.



Section 1:

NOT APPROPRIATE

CHANGE IN USE:

- 1 Planning a new use for a historic building and its setting which will require significant changes to the existing structure (s) and setting to accommodate the new use and thereby requiring extensive modifications to historic character-defining elements.
- 2 Failing to provide a compatible use for the building that will require only minimal alteration to the building and its site.

CHARACTER-DEFINING FEATURES:

- 3
 - a. Removing or altering historic materials and/or significant architectural features
 - b. Removing original materials and details that contribute to the historic significance of the structure
 - c. Rehabilitation work that destroys the distinguishing character-defining features of the property or its setting is not appropriate.

HISTORIC STYLISTIC ELEMENTS:

- 4 Failing to protect and maintain historic material through treatments such as weather-proofing, caulking, and repainting
- 5 Using abrasive procedures such as sand blasting or water blasting for cleaning, refinishing, and repairing historic materials which erode and destroy protective surface layers

Kingston's Primary Architectural Styles



Colonial 18th century: 1720-1790
gable and gambrel roofs,
12/12 wooden windows,
central stone and brick chimney



Federal: 1790-1820
gable and hip roofs,
end chimneys,
roof parapets,
6/6 windows



Italianate/Mansard style: 1850-1880
roof brackets, Mansard roofs,
2/2 wooden windows,
piazzas or porches



Colonial Revival: 1890-1940
return to Colonial forms,
porches with Tuscan columns and
benches, enlarged doorway trim



APPROPRIATE

MINIMIZE INTERVENTION, REPAIR RATHER THAN REPLACE:

- 6 Repair deteriorated architectural features rather than replace them wherever possible.
- 7 Patch, piece-in, splice, consolidate, or otherwise repair the existing exterior material, using recognized preservation methods whenever possible.



INCLUDE THE REPLACEMENT OF MISSING PORTIONS OF AN ARCHITECTURAL FEATURE IN REPAIR ACTIVITIES:

- 8 Match the original construction material. A missing wooden feature should be replaced with wood. A missing stone feature should be replaced with stone. A substitute (in-kind) material may be acceptable on a case by case basis if the form and design of the substitute conveys the same visual appearance of the original and the feature is hard to access and prone to water damage, weathering, and rot.
- 9 Use methods that minimize damage to the original materials when disassembly of a historic element is necessary for its rehabilitation, or when a historical feature needs to be moved to be saved, repaired, or rebuilt.
- 10 Always devise methods of replacing the disassembled materials in their original configuration.



- 11 Replacement of missing architectural features should be based upon historical documentation to produce accurate duplications of the original style and character.
- 12 In the event replacement is necessary, the new material should match the historical material being replaced in design, texture, and other visual qualities.

NOT APPROPRIATE

INTERVENTION

- 6 Removing and replacing slightly deteriorated architectural features rather than repairing them
- 7 Failing to patch, piece-in, splice, consolidate, or otherwise repair the existing exterior material, using recognized preservation methods, whenever possible, and removing and replacing with new materials that are incongruous

REPAIR ACTIVITIES, REPLACEMENT OF MISSING PORTIONS OR FEATURES

- 8 In replacing missing portions, failing to match, on close inspection, the look and feel of the original material. A substitute material is not appropriate if the form and design of the substitute does not convey the visual appearance of the original. Vinyl and aluminum siding are not appropriate because they do not convey the same surface texture and dimensional character as the stone and brick masonry, wooden shingle, and clapboard materials found in 18th, 19th, and early 20th century buildings.
- 9 When disassembly of an historic element is necessary for its rehabilitation, failing to use methods that minimize damage to the original materials
- 10 Failing to plan carefully for the placement of disassembled materials back into their original configuration
- 11 Failing to use historical documentation to create accurate duplications of missing original features and thereby creating a false historical appearance
- 12 Failing to match historical material being replaced with new materials that match in design, texture, and other visual qualities

APPROPRIATE

- 13** In replacing newer, non-historical materials that have been substituted for original material, the design of the replacement work and materials should be substantiated by physical and/or pictorial evidence of original materials whenever feasible.
- 14** Use building materials similar to those employed historically, although hard-to-maintain architectural features, such as roof brackets and trim moldings on upper floors – but not windows – may be reproduced in approved durable composite materials as in #15 below.
- 15** If alternate composite materials are allowed to be used, the materials should be applied as individual components in the traditional method and they should match the original in appearance including texture, profile, pattern, and weather surface.
- 16** Where reconstruction of an element or feature is impossible because of a lack of historical evidence, 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 for replacement of features where insufficient documentation exists to reconstruct more accurately original design details.

EXISTING ALTERATIONS MAY BE IMPORTANT TO RETAIN:

- 17** a. Preserve older alterations that have achieved historical significance.
- b. Many changes to buildings that have occurred in the course of time are themselves evidence of the history of the building and its surrounding neighborhood. These changes may have developed significance in their own right. An example of such an alteration may be a porch, a kitchen ell, or bay window that was added to the original building early in its history.
- c. More recent alterations that are not historically significant may be removed.

ADDRESS SERVICE AREAS AND MECHANICAL EQUIPMENT:

- 18** Screen service equipment and trash containers from public view.
- 19** a. The visual impact of mechanical and electrical equipment including, but *not* limited to telecommunications devices, satellite dishes, solar panels, and air handling units should be minimized. These devices may be better located on the ground in screened locations.
- b. Satellite dish use is strongly discouraged in visible areas. If a dish must be placed in view, it should be screened with fencing and or plantings. If roof placement is needed, the dish must be small and located on a rear section of roof.



NOT APPROPRIATE

- 13** Failing to substantiate replacement materials with physical and/or pictorial evidence of the original materials
- 14.** Failing to use materials similar to those employed historically whenever possible
- 15** If alternate composite materials are allowed to be used, applying the materials in precast assemblies (strips or sheets) rather than as individual components in the traditional manner, thereby failing to convey (on close inspection) the same visual appearance as the replaced historical materials
- 16** Where insufficient documentation exists to reconstruct accurately original design details, creating a new design for a missing feature that does not relate to the building in general size, scale, and material; and not using design elements that reflect the building's style for the replacement of features.

EXISTING ALTERATIONS:

- 17** Failing to respect and preserve older alterations that have achieved historical significance in their own right. Many changes to buildings that have occurred in the course of time are themselves evidence of the history of the building and its neighborhood

SERVICE AREAS AND EQUIPMENT:

- 18** Failing to screen service areas, infrastructural equipment, and trash containers from public view
- 19** Roof locations for mechanical and electrical equipment including wind generators and solar panels are generally not appropriate unless they can be screened from view

Not appropriate roof-mounted mechanicals

APPROPRIATE

RETAIN HISTORIC ACCESSORY OR AUXILIARY BUILDINGS:

- 20** Historic accessory buildings can contribute to the overall character of the principal building. Their orientation, design, materials, and architectural details should be preserved. If repairs are needed, they should be made in-kind, using the same materials, or materials that are very similar to the originals.
- 21** An accessory building that has deteriorated beyond repair should be replaced with a design and materials that are compatible with the principal structure in siting, scale, and fenestration.
- 22** Proposed changes to non-significant accessory structures should likewise be compatible with the character of the property and the Historic District.

NOT APPROPRIATE

ACCESSORY OR AUXILIARY BUILDINGS:-

- 20** Failing to recognize that historic accessory buildings can contribute to the character of the principal structure and the district.



Section 2:

GUIDELINES FOR SPECIFIC REHABILITATION WORK

These guidelines apply to the rehabilitation of structures and appurtenances in the Kingston Historic District in addition to the general standards (#1-22 preceding).

APPROPRIATE

WOOD SIDING:

- 23** Use materials similar to those employed historically in terms of size, shape, and texture- whenever feasible.
- 24** Choose wood siding that most closely matches the shape, size, profile, and texture of the historic wood siding when seeking to repair or replace wood siding.



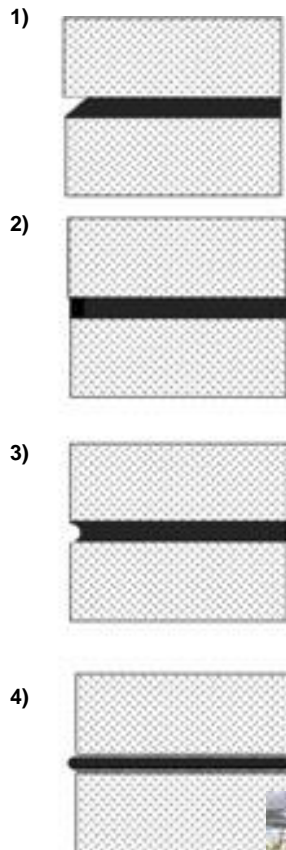
NOT APPROPRIATE

- 23** Using materials that are dissimilar to those used historically
- 24** Using modern synthetic wood siding replacement treatments and materials when in-kind wood siding replacement is available and more appropriate. Using new siding, which does not match the original dimensions and reveal is not appropriate. Cement board products such as HardiPlank, HardiShingle, and vinyl and aluminum siding are not appropriate due to either their untested durability, inability to convey an appropriate appearance, or installation impact.

