Sample Description of Rehabilitation Proposal

For Certified Historic Rehabilitation Applications

All proposals for protection, stabilization, preservation, restoration, or rehabilitation of historic buildings are evaluated by the Department of Historic Resources project review committee for compliance with *The Secretary of the Interior's Standards* for, respectively, protection, stabilization, preservation, rehabilitation, and restoration.

Documentation of the property's existing condition and description of the proposed work is required for evaluation of all projects. For most projects, presentation in three related media is recommended:

1.) Narrative description of the rehabilitation project;

2.) Photographic documentation of the property's existing condition; and

3.) Architectural drawings or sketches showing the existing condition of the building and the proposed alterations.

The following sample narrative description of a proposed rehabilitation is formatted for Certified Historic Rehabilitations. The format can be used as well to describe development projects to be reviewed for grant applications, and for state or federal environmental review projects.

This sample write-up describes the rehabilitation of a small urban residence. While the specifics of this hypothetical rehabilitation may not be directly applicable for all development projects, the format, language, and depth can guide most such descriptions. The left-hand blocks identify each element of the building and describe the existing condition of the elements. The corresponding right-hand blocks describe how the specific elements will be treated in the rehabilitation, and assess the impact of the project on the features. Please note that the descriptions make reference to photographs and drawings, which are necessary supplements to all such descriptions.

Number **1** Architectural Feature Roof Approximate Date of Feature 1890 Describe existing feature and its condition: Low-pitched hipped roof with standing seam metal roofing in poor condition. Roof is pitted and rusting with many metal and tar patches. Roof substructure requires repair due to water infiltration. Roof cannot be seen from street because of its low pitch and because of the tall cornice and parapet. Photo no. 1, 17 Drawing no. 1	Describe work and impact on existing feature: Existing roofing will be removed. Roof structure and sheathing will be repaired as necessary, maintaining existing configuration. New standing-seam terne-plate metal roofing to be installed to match original configuration. New roof will not be visible from the street. Impact will be the preservation of the original roof configuration and protection of the building's structural integrity.
Number **2** Architectural Feature Gutters and Downspouts Approximate Date of Feature 1890; circa 1975 Describe existing feature and its condition: Built-in metal-lined gutters along all four sides of hipped roof. Gutters are seriously deteriorated, with many metal and tar patches. Water is not effectively conveyed to downspouts because of tears in the gutter linings. Two metal scuppers on each side of the building are in fair condition. Two PVC downspouts, installed circa 1975, are on either side of the building; the rear downspout on the west side has separated from the scupper. No ground-level drainage is provided for any of the downspouts, and rainwater is dropped directly against the foundation. Photo no. 2-5 Drawing no.	Describe work and impact on existing feature: Gutters will be rebuilt in their historic configuration. Drainage will be improved by augmenting upper ends of each gutter, behind the cornice and parapets. Flashing on all sides will be renewed. Leaf guard will be added over scuppers. PVC downspouts will be replaced with new PVC downspouts in same location. Leaders will be installed at the foot of each downspout to carry rainwater away from the foundation. There will be no impact on significant historic materials or designs, and the historic building will be protected by proper drainage of rainwater.
Number **3** Architectural Feature Foundation Approximate Date of Feature 1890 Describe existing feature and its condition: Brick foundation in fair condition. Rising damp, fungus growth, and deteriorated mortar joints in large areas around the downspouts. Foundation otherwise is in good condition, with no evidence of structural movement, settling, insect infiltration, or brick deterioration.	Describe work and impact on existing feature: Foundation will be maintained in its existing configuration. Brick will be cleaned with bleach, warm water and bristle brushes to remove fungus growth. Proper drainage will be provided by downspout repairs (see above), by selected regrading of earth around foundation, and by removal of excessive plant growth adjacent to foundation. Deteriorated mortar joints to be raked out by hand and repointed to match original. Repointing will be based on the guidelines of National Park Service Preservation Brief no. 2, "Repointing Mortar Joints in Historic Brick Buildings" (see enclosed specifications.) New mortar joints will match the historic joints in color, texture, strength, and joint tooling. Impact will be the preservation and protection of the historic foundation.