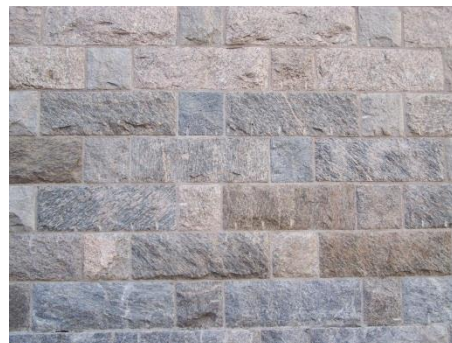
APPROPRIATE

MASONRY:

- 25** Clean masonry only when necessary to halt deterioration or remove heavy soiling.
- 26** Remove damaged or deteriorated paint or surface treatments only to the next sound layer using the gentlest method possible (such as hand scraping) prior to applying a new surface treatment.
- 27** Repair masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp or damaged walls, or loose stucco veneer work.
- 28** Remove deteriorated mortar between “soft” masonry (brick, etc.) by carefully hand-raking the joints to avoid damaging the surrounding masonry.
- 29** Duplicate old mortar in strength, composition, color, texture, and reveal. Often 18th and 19th century mortar is much softer than modern mixes, matching softer brick composition and strength.
- 30** Apply new, non-historic, surface treatments to repel water or moisture intrusion only after repointing and only if other masonry repairs have failed to arrest the problem.



MORTAR JOINTS
 1) Struck with drip
 2) Flush
 3) Tooled
 4) Beaded (raised)



Flush masonry joints, rough faced stone ashlar character

NOT APPROPRIATE

MASONRY:

- 25** Cleaning masonry surfaces when they are not heavily soiled, thus subjecting surfaces unnecessarily to moisture or chemicals which can damage such surfaces
- 26** Using methods of removing surface treatments (paint) such as sand-blasting, the application of chemical strippers and the like, which are destructive to masonry surfaces and mortar joints. Sandblasting brick or stone surfaces using dry or wet grit or other abrasives is generally not appropriate.
- 27** Removing non-deteriorated mortar from sound joints, then repointing the **entire** building to achieve a uniform appearance. Using an all-over “scrub” coating technique to repoint rather than traditional repointing methods is not appropriate.
- 28** Using mechanical saws and hammers (that can damage surrounding soft masonry work) to remove deteriorated mortar, rather than hand tools
- 29** Changing the width, profile, and composition of historic mortar joints when repointing
- 30** Applying water-proofing or water-repellent coatings such as stucco to masonry as a substitute for repointing and masonry repairs. Such coatings may actually accelerate deterioration if the underlying problems are not corrected and such coatings may change the historical appearance of the building.

APPROPRIATE

WOOD TRIM AND ORNAMENT:

- 31** Maintain historic trim and ornament. Provide proper moisture control and drainage so that water is not allowed to stand in flat, horizontal surfaces, or accumulate on or in decorative features.
- 32** Preserve existing trim and wooden architectural features such as (but not limited to) porch columns, balustrades, roof brackets, parapets, doorway enframements, window brackets and hoods, cupolas, and roof finials in places where they survive. Replace only if severely deteriorated and only with in-kind materials. Composite materials may be appropriate for duplication and replacement on a case by case basis if the feature is on an upper floor or roof, difficult to maintain, and severely deteriorated.
- 33** Where original trim or ornament is missing, replace missing elements if possible with designs to match the original based upon historical documentation. Use original proportions for trim designs as templates for replacement work. Duplication of missing trim and ornament in composite materials may be considered, on a case by case basis, as in #32 above, if the element is on an upper floor or roof, or subject to repeated water and moisture intrusion.

ROOFS:



- 34** Preserve roofs at their original pitch and configuration, including their historic structural and decorative components, e.g., roof boards, rafters, venting, ridge cresting, lightning arrestors, balustrades, raking cornices, cornice moldings, soffit treatments and brackets, drip edges, etc.
- 35** Preserve the character of original roofing materials whenever possible. Where they currently exist, wood-shingled roofs should be replaced with wood-shingled roofs. Asphalt shingles are appropriate as replacement in-kind for existing asphalt-shingled roofs now commonly found in the Kingston Historic District.



NOT APPROPRIATE

WOOD TRIM AND ORNAMENT:

- 31** Failing to maintain and repair original trim and ornament. Failing to identify, evaluate, and treat the cause of wood deterioration such as (but not limited to) faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, overgrown plantings too close to the building trapping moisture, or insect or fungus infestation
- 32** Failing to preserve existing trim and other features in places where they survive
- 33** Where original trim is missing, replacing missing elements with designs that do not match the original or are based upon inappropriate design motives for the building's architectural style, giving a false historical appearance

ROOFS:

- 34** Changing the pitch of historic roofs. Removing a major portion of the roof or roofing material that is repairable, then reconstructing the roof with new materials in order to create a more uniform, or "improved" appearance
- 35 a.** Reconfiguring a roof by adding new features such as dormer windows, vents, set-in balconies, skylights, widows walks, and cupolas in such a way that historic character-defining qualities are lost and the historic character is diminished
- b.** Reconstructing the roof or re-roofing without providing for adequate ventilation

APPROPRIATE

WINDOWS:

- 36** Retain, **REPAIR**, and maintain historic windows if at all possible. These are usually built of far better materials (including wood) than today's replacement windows, and actually provide a better pay back (when repaired, weather-stripped, and provided with storm windows) than replacement windows. This is largely due to the fact that with storm windows, historic wooden windows provide nearly the same insulating value, and replacement windows, regardless of product manufacturer, are very expensive to purchase and install.
- 37** If storm windows are used, they should not obscure original window proportions. Wooden storm windows hung on the exterior are preferred. Triple-track wood or aluminum storm windows are usually acceptable because they provide adequate insulation, help owners retain original window sash and casings, and are easily reversible. New replacement storm windows may be added to the interior or the exterior to provide weather-proofing and insulation matching that obtained by double glazing or insulated window units, provided they are sufficiently ventilated to prevent moisture build on the inside. Fabric storm panels may be approved provided they are hung rather than roll-up.
- 38** Where replacement of severely deteriorated windows is warranted, replacement with replicated wooden sash matching the original single-glazed sash is the preferred treatment. Reusing the historic glass is preferred. This will not require costly removal of the original window casings or storm windows. Replacement in-kind of the window sash with new wooden sash and rehabbed jambs is preferred over replacement of the entire window unit. This alternative retains the original window opening, casing, and exterior trim.
- 39** Replacing window sash may be appropriate provided the condition of the existing window sash is beyond repair and the replacements meet, as closely as possible, the historic window sash dimensions. A detailed evaluation of the state of deterioration of the historic windows along with detailed product information and a window sash sample must be provided to the SKHDC for an evaluation of the appropriateness of such a request.
- 40** Where entire replacement of window casing and window sash is proven by the applicant to be warranted due to extreme weathering and subsequent severe deterioration of the historic window sash, jambs, sills, and casings, or if replacement of non-historic windows in place on the building is desired, such replacement window units may be appropriate if the historic dimensional character is replicated, including the window trim, sash dimensions, glass size, muntin bar width and reveal, exterior putty bevel, and rail and style dimensions. The windows must have true divided lights. Also of importance is duplicating the appropriate reveal of the window unit from the exterior wall plane, including the dimension and rake of the window sill. Wooden windows may be replaced only with wooden windows. This guideline is also to be followed for the addition of any new windows on a historic building or its additions. The placement of any new windows must be documented by historical evidence and be in scale, dimension, and rhythm with the existing historical window placement on the building.

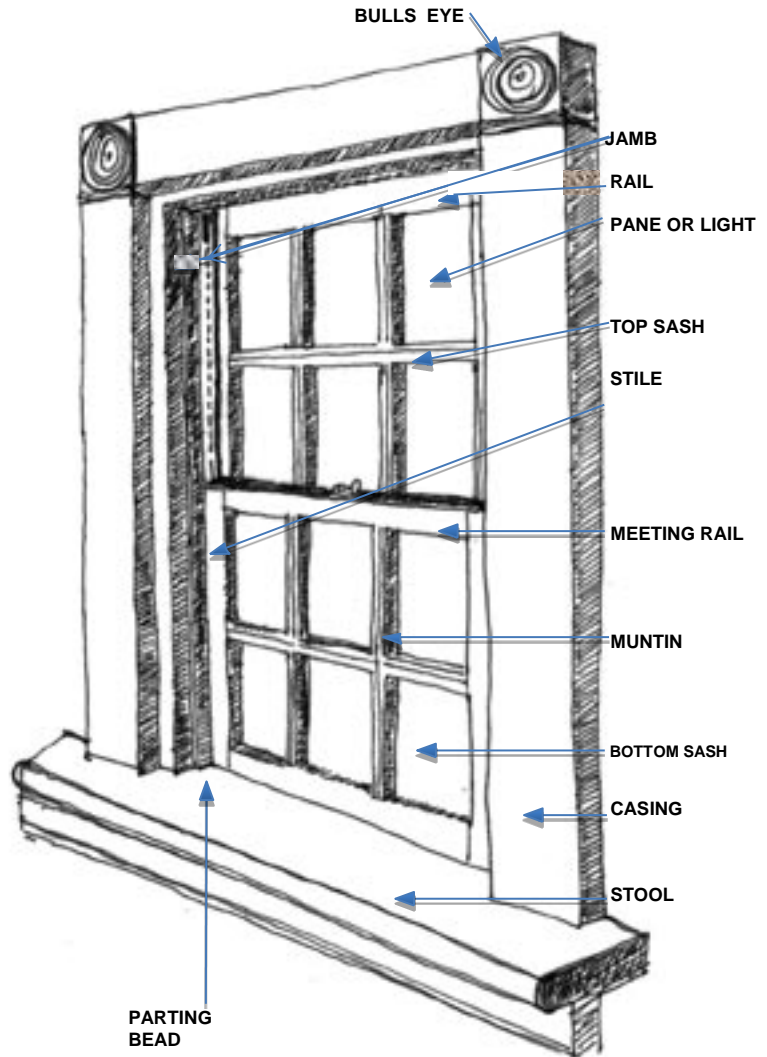
NOT APPROPRIATE

WINDOWS:

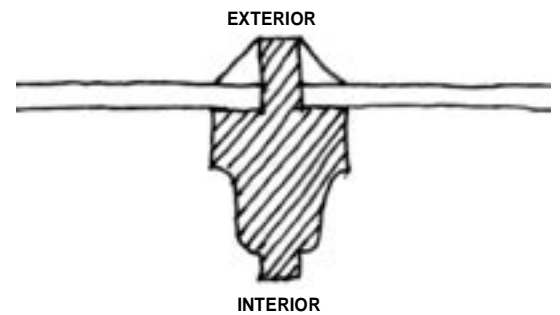
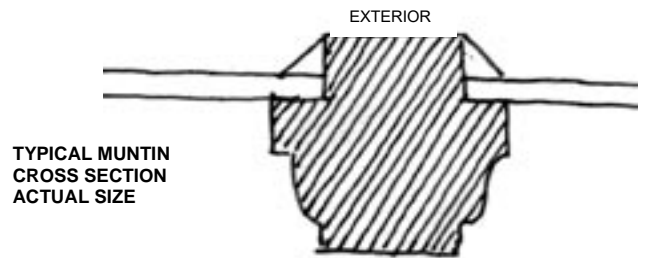
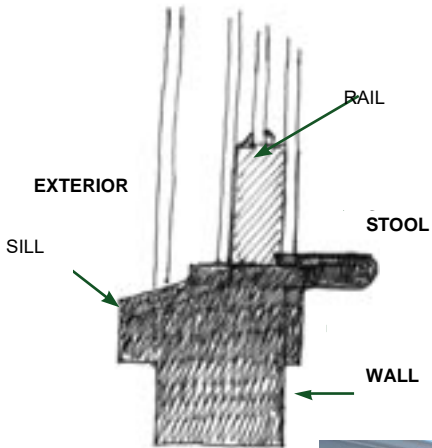
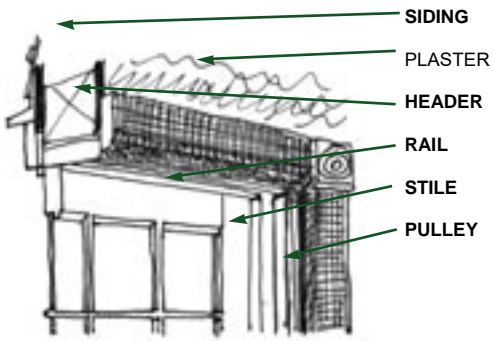
- 36** Changing the dimension of historic window openings, muntin bar, and window glazing configurations and proportions. It is not appropriate to replace historic windows with manufactured windows of vinyl, aluminum, or composite materials when repair of the historic windows is feasible.
- 37** Installing new storm windows which obscure historic window glazing proportions, including roll-up metal storm shutters
- 38-40** Installing new manufactured replacement windows which do not match the dimensional qualities and construction materials of the historic windows they replace. The qualities to match include the window trim, glass size, muntin bar width and reveal, rail, meeting rail, and style dimensions. Also of importance is duplicating the appropriate reveal of the window unit from the exterior wall plane, including the dimension and character of the window sill. New manufactured windows which have metal or vinyl cladding, are constructed of composite materials or fiberglass, have simulated divided lights, fake snap-in muntin grills, or have flat metal or vinyl muntin grills laminated between glazing are not appropriate because they do not convey the authentic appearance of historic true divided light, muntin bar, and glazing configurations.



WINDOWS



DOUBLE-HUNG WINDOW PARTS



APPROPRIATE

ENTRANCES:

- 41** Maintain the historical character of the building entrance(s).
- 42** Preserve historic porches where they exist for entryways or otherwise.
- 43** Preserve original doors and doorway enframements, which contribute to the historical character. Where historic doors are deteriorated beyond repair, they may be replaced in-kind, or constructed of materials (wood to replace wood) matching the design character of the original.



Colonial



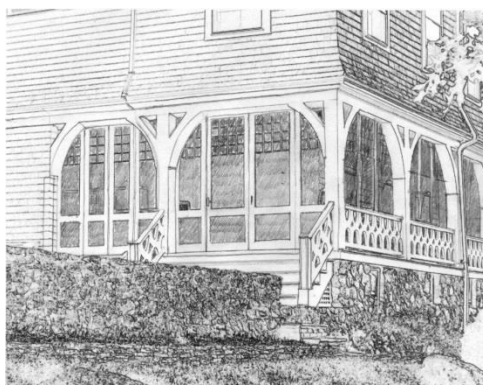
Federal



Colonial Revival

PORCHES AND DECKS:

- 44** Historic porches are character-defining in Kingston Village and every effort should be made to preserve them. They should not be enclosed unless the applicant has a compelling justification. Otherwise deteriorated porches should be retained, repaired, or restored to their historical appearance whenever possible, including porch steps, decking, posts, balustrades, brackets and roofs. Building code-required balustrade alterations should be accomplished with the least change possible. Rail height may be increased with a simple horizontal pole.
- 45** Where enclosure of a historic porch is warranted, porch floors, balustrades, post or column supports, brackets, and other features should be retained with the enclosure constructed largely of glass or screen panels mounted behind these features in the traditional method of constructing a porch enclosure. The new enclosure walls of wood and glass, and/or screens should be removable and should be reversible, allowing the original porch details to be preserved, including the original exterior wall and fenestration of the building within the porch.



Appropriate porch enclosures behind porch supports

NOT APPROPRIATE

ENTRANCES:

- 41** Failing to maintain the historical character of the building entrance
- 42** Removing or in-filling historic entry porches
- 43** Removing and replacing original entry doors and door enframements that are in good condition and contribute to the historic character. Replacement doors, if required, should visually match the historic doors in design, dimension, and material.

PORCHES AND DECKS:

- 44** Enclosing porches unless the applicant has a compelling justification. Replacement of a porch with an open deck would not be appropriate, although ground floor decks may be appropriate on back or side-of-house locations not visible from a public way. In the Kingston Historic District such decks would not be appropriate on the street side of buildings as these facades are visible from the public way. Projecting open upper floor decks supported on posts or brackets would have an incongruous appearance and are not appropriate on any elevation.
- 45** Removing or concealing decorative porch features in a porch enclosure such as historic porch decking, balustrades, post or column supports, brackets, and other features. Enclosing a porch with solid walls and louvered windows, picture windows, or sliders is not appropriate.

Section 3:

GUIDELINES FOR APPROPRIATE SITE DESIGN

APPROPRIATE

SETBACKS:

- 46** Maintain the pattern, placement, orientation, rhythm, and alignment of existing historic buildings established by the traditional setbacks from the street wherever possible.

ENTRANCE ORIENTATION:

- 47** Maintain the traditional placement or location of site entrances and exits, including driveway alignments and historic pavement surfaces.

FENCES:

- 48 a.** Maintain traditional fence lines where they existed wherever possible.
- b.** Preserve historic fences and their character in their original location, including hedges, masonry walls and their features, picket fences, and gates.

PAVING:

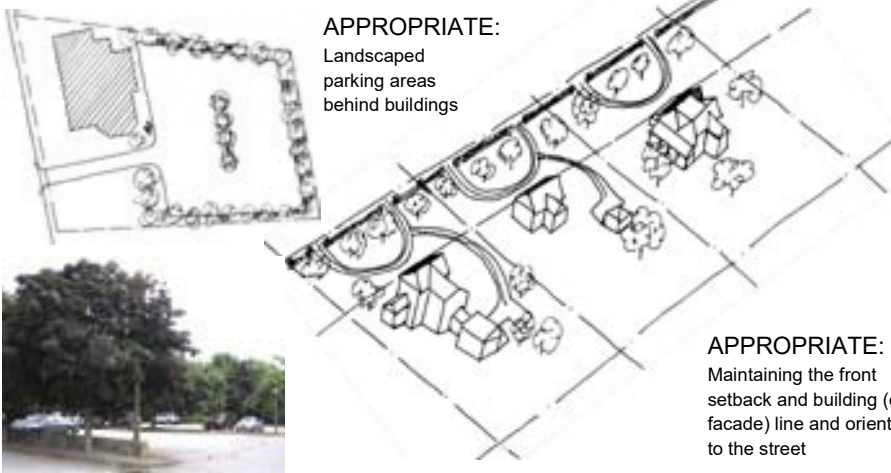
- 49 a.** Where character-defining paving materials exist in the area, including Kingston's brick sidewalks, consider using similar materials for new paving.
- b.** Preserve historic paving materials in their original location. Where repair or replacement is warranted due to safety concerns or to advanced deterioration or wear, repair or replace with in-kind materials to retain the historical appearance.