Photo no. 3, 9-12 Drawing no. 2-5	
Number **4** Architectural Feature Front Porch Approximate Date of Feature 1890 Describe existing feature and its condition: One-story wooden porch in poor condition. Hipped roof with standing-seam metal roofing, extremely rusted and pitted, not shedding water. Turned wooden corner posts in fair condition, with limited splitting of wood. Sawn corner brackets in generally poor condition, either broken or missing; only two brackets appear salvageable. Original balustrade was removed circa 1965 and replaced with simple 2 X 4 balustrade. Porch floor is rotten and requires replacement. Structural joists beneath floor are also rotten and sagging. Porch stairs, rebuilt circa 1965, are in poor condition. Porch is supported by four masonry pillars which are in fair condition. Photo no. 4-5 Drawing no. 1, 2, 4	Describe work and impact on existing feature: Front porch to be rebuilt in its historic configuration, using all existing salvageable members, and replicating those features that are beyond salvage. Pressure-treated timber to be used for joists, rafters, and other framing members. All exposed wooden elements to be painted. New porch stairs and balustrade to be built, as per drawings. New standing-seam metal roof to be installed, replicating original configuration. Impact will be the restoration of the original porch configuration, preservation of the surviving well-crafted wooden elements, and strengthening of the deteriorated structural elements.
Number **5** Architectural Feature Rear Porch Approximate Date of Feature 1890 Describe existing feature and its condition: One-story frame porch in seriously deteriorated condition. Shed roof with standing-seam metal roofing, extremely rusted and pitted, not shedding water. Turned wooden corner posts in poor condition, with limited splitting of wood. Original balustrade was removed circa 1965 and replaced with simple 2 X 4 balustrade. Porch floor is rotten and requires replacement. Structural joists beneath floor are also rotten and sagging. Porch stairs, rebuilt circa 1965, are in poor condition. Porch is supported by four masonry pillars which are in fair condition. Photo no. 6 Drawing no. 1, 2, 5	Describe work and impact on existing feature: Rear porch will be dismantled and rebuilt in its original configuration. The porch posts will be preserved and reused. All other elements are too far deteriorated, and will be replicated in new materials. Pressure-treated timbers to be used for joist and rafters; all other wooden elements will be painted. Impact will be the restoration of this original feature.
Number **6** Architectural Feature Cornice Approximate Date of Feature 1890	Describe work and impact on existing feature: Cornice to be rebuilt in its historic configuration. New brackets will be fabricated to match the historic elements. Anchoring system will be rebuilt to insure stability of cornice. Rust will be sanded to bright metal. All metal surfaces will be scraped, sanded, primed, and painted. Impact will be to preserve this important aspect of the building, maintaining all historic materials.