PARKING AREAS and DRIVEWAYS:

- 50 a.** Plan for new larger parking areas to be subdivided into small components so that the visual impact of large paved areas is reduced.
- b.** Provide planting buffers at the edges of the parking areas.
- c.** Include islands of planting and/or trees in the interior of parking areas.
- d.** Side or rear locations are preferred for additional parking areas.

APPROPRIATE:

Landscaped parking areas behind buildings



APPROPRIATE:

Maintaining the front setback and building (or facade) line and orientation to the street

NOT APPROPRIATE

SETBACKS:

- 46** Staggering the pattern, placement, orientation, and alignment of new in-fill construction so that the traditional setback established by the existing historic buildings is interrupted or broken.

ENTRANCE ORIENTATION:

- 47** Altering or erasing the traditional placement or location of site entrances and exits, including driveway alignments, so that the traditional visual character of the streetscape is diminished, and removing historic pavement surfaces or replacing such materials with new materials which do not convey the same historical appearance

FENCES:

- 48 a.** Relocating fence lines from where they once existed or creating new fence lines where they did not exist historically so that the lot orientation and visual dimension are erased or confused.
- b.** Not retaining historic fences in their original location, including, picket fences, hedges, masonry walls and their features, and masonry gate posts and gates
- c.** On close inspection, vinyl fences do not convey the same visual appearance as wooden fences and are not appropriate.

PAVING:

- 49 a.** Introducing new materials to replace historic paving materials that do not convey the same or similar visual characteristics as the historical materials
- b.** Removing historic paving materials, even if due to advanced deterioration or safety concerns, without replacement in-kind or with new materials that convey the same visual character

PARKING AREAS:

- 50** Creating large open parking areas for needed parking, rather than adding broken-up and smaller component parking areas and landscaping to reduce the visual impact

APPROPRIATE

HISTORIC LANDSCAPE FEATURES

51 Historic landscape features such as, but not limited to, stone walls, fences, gates and posts, paving, terraces, arbors, pergolas, pavilions, specimen trees, hedges, and other appurtenances should be retained, repaired, and preserved whenever possible.



52 For land development projects and the subdivision or development of properties, where appropriate particularly in the Kingston Historic District, consider conservation land development, creative land development strategies, and flexible zoning or flexible dimensional regulations to allow for the preservation of landscape features. In such cases the historic buildings are set aside on their own parcels, with new buildings located unobtrusively nearby, giving the appearance of support or service buildings (e.g., carriage houses, barns, guest houses, stables, etc.) or in more remote or hidden areas of the property as separate houses.



Section 4:

GUIDELINES FOR APPROPRIATE ADDITIONS TO “CONTRIBUTING” STRUCTURES (Contributing defined as having been built 50 or more years ago):

These guidelines apply for additions to contributing structures in the Kingston Historic District in addition to guidelines #46-52 (preceding).

RELATIONSHIP TO MAIN BUILDING:

- 53**
- a. Additions to existing buildings should be compatible with the size, scale, fenestration, material finish, and character of the main building and its setting.
 - b. Additions include porches and bay windows, as well as entire wings or rooms.
 - c. Additions of new wings or sections of buildings should be smaller and secondary to the main sections of the building. They may have a stepped-down roof, lower ridge line, and/or be separated from the main section by a building hyphen.
 - d. Additions shall convey a similar architectural appearance to the main section of the building, but be differentiated from it by means of simplified building design, plainer trim, simpler roof lines, and possibly a subtle change in cladding such as a change from clapboard to shingle.
 - e. Additions shall not give a false historical appearance unless they are designed as replacements for lost historical features based upon adequate historical documentation and are therefore considered as reconstructions or restorations.

NOT APPROPRIATE

HISTORIC LANDSCAPE FEATURES

- 51**
- a. Removing and not retaining or repairing historic landscape features, such as but not limited to, stone walls, gates and posts, paving, terraces, arbors, pergolas, pavilions, specimen trees, hedges and other appurtenances so that the historic landscape is destroyed and lost, and the setting for the historic architecture compromised. Historic cemeteries as defined by RI law are included in this category.
 - b. Adding landscape features that do not relate to the historic setting and thereby compete with historic landscape features and the character of the district
 - c. Disturbing or destroying archaeological sites or areas (and their appurtenances) which may yield archaeological materials, including historic cemeteries as defined under RI law

Section 4:

RELATIONSHIP TO MAIN BUILDING:

- 53**
- a. Additions to existing buildings which are not compatible with the size, scale, color, material finish, and character of the historical (main) building and its environment
 - b. Additions which do not convey a similar architectural appearance to the main section of the building, or are not differentiated from it by means of simplified building design, plainer trim, simpler roof lines, and possibly a subtle change in cladding such as from clap board to shingle
 - c. Additions that give a false historical appearance, unless they are designed as replacements for lost historical features based upon historical documentation guiding the design

APPROPRIATE

HISTORIC DESIGN CHARACTER:

- 54** Wherever possible, new additions or alterations to buildings should not obscure or confuse the essential form and character of the original building.
- 55 a.** Avoid new additions or alterations that would hinder the ability of the building or its setting to represent the design character of the historical period of the district.
- b.** The main historic building form should always be more visually important in character than the addition.

LOCATION:

- 56 a.** When locating additions to historic buildings, maintain the pattern created by the repetition of building fronts in the area.
- b.** Set back additions from the main building facade so they will not alter the historic rhythm of building fronts in the area. Additions should always appear as secondary elements. This can be achieved by using building hyphens, step backs, and roof step downs.
- 57 a.** Locate additions so they will not obscure or damage significant ornament or detail. Place additions to the side or rear portions of the building which are not readily visible from a public way.
- b.** Ramp or regrade for ADA access on the side or rear of the building.
- c.** Plan new dormers on the rear or side portions of a roof rather than on the front.
- d.** Avoid impacts to special moldings, decorative windows or dormers.

MATERIALS:

- 58** Use building materials that are compatible in style and dimension with the original building, including cladding, windows, doors, and roofing materials.



DORMER ADDITIONS

1) Appropriate: scale and rhythm

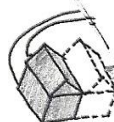


2) Not appropriate: out of scale



3) Not appropriate: overwhelming scale, incongruous form

BUILDING ADDITIONS



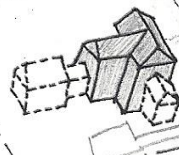
NOT APPROPRIATE

1) Wrong location: addition is in front of original, blocking view of historic building and occupies the front yard setback



NOT APPROPRIATE

2) Out of scale: although set apart and in rear, the addition is much larger than the original house. It is out of scale and dominates the site.



APPROPRIATE

3) Set apart: small additions separated from house with a hyphen.

NOT APPROPRIATE

HISTORIC DESIGN CHARACTER:

- 54** New additions or alterations to buildings that confuse the essential form and character of the original building
- 55 a.** New additions or alterations that hinder the ability to interpret the design character of the historic period of the district
- b.** The addition that visually appears more important than the original main building form is not appropriate
- c.** Alterations that seek to imply an earlier period than that of the building are inappropriate
- d.** Alterations that seek to imply an inaccurate or out-of-proportion variation on the historic style are also inappropriate

LOCATION:

- 56** Failing to maintain the pattern created by the repetition of building facades in the area by building an addition that conflicts with the established pattern
- 57** Additions which, through their placement or attachment to historic materials and forms, obscure or damage ornament and architectural detail

MATERIALS:

- 58** Failing to use building materials that are compatible with the original building. The use of PVC, composite or synthetic materials is not appropriate.

Section 5:

GUIDELINES FOR NEW BUILDING CONSTRUCTION IN THE HISTORIC DISTRICT

APPROPRIATE

59 In general, new buildings should be harmonious in form, material, siting, and scale with the established district character and should not present a false historical appearance. They should blend in and not attract attention. A reconstruction of a historical building once located on the site, based upon accurate documentation, may be appropriate. In addition to the general site design guidelines in Section 3, the following guidelines apply to all new building construction within the Kingston Historic District.

BUILDING ORIENTATION:

60 Align the façade of the new building with the established setbacks and building rhythm for the area.

BUILDING FORM AND SCALE:

- 61** a. New buildings should appear similar in height, mass, scale, form, and fenestration with historic structures in the area.
- b. Where new building facades will be wider than those found traditionally, subdivide the surface into portions similar in scale to historic facades by varying set-backs, roof forms, and materials.

62 Use building forms that match those used historically.

63 Use roof forms that visually match those used historically including massing and pitch.

MATERIALS:

- 64** a. Use building materials that are similar to those employed historically in the area for all major surfaces. Wood clapboards and shingles are encouraged, although fiber cement-based alternative materials may be used on a case by case basis.
- b. Materials for roofs should be similar in appearance to those used historically, although asphalt shingles are appropriate.
- c. Vinyl and aluminum siding and trim materials do not convey the same historic appearance as the surrounding buildings and the wooden context of the district and therefore are not appropriate.
- d. Use finishes similar to others in the district.



NOT APPROPRIATE

BUILDING ORIENTATION:

60 Failing to align the façade of the new building with the established setbacks and building rhythm for the area

BUILDING FORM AND SCALE:

61 a. New buildings that do not appear similar in height, mass, and scale with historic structures in the area or are otherwise incongruous with the historical context are not appropriate

b. Creating new building facades that are visually wider than those found traditionally and failing to subdivide the surface into portions similar in scale to historic facades by varying set-backs, roof forms, and materials to diminish the impact

62 Using building forms that do not match those used historically

63 Using roof forms that visually conflict with and do not match those used historically, including massing and pitch

MATERIALS:

64 a. Using building materials that are dissimilar to those employed historically for all major surfaces

b. Using materials for roofs that do not convey the same visual character or appearance as those materials used historically, although use of simple three-tab asphalt is an exception to this as it is widely used in the district

c. Failing to use material finishes similar to others in the district

NEW CONSTRUCTION:
Appropriate in scale and orientation

APPROPRIATE

ENTRANCES:

- 65** a. Orient the main and secondary entrances of the building in a manner similar to established patterns in the district.
- b. Entry porches are typical of the district and similar elements may be used to define entrances to new buildings.
- c. Conceal garage doors and parking areas in front of garage doors from view from the street if at all possible. New garages in the Kingston Historic District should be set back from the roadway for safety and located to the rear or back of the main building.
- d. If ADA access is required by means of a ramp, consider evaluating the entrance area to raise the surface level naturally, reduce ramp length, and minimize railings. Changes to door widths and other alterations to character-defining features should be kept to a minimum. Ramp systems should be as unobtrusive as possible given site constraints.

WINDOWS:

- 66** Use of window types, sizes and proportions similar to the historic window designs in the district is encouraged. Aluminum clad, vinyl clad or PVC (resin) windows (sash, casing, trim) may be appropriate on a case by case basis for detached new buildings, provided they mimic historical window details in terms of size, window pane configurations, and muntin profile. These windows may have simulated divided lights instead of true divided lights.

NOTE: If the new construction includes an addition to an existing building, see Guidelines Section 4 and Section 7.



APPROPRIATE: ADA ramp on side, railing blends with the building, regrading minimizes overall length. Often regrading to bring the ground level up to meet the door threshold level is a simple solution to providing access.

NOT APPROPRIATE

ENTRANCES:

- 65** Failing to orient the main and secondary entrances of the building in a manner similar to established patterns in the district, including the use of entry porches as character-defining elements

WINDOWS:

- 66** Using window types, sizes and proportions that are dissimilar to the historic window designs in the district

Section 6: GUIDELINES FOR DEMOLITION



67 Any demolition of a historic building, or portions thereof, within the Kingston Historic District diminishes the built environment and creates unnecessary waste. Demolition of historic buildings is usually not an appropriate option for a project and should be avoided whenever possible.

68 Alternative options to whole building demolition, which the SKHDC and owner must explore, include locating a buyer who might have an alternative use for the building or relocating the building to another site, through dismantling or moving. If all efforts have failed and demolition is unavoidable due to years of neglect and complete structural failure, every effort should be made to mitigate the loss. Buildings of particular significance falling into this category should be carefully photographed and documented prior to demolition. Special architectural features and ornamentation may also be saved and incorporated into the design of the replacement structure.

DEMOLITION OF A NON-CONTRIBUTING STRUCTURE (non-contributing defined as being constructed less than 50 years ago):

69 Demolition or relocation of a non-contributing building or structure, or a portion of a non-contributing building or structure, may not have a substantial adverse effect on the historical or architectural significance of the historic district. In the case of such structures proposed for demolition, a site plan for the property must be presented to the SKHDC for approval prior to demolition. No structure, regardless of age, will be approved for demolition without having a plan for proposed site improvements and a timetable for completion. Site improvements will fall under the guidelines for new building construction (see Section 5).

DEMOLITION OF A CONTRIBUTING BUILDING OR STRUCTURE (contributing defined as a historic resource having been constructed 50 or more years ago):

70 Approval of the demolition of a historic resource, including significant outbuildings or appurtenances, must meet all of the following criteria:

- a. working together, the owner and the SKHDC are unable to develop an economically feasible plan to preserve the building;
- b. the building or structure poses an imminent threat to public health or safety;
- c. the owner does not have the economic means available to eliminate the public safety hazard; and
- d. the owner is unable to sell the building or structure to a buyer willing to preserve it, after an exhaustive search for such a buyer is undertaken.

71 All demolition applications must present approvable plans for the use of the site after demolition, including plans for any new building or structure on the site. The SKHDC will review the plans using the guidelines for new construction (Section 5).

72 All demolition applications should provide a comparison between the cost of rehabilitating the current historic resource and the cost of demolition and the proposed subsequent improvements to the site. The SKHDC may grant approval in the case of an undue and unreasonable hardship to the owner, provided such hardship is quantifiable.

73 An application to demolish a structure that poses an imminent threat to public health and/or safety must be accompanied by a report from the Town Building Official and photographs depicting the current condition of the building. A structural engineer's report may also be required as well as a comprehensive onsite building inspection by the SKHDC.

74 The demolition or relocation of a non-contributing addition to a portion of a main contributing building or structure, or of a non-contributing building or structure secondary to the main contributing building or structure (or standing alone), may not have a substantial effect on the historical, architectural, or archaeological significance of the historic district in which it is located and therefore may be approved.

DEMOLITION FOR A REPLACEMENT PROJECT OF SPECIAL PUBLIC MERIT:

75 Demolition or relocation of a contributing building or structure in a historic district which would have a substantial adverse effect on the aesthetic, historic, architectural, or archaeological significance of the historic district may be allowed if a replacement project is of special public merit. For a replacement project to be of special public merit, it must meet the following criteria:

- a. It must have significant public benefits to the Town of South Kingstown or the Kingston community by virtue of social or other benefits having a high priority for the community; and
- b. It must clearly serve the public interest to a greater extent than the retention of the present building(s).

DEMOLITION BY NEGLECT:

Neglect of historic buildings is hazardous and detrimental to the individual property and the surrounding area and/or district. Because property owners are legally responsible for providing ordinary maintenance and repair, demolition by neglect should be avoided.

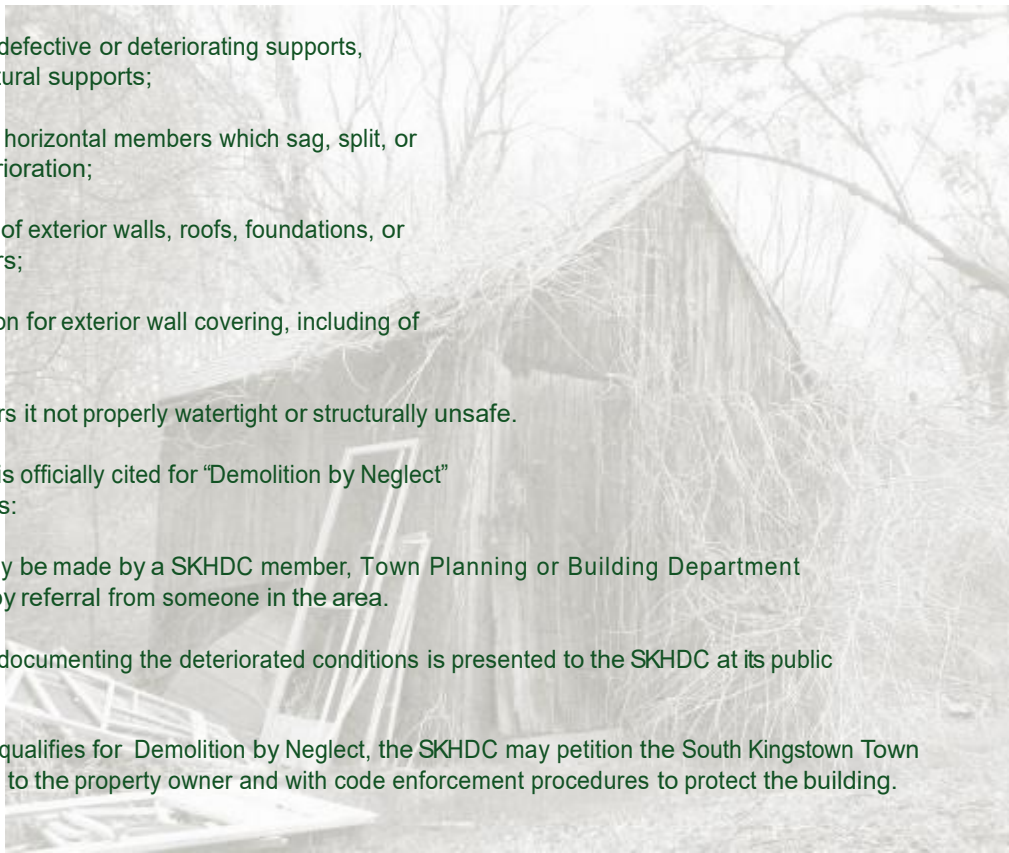
The term “Demolition by Neglect” refers to the gradual deterioration of a building when routine or major maintenance is not performed. The types of deficiencies identified as “Demolition by Neglect” include any structural deficiency or a deficiency in a building part which, if left unrepaired, could lead to deterioration of the building’s structural frame and potential failure or collapse. A building is also identified as “Demolition by Neglect” if it is open to entry by vandals or vagrants.