Describe existing feature and its condition: Sheet-metal bracketed cornice in fair condition. Paint peeling. Some rusting at anchors. Two brackets are missing. Anchoring system is heavily rusted. Photo no. 1, 3-5 Drawing no. 1	
Number **7** Architectural Feature Brick Walls Approximate Date of Feature 1890 Describe existing feature and its condition: Exterior brickwork, pressed brick with buttered joints on the facade and common brick with wider joints on other elevations, is in generally good condition. In several areas, especially around foundations and over the windows on the east and west side elevations, mortar joints are eroded and in need of repointing. One area of the west elevation is crumbling, due to a failed downspout at that point. Brickwork is unpainted. Photo no. 1-2, 7, 17 Drawing no.	Describe work and impact on existing feature: No substantial alterations to the brick walls are proposed. Deteriorated mortar joints will be raked out with hand tools to a depth of 2" and repointed with new mortar. New mortar will match the historic mortar in strength, color, and composition, and the joints will replicate the size and tooling of the original joints, in accord with the guidance of the Department of the Interior Preservation Brief No. 2. Failed area of wall on the east elevation will be dismantled, bricks will be cleaned, and the section will be rebuilt with the original bricks. Repairs to the roof and downspouts will prevent the problem from recurring. Impact will be the preservation of this critical feature, retention of all historic materials and workmanship.
Number **8** Architectural Feature Windows Approximate Date of Feature 1890 Describe existing feature and its condition: Two-over-two double-hung wood sash windows in fair condition. Many have broken glass, broken or missing sash cords. No storm windows are in place. Several of the sash are badly fitting, and paint is peeling from the wood, but the wooden elements themselves are sound. Photo no. 1-2, 11-15 Drawing no.	Describe work and impact on existing feature: No new windows are to be created. All existing windows to be retained and repaired in their historic configurations. Warped and poorly-fitting sash to be removed, reworked, and re-installed. Broken glass to be replaced. Sash cords to be replaced. Sash weights and pulleys to be adjusted. Wooden elements to be scraped, sanded, and repainted. Exterior storm windows to be applied. Storm windows will fit the window reveals without blocking, and will have a one-over-one configuration. Storm windows will have baked white enamel finish and clear glass.
Number **9** Architectural Feature Front Door Approximate Date of Feature 1890 Describe existing feature and its condition: Original front door in good condition, except for peeling paint. Original hinges and lockset in place and in good condition, except for several coats of paint. New deadbolt added circa 1975.	Describe work and impact on existing feature: Door to be repaired and retained in place. Hinges and lock to be cleaned, oiled, and retained in place. Later deadbolt to be removed and new deadbolt installed in its place. Wooden surfaces to be scraped and sanded of loose and peeling paint, then primed and re-painted. New weatherstripping to be added all around door.

Photo no. 22 Drawing no.	
Number **10** Architectural Feature Rear Door Approximate Date of Feature circa 1950 Describe existing feature and its condition: Solid-core paneled door added in original door opening circa 1950. Door's configuration and materials are not harmonious with the other woodwork in the building. Photo no. 23 Drawing no. 12	Describe work and impact on existing feature: Door to be removed. New two-panel painted wooden door, similar to other doors that survive in the house, will be installed.
Number **11** Architectural Feature Shutters Approximate Date of Feature 1890 Describe existing feature and its condition: Louvered wooden shutters were originally in place only on the facade windows. Iron pintles and shutter dogs are still in place, and discolored areas on the brick walls show where the shutters were. Two severely deteriorated shutters remain in place, and these show the original configuration. These two shutters are not salvageable. Photo no. 6-10 Drawing no. 8	Describe work and impact on existing feature: New operable wooden shutters to be fabricated and installed on the facade windows. The existing deteriorated shutters will be used as patterns for the new shutters. Existing hardware will be cleaned and re-used, and new hardware replicated the historic hardware will be installed where the original pieces are missing. Impact will be the restoration of this important aspect of the facade's original appearance.
Number **12** Architectural Feature Plan Approximate Date of Feature 1890 Describe existing feature and its condition: Original side-hall plan with twin parlors is generally intact. Alterations to the original plan include redefinition of the rear (kitchen) wing, circa 1950; construction of a new bathroom and closets between the two front bedrooms on the second floor, circa 1975; and redefinition of the second floor of the rear wing with new partitions, circa 1950 and circa 1975. Photo no. 18-35 Drawing no. 3-8	Describe work and impact on existing feature: The proposed reuse of the building for continued single-family residential use will not require significant alterations to the plan. The original stairhall and parlors will remain in their historic configuration. The front bedrooms on the second floor will remain in their existing configuration. Minor alterations to the rear wing, as shown on the drawings, will not affect any historic aspects of the plan.