76 The owner of a historic contributing building or structure within the Kingston Historic District should comply with all applicable codes, laws, and regulations governing the maintenance of property. It is the intent of this section to preserve from deliberate or inadvertent neglect the exterior features of buildings and structures designated as contributing or significant and the interior portions thereof when such maintenance is necessary to prevent deterioration and decay of the exterior. All such buildings or structures should be preserved against such decay and deterioration and free from structural defects through prompt corrections of any of the following:

- a. Building features which may fall and injure persons or property;
- b. Deteriorated or inadequate foundations, defective or deteriorating supports, deteriorated walls or other vertical structural supports;
- c. Members of roofs, roof supports or other horizontal members which sag, split, or buckle due to defective material or deterioration;
- d. Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations, or floors, including broken windows or doors;
- e. Defective or insufficient weather protection for exterior wall covering, including of paint or other protective covering; or
- f. Deterioration of the building which renders it not properly watertight or structurally unsafe.

77 The process by which a building or structure is officially cited for “Demolition by Neglect” involves three steps. They are as follows:

- a. Initial identification of such properties may be made by a SKHDC member, Town Planning or Building Department staff inspection of the neighborhood, or by referral from someone in the area.
- b. The report of the building(s) with photos documenting the deteriorated conditions is presented to the SKHDC at its public meeting.
- c. If the SKHDC determines the building(s) qualifies for Demolition by Neglect, the SKHDC may petition the South Kingstown Town Council to follow through with notification to the property owner and with code enforcement procedures to protect the building.



Section 7

GUIDELINES FOR THE ALTERATION OF NON-CONTRIBUTING BUILDINGS OR STRUCTURES

(“Non-contributing” defined as being constructed within the past 49 years):

78 Non-contributing buildings and structures (or appurtenances) within the Kingston Historic District should not be altered in any manner that renders them less compatible or congruent with any aspects of such buildings, structures, or appurtenances, and the surrounding historic district which the SKHDC has determined to be of historical and architectural significance. Projects should follow standards and guidelines #46-66 for site design, additions, and new building construction.



The SKHDC Application Forms below can be detached for use. Copies of this Guidebook and the application forms are available online at <https://www.southkingstownri.gov/313/Historic-District-Commission> and at the Planning Department at South Kingstown Town Hall, 180 High Street, Wakefield, Rhode Island 02879.



TOWN OF SOUTH KINGSTOWN

Planning Department

180 High Street
Wakefield, RI 02879
401-789-9331 (ext.1244)

HISTORIC DISTRICT COMMISSION

Instructions for Application for Certificate of Appropriateness

1. Before completing your application, please review the South Kingstown “Historic Preservation Standards & Guidelines,” found in the Kingston Historic District Homeowner’s Guidebook. (*Available online at: <http://www.southkingstownri.com/313/Historic-District-Commission>*) **Note:** You will need to reference the Standards & Guidelines in order to complete your application.
2. All applications must include:
 - a. A completed and signed COA Application Form;
 - b. A project narrative, describing the proposed project. (*See ¶ 2. on reverse.*)
 - c. Elevation photos (*printed and digital*) showing the condition of the existing structures on the property. (*See ¶ 3.a. on reverse.*)
3. All applications except Pre-Application Meetings (*see ¶ 1. on reverse*) must also include:
 - a. The appropriate Application Checklist(s) required for the project, completed and signed;
 - b. All supplemental materials required by the checklist(s);
 - c. All project-specific photos (*printed and digital*) required by the checklists(s). (*See ¶ 3.b. on reverse.*)
4. All applications and supporting materials must be submitted to the South Kingstown Planning Department in both hard-copy and electronic (PDF) formats. (*Contact the Planning Department for instructions about uploading electronic documents that cannot be emailed.*)
5. The “date of application” initiating the Historic District Commission’s (“HDC’s”) statutory review period under RIGL § 45-24.1-7 is the date on which the hard-copy application is received by the Planning Department.
6. Upon receipt by the Planning Department, staff will review the application for completeness and notify the applicant in writing whether the application is complete or incomplete.
7. In order to allow for proper staff review, potential incompleteness issues, the proper posting of agendas, and circulation of application materials to HDC members, applications must be submitted at least three (3) weeks before the next scheduled meeting. Applicants submitting incomplete applications (*e.g., improperly completed, unsigned, or missing required materials or information*) will receive a Notice of Incompleteness (“NOI”) explaining why the application is not complete and providing the applicant an opportunity to make the necessary corrections. The issuance of a NOI suspends the statutory review period under RIGL § 45-24.1-7. The statutory review period will restart when the required corrections or materials are submitted to the Planning Department.
8. Once the application is deemed complete, it will be placed on an agenda for hearing. All applications must be deemed complete at least 10 days before hearing. The HDC typically meets monthly; check the Town’s on-line calendar for upcoming meeting dates.

See Reverse for Additional Information & Instructions on Supplemental Materials

ADDITIONAL INFORMATION & INSTRUCTIONS FOR SUPPLEMENTAL MATERIALS

1. Pre-Application Meetings: Pre-Application Meetings are discussion-only, advisory meetings to help future applicants with projects in the historic district. No decision-making actions are taken by the HDC.

2. Project Narratives: A written statement describing the project *and* explaining how it meets the applicable Standards & Guidelines identified in the application. Different applications require different levels of detail:

- *Pre-Application Narrative* – Provide a conceptual description of the proposed project with sufficient detail to promote an informed discussion with the HDC about what you want to do and the Standards & Guidelines applicable to the project. The more detail that is provided, the more productive the discussion will be. Engineered plans or architectural drawings are not required, but visual aids like concept sketches, photos of examples, product literature ... etc., provide helpful information.
- *Routine Maintenance Narrative* – Identify the specific architectural elements proposed for maintenance/repair, provide a detailed description of existing conditions, damage, or deterioration, and describe how the proposed project complies with the applicable Standards & Guidelines. If replacement of existing architectural elements is proposed, explain why repair is not feasible and provide detailed building material information as described below. (*Note - The replacement of significant architectural features or the use of non-original exterior materials may not be considered “routine” and may require a different application.*)
- *Other Application Narratives* – Provide a full scope-of-work for the proposed project, including: a description of the existing conditions, detailed information about all proposed alterations and how they interact with the Standards & Guidelines.

3. Photographs: Two (2) sets of photos may be required based on your application type:

- *Elevation Photos:* A set (*4 photos minimum*) of elevation photos documenting the appearance of each side of the principal building, plus one photo each of all out-buildings (barns, sheds, garages ...).
- *Project-Specific Photos:* See the application checklist(s) for the requirements for your project.

All photographs must be quality-resolution, color images. Printed images submitted with hard-copy applications must be printed as full-page (8x10) images and appear clear and sharp. Digital images submitted with the electronic application must be in a recognized photo format (e.g. JPG, PNG, TIFF) with a minimum resolution of six megapixels (6 MP / 2000x3000 pixels) and a maximum resolution of ten megapixels (10 MP).

4. Maps & Drawings: Maps and aerial imagery required on the application checklists are available through the Town’s online WebGIS service at: <https://gishost.cdmsmithgis.com/webgis/>. (*Please contact the Planning Department if you require assistance using the WebGIS.*)

All drawings other than concept sketches shall be drawn to scale with the scale clearly stated on the drawing. HDC approval is required before applying for building permits. Once approved by the HDC, all project plans, maps and drawings will be signed and stamped by the HDC and transmitted to the Building Official for review as part of any building permit application. Any subsequent changes may require further action by the HDC.

5. Building Material Information: Projects involving new construction or replacement of exterior architectural elements (e.g., doors, windows, shutters downspouts, gutters, siding, trim, etc.) shall provide information about the proposed new building materials, including: manufacturer’s product literature, spec-sheets, cut-sheets, and building supply quotes specifying the dimensions, profile, material of construction and other information necessary for the HDC to evaluate the compatibility of the project’s new materials with the existing historic materials. Where materials require custom craftsmanship to replicate existing historic architectural features (e.g., molding profiles, ornamentation, or other historic architectural features), please provide the name and summary of experience of the respective craftsman.



TOWN OF SOUTH KINGSTOWN

Planning Department

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HISTORIC DISTRICT COMMISSION

Application for Certificate of Appropriateness

All applications are reviewed in accordance with the "Historic Preservation Standards & Guidelines" as found in the Kingston Historic District Homeowner's Guidebook, available online at: <http://www.southkingstownri.com/313/Historic-District-Commission>.

Please review the Standards & Guidelines **before** completing this application.

Property maps & assessor's data can be accessed through the Town's WebGIS at: <https://gishost.cdmsmithgis.com/webgis/>

A. APPLICATION TYPE

- Pre-Application Meeting Routine Maintenance Full Application

B. PROPERTY INFORMATION

Address: _____

Plat/Lot: _____ Lot Area (ft²): _____ Age of Primary Building: _____

C. OWNER INFORMATION

Owner Name: _____

Address: _____

Email: _____

Tel: _____ Mobile: _____

D. APPLICANT INFORMATION (Same as owner.)

Applicant Name: _____

Contact Person: _____

Address: _____

Email: _____

Tel: _____ Mobile: _____

E. GENERAL WORK DESCRIPTION (Check all that apply.)

| | | | | | |
|--------------------------|---------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | Siding Repair/Replacement | <input type="checkbox"/> | Masonry Maintenance/Repair | <input type="checkbox"/> | Trim Repair/Replacement |
| <input type="checkbox"/> | Window Repair/Replacement | <input type="checkbox"/> | Entrance Repair/Replacement | <input type="checkbox"/> | Porch-Deck Repair/Replacement |
| <input type="checkbox"/> | New Construction | <input type="checkbox"/> | Addition to Existing Building | <input type="checkbox"/> | Roof Repair/Replacement |
| <input type="checkbox"/> | Demolition | <input type="checkbox"/> | Alteration of Non-Historic Building | <input type="checkbox"/> | Historic Landscaping/Trees |
| <input type="checkbox"/> | Gutters/Downspouts | <input type="checkbox"/> | Shutter Repair/Replacement | <input type="checkbox"/> | Other (Describe in Narrative) |

F. APPLICABLE STANDARDS & GUIDELINES (Check all that apply.)

Read the "[Historic Preservation Standards & Guidelines](#)" in the Kingston Historic District Homeowner's Guidebook and **CHECK** the number for **EACH STANDARD** that applies to your project. Remember that work on one feature may indirectly involve other features as well; please identify all of the standards that may be directly or indirectly implicated by your project. Your project narrative must discuss how your project conforms to the standards identified below. (Click number to "Check" – Section headings link to Standards.)

Section 1: [General Standards for Preservation and Rehabilitation](#) (See Standards 1-22)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Section 2: [Guidelines for Specific Rehabilitation Work](#) (See Standards 23-45)

Siding: 23 24 25 / *Masonry:* 26 27 28 29 30 / *Trim & Ornament:* 31 32 33 / *Roofs:* 34 35
Windows: 36 37 38 39 40 / *Entrances:* 41 42 43 / *Porches & Decks:* 44 45

Section 3: [Guidelines for Appropriate Site Design](#) (See Standards 46-52)

46 47 48 49 50 51 52

Section 4: [Guidelines for Additions to "Contributing" Structures](#) (See Standards 53-58)

53 54 55 56 57 58

Section 5: [Guidelines for New Building Construction](#) (See Standards 59-66)

59 60 61 62 63 64 65 66

Section 6: [Guidelines for Demolition](#) (See Standards 67-77)

67 68 69 70 71 72 73 74 75 76 77

Section 7: [Guidelines for Alteration of "Non-Contributing" Structures](#) (See Standard 78)

78

G. ATTACHED CHECKLISTS

- | | |
|--|---|
| <input type="checkbox"/> Routine Maintenance Checklist | <input type="checkbox"/> Landscape Alteration Checklist |
| <input type="checkbox"/> Exterior Alteration Checklist | <input type="checkbox"/> Demolition Checklist |
| <input type="checkbox"/> New Buildings & Additions Checklist | (Checklist titles link to Checklists.) |

CERTIFICATION

By signing this application, the undersigned: (a) acknowledge that they have read the Historic Preservation Standards & Guidelines and have made a good-faith effort to align the proposed project with the standards of "Appropriateness" set forth therein; and (b) agree to provide HDC members, Planning Department staff and their consultants reasonable access to the property to evaluate existing site conditions and compliance with the terms of any approval issued as a result of this application.

OWNER:

APPLICANT:

Name:

Name:

Date:

Date:



TOWN OF SOUTH KINGSTOWN

Planning Department

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HISTORIC DISTRICT COMMISSION

APPLICATION CHECKLIST: Routine Maintenance

- All applications must be submitted in both hard-copy (*1 copy*) and digital (*PDF*) formats.
- The application date is the date the Planning Department receives the hard copy application.
- Routine Maintenance Projects include maintenance and minor repairs using in-kind materials that do not alter the exterior appearance of the property (excluding paint color).

| | ITEM DESCRIPTION | Applicant | STAFF REVIEW |
|----|--|-----------|--------------|
| 1. | Signed COA Application Form | | |
| 2. | <u>Project Narrative</u> : As required by general application instructions. The narrative must include a list of all exterior architectural elements to be temporarily removed from the building, structure, or property, either for maintenance to the architectural elements themselves, or to facilitate other maintenance work. | | |
| 3. | <u>Elevation Photos</u> : As required by general application instructions. | | |
| 4. | <u>Existing Conditions Photos</u> : Photos (as many as needed) detailing the existing condition of the locations or building features proposed for maintenance activity. | | |
| 5. | <u>Building Material Information</u> : As required in general application instructions. (<i>Note: Use of other than "in-kind" materials requires an Exterior Alteration Application.</i>) | | |
| 6. | <u>Project Timetable</u> : Provide a schedule for the proposed maintenance task(s) with an estimated completion date by which all work will be finished (including reinstallation of any exterior architectural elements removed during the project). | | |
| 7. | <p><u>Latent Damage Repair</u>: All latent damage uncovered during routine maintenance work <u>shall</u> be reported to the Planning Department.</p> <p>To avoid work delays on routine maintenance projects, applicants may include provisions in their application for the repair of hidden damage commonly encountered during the work proposed (<i>e.g. rotten siding or trim revealed during pre-paint prep work, or rotten roof sheathing revealed by the removal of old roofing materials</i>). By including details on how latent damage will be repaired if encountered, the HDC can pre-approve <u>minor, limited, in-kind</u> repairs without requiring the applicant to return to the HDC for additional approvals.</p> <p>Repairs not expressly approved in the COA, including the repair of significant damage, and repairs using non-original materials require further HDC approval.</p> | | |



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HISTORIC DISTRICT COMMISSION

APPLICATION CHECKLIST: Exterior Alterations

- All applications must be submitted in **both** hard-copy (*1 copy*) and digital (*PDF*) formats.
- The application date is the date the Planning Department receives the hard copy application.
- Exterior alterations include non-routine maintenance, full replacement of architectural elements, use of modern exterior building materials, and other projects or alterations that affect the exterior appearance of an existing building or structure, excluding painting.

| | ITEM DESCRIPTION | Applicant | STAFF REVIEW |
|----|---|-----------|--------------|
| 1. | Signed COA Application Form | | |
| 2. | <u>Project Narrative</u> : Provide a general overview of the proposed project as required by the general application instructions. Address all preservation standards applicable to the proposed alterations, including: wood siding, masonry, wood trim and ornament, roofs, windows, entrances, and site design. (<i>Detailed project information should be included in the Scope of Work, see below.</i>) | | |
| 3. | <u>Elevation Photos</u> : As required by the general application instructions. | | |
| 4. | <u>Existing Conditions Photos</u> : One or more photos (as needed) detailing the condition of the locations and building features proposed for alteration. | | |
| 5. | <u>Building Material Information</u> : As required in the general application Instructions. | | |
| 6. | <u>Scope of Work</u> : A detailed description of all work, including: | | |
| | (a) All phases of the project including preparation and repairs as well as finish work. | | |
| | (b) A list of all architectural elements proposed to be temporarily removed from the building, structure, or property, either for repair or to facilitate other repairs or alterations. (<i>Permanent removal or installation of any exterior feature is prohibited without the express written approval of the HDC.</i>) | | |
| | (c) Actions to be taken to address latent damage discovered during the exterior alteration project. | | |
| | (d) A project timetable specifying a proposed deadline for completion, including the reinstallation of all architectural elements removed during the project, with the exception of any features that the HDC expressly approved for permanent removal. | | |
| 7. | <u>Elevation Sketches</u> : Elevation sketches showing all exterior alterations that add, remove or materially change any exterior architectural element of the building; including but not limited to: altering roof-lines; altering fenestration (<i>window/door location, design, proportions</i>); enclosing or opening porches; changes to architectural ornamentation. Each elevation from which the alterations are visible shall be shown. All elevations must be drawn to scale, but do not need to be prepared by a licensed architect. | | |



TOWN OF SOUTH KINGSTOWN

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HISTORIC DISTRICT COMMISSION