Number **13** Architectural Feature Interior Woodwork Approximate Date of Feature 1890 Describe existing feature and its condition: Most original woodwork, including the stair, the floors, mantelpieces, doors, baseboards, and door and window casings, is intact. Original woodwork in the rear wing was removed during the earlier renovations to the property. Mantelpieces and some of the baseboards in the front bedrooms on the second floor were removed during the 1975 alterations, but other woodwork in these spaces is intact. Most woodwork has several coats of paint, which is peeling and flaking. The floors are heavily stained. The newel posts and the baluster rails are varnished, and the varnish has blackened. While many elements have minor damage, including nail holes, gouges, and other cosmetic damage, the wood is in good condition and requires no major repair. Photo no. 18-35 Drawing no. 3-8	Describe work and impact on existing feature: All existing historic woodwork will be retained in its original location. All painted surfaces will be sanded down to viable surfaces, primed, and repainted. Proper measures will be taken to control all lead paint residue during this procedure. New baseboards and door and window casings will be installed in the rear wing. New molding will have profiles similar to, but simpler than, the historic woodwork. Floors will be scrubbed clean (not sanded), and waxed. Newel posts and balusters will be stripped and finished with tung oil. Impact will be the preservation of all surviving historic materials.
Number **14** Architectural Feature Wall and Ceiling finishes Approximate Date of Feature 1890; 1975 Describe existing feature and its condition: The interior walls and ceilings were originally plastered. Original plaster wall and ceiling finishes survive in the stairhall in fair condition. Some old settlement cracks have never been properly repaired. One area of plasterwork beneath the first-floor stair is crumbling and will require replacement. The plasterwork in the parlors, bedrooms, and rear wing was removed in earlier renovations. Sheetrock was installed in these areas circa 1975. Sheetrock is in fair condition. In many areas it is not properly installed. Workmanship in the sheetrock is poor; surfaces are not plumb, joints are not well masked, and corners are poorly finished. Photo no. 18-35 Drawing no.	Describe work and impact on existing feature: Original plasterwork will be stabilized, patched, and painted. Most sheetrock will be removed to facilitate installation of new electrical and mechanical systems. Sheetrock surfaces will be replaced with new sheetrock to maintain the original wall and ceiling planes. Impact will be the preservation of historic materials and preservation of historic room proportions.
Number **15** Architectural Feature Electrical System Approximate Date of Feature Circa 1930, 1950, 1975 Describe existing feature and its condition: Electrical system includes	Describe work and impact on existing feature: All aspects of existing system will be removed. New electrical system will be installed to comply with code requirements. All wiring will be suitably located within walls, to avoid visual impact. No removal or alteration of significant historic features will be required. Impact will be upgrading of the electrical system, allowing satisfactory contemporary use of the building, without imposing

elements from three different periods. No original fixtures or elements survive. Existing system is clumsy and unsafe. It does not satisfy the requirements of current building codes. Photo no._____ Drawing no.	on its historic character.
Number **16** Architectural Feature Plumbing Approximate Date of Feature 1890; 1930s; 1975 Describe existing feature and its condition: Existing plumbing system includes elements from three different periods. Original clawfoot tub and pedestal sink survive in second-floor rear bathroom. Toilet and kitchen sink from circa 1930 renovations are also in rear wing. 1975 alterations installed all new bathroom fixtures and lines in the front bathroom. Some fixtures are in fair condition; most plumbing lines are poorly installed, with substantial cuts in the floor joists and other supporting timbers. Photo no. 24-28 Drawing no. 3-7	Describe work and impact on existing feature: Front bathroom, second floor, will have all new fixtures and lines, as per drawings. Rear bathroom will be reconfigured as per drawing. The original pedestal sink and clawfoot tub will be retained and reused. All new kitchen fixtures and configuration will be used, as per drawings. All plumbing lines will be inspected and repaired or replaced as necessary. Structural reinforcements will be made to floor joists as necessary. Impact will be upgrading of the plumbing system, allowing satisfactory contemporary use of the building, without imposing on its historic character; and the preservation and reuse of two surviving historic fixtures.
Number **17** Architectural Feature HVAC System Approximate Date of Feature