APPLICATION CHECKLIST: New Buildings & Additions

- All applications must be submitted in **both** hard-copy (*1 copy*) and digital (*PDF*) formats.
- The application date is the date the Planning Department receives the hard copy application.

| | ITEM DESCRIPTION | Applicant | STAFF REVIEW |
|----------------|--|-----------|--------------|
| 1. | Signed COA Application Form | | |
| 2. | Project Narrative | | |
| 3. | <u>Elevation Photos</u> : As required by general application Instructions. | | |
| 4. | Existing Conditions Photos: | | |
| | (a) <u>For Developed Lots</u> : Photos showing the location of the proposed new construction from multiple perspectives. | | |
| | (b) <u>For Vacant Land</u> : Photos showing (1) the property as a whole; (2) a view of the property from the street or other public way; (3) views of boundary line locations; (4) views of adjacent buildings and structures; and (5) views of significant features (<i>e.g. stone walls, specimen trees and other significant mature vegetation, wetlands, bedrock outcrops or significant changes in topography</i>). | | |
| | (c) <u>Proposed Building Footprints</u> : Where the proposed construction includes new or expanded building footprints those footprints shall be “staked-out” in one or more of the existing conditions photographs using stakes and bright colored cord or tape. | | |
| 5. | Aerial Imagery: (<i>available through S.K. GIS web page</i>) | | |
| | (a) A “location view” showing (1) the subject lot relative to its neighboring surroundings, (2) subject lot boundaries, and (3) the immediately abutting lots and the lot(s) across the street, as well as the nearest intersecting street. | | |
| | (b) A “parcel view” showing just the subject lot, with annotations showing the approximate location of any proposed building, structures, or additions. | | |
| 6. | Existing Conditions Site Plan (<i>1 - Full Size; 1 - 11x17</i>) | | |
| | (a) All general site plan requirements specified in Section A, below. | | |
| | (b) Existing topographic contours (2’ intervals). | | |
| | (c) Mature vegetation and significant trees within the proposed area of disturbance with call-outs identifying those proposed for removal. | | |
| 7. | Proposed Conditions Site Plan (<i>1 - Full Size; 1 - 11x17</i>)(<i>1 - Full Size; 1 - 11x17</i>) | | |
| | (a) All general site plan requirements specified in Section A, below. | | |
| | (b) Building footprints for all proposed buildings, structures, or additions shown so as to distinguish them from existing buildings and/or structures. | | |
| 7. (cont’d) | (c) Footprints of any proposed driveways, patios, walks, decks, HVAC equipment or other significant structural features shown so as to distinguish them from any existing on the subject lot. | | |

| | | | |
|------------|--|--|--|
| | (d) Proposed final grading contours. | | |
| | (e) Landscaping proposed for screening purposes. | | |
| 8. | Building-permit-ready construction drawings (1 - Full Size; 1 - 11x17) | | |
| | (a) Foundation drawings | | |
| | (b) Exterior building elevations showing: <ul style="list-style-type: none"> Each side of the existing building from which a proposed modification/addition to that building will be visible; All sides of any proposed new building. | | |
| | (c) Schedule of proposed windows and doors, including: manufacturer, model, material(s) of construction, and dimensions. | | |
| 9. | Manufacturer's data sheets ("cut-sheets") for all exterior building materials, including but not limited to: windows, doors, siding, trim, roofing, masonry, gutters, downspouts, shutters, and other architectural details. | | |
| 10. | Where deemed necessary to evaluate a project's congruity with surrounding development, the HDC may require the applicant to prepare and submit a color rendering (drawn to scale with accurate topography) showing the proposed new construction from the street, including any buildings or structures on abutting lots within 200' of the proposed new building or addition. | | |

| A. General Site Plan Requirements | |
|--|--|
| 1. Title Block, including: Name; Address; Phones and Emails for Owner, Applicant and Preparer; Original Plan Date & Revision Date(s); Street Address; Plat & Lot | |
| 2. Graphic Scale | |
| 3. True North Arrow | |
| 4. Property Boundaries | |
| 5. Abutting Roads (Named) | |
| 6. Plat-Lot Nos. & Owner Names for All Abutting Lots | |
| 7. Footprints of All Existing Buildings, Structures, Driveways, Walkways, Patios, Porches, Decks | |
| 8. Footprints (est.) of Principle Buildings and/or Structures on All Abutting Lots | |
| 9. Wooded Areas | |
| 10. Freshwater Wetlands, Flagging, Buffers or Setbacks within the Proposed Area of Construction | |
| 11. Existing Easements or Rights-of-Way | |
| 12. Existing Stone Walls | |
| 13. Location of Any Features of Historic or Natural Significance (or a note stating that none are present) | |



TOWN OF SOUTH KINGSTOWN

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HISTORIC DISTRICT COMMISSION

APPLICATION CHECKLIST: Alterations to Historic Landscapes

- All applications must be submitted in **both** hard-copy (*1 copy*) and digital (*PDF*) formats.
- The application date is the date the Planning Department receives the hard copy application.
- Not all landscaping activities require HDC approval. No approval is required for routine maintenance, pruning, brush clearing, invasive species mitigation, or similar landscaping projects. (*See Standards 51 and 52 for guidance on "historic landscape features."*)

| | ITEM DESCRIPTION | Applicant | STAFF REVIEW |
|----|--|-----------|--------------|
| 1. | Signed COA Application Form | | |
| 2. | Project Narrative | | |
| 3. | <u>Elevation Photos</u> : As required by general application Instructions. | | |
| 4. | <u>Existing Conditions Photos</u> : Provide photos of the area of the proposed landscape alterations out to the limits of disturbance. Include photos showing any historic landscaping structures (<i>e.g., walls, walkways, gardens, etc.</i>) and any mature specimen trees or other vegetation. | | |
| 5. | <u>Existing Landscape Plan</u> : Provide a scaled drawing (11x17) of the existing landscape conditions in the area proposed for alteration, including: | | |
| | (a) Graphic scale and true north arrow. | | |
| | (b) Location map showing where on the property the landscaping area is located. (<i>Not required if the plan shows the entire parcel.</i>) | | |
| | (c) Building footprints within the project area. | | |
| | (d) Planting plan of existing historic landscape vegetation (<i>e.g., specimen trees, hedges, formal gardens, mature examples of slow-growing species, etc.</i>) | | |
| | (e) Existing historic landscape features (<i>e.g. stone walls, retaining walls, paths, patios, statuary, fences, gates, posts, terraces, arbors, pergolas, pavilions, driveways, outbuildings, etc.</i>) | | |
| | (f) Identify any historic foliage or landscape features proposed for removal. | | |
| | (g) Topography at 2' intervals. (<i>Only required where the proposed landscape plan includes changes to existing grades.</i>) | | |
| 6. | <u>Certification of Removal</u> : Where historic landscape vegetation is proposed for removal due to disease, insect damage, weather damage or as a threat to a building, the applicant shall provide a certified statement from a Registered Landscape Architect or Licensed RI Arborist explaining the reason for removing the vegetation. | | |
| 7. | <u>Proposed Landscape Plan</u> : Provide a scaled drawing (11x17) of the proposed landscape alterations, including: | | |
| | (a) Items 5a-5c, from the existing landscape plan. | | |
| | (b) Proposed landscape plan with topography (<i>where re-grading is proposed</i>). | | |



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HISTORIC DISTRICT COMMISSION

APPLICATION CHECKLIST: Demolition

- All applications must be submitted in **both hard-copy (1 copy) and digital (PDF) formats.**
- The application date is the date the Planning Department receives the hard copy application.
- Where a demolition is proposed in preparation for new construction, a second application is required for the proposed new construction.

| | ITEM DESCRIPTION | Applicant | STAFF REVIEW |
|----|--|-----------|--------------|
| 1. | Signed COA Application Form | | |
| 2. | Project Narrative | | |
| | (a) A precise statement describing what is proposed for demolition and why. | | |
| | (b) A complete description of the efforts made to avoid the proposed demolition, including but not limited to: inspections, repairs, estimates for repairs, efforts to sell/convey the property to someone willing to make necessary repairs, etc. | | |
| 3. | <u>Elevation Photos</u> : As required by general application instructions. | | |
| 4. | <u>Existing Conditions Photos</u> : Photos documenting the stated reasons for the proposed demolition, including but not limited to: structural damage/instability, overall deterioration, water intrusion, etc. | | |
| 5. | <u>Engineering Report</u> : Where the stated basis for demolition alleges structural instability or public safety issues, the allegations shall be substantiated by a report by a R.I. licensed professional engineer having experience with historic architecture and engineering. | | |
| 6. | <u>Demolition Plan</u> : A written plan detailing how the demolition will be performed, including but not limited to: protection of other buildings/structures, historic features, and landscapes not proposed for demolition; management of hazardous materials (e.g., asbestos and lead); management and removal of solid waste; foundation demolition & disposal; finished grade after demolition activities. | | |
| 7. | <u>Landscape Plan</u> : Where the proposed demolition will require the removal of, or is likely to threaten, historic trees or landscaping, the applicant shall also submit a separate Landscape Alteration application. | | |



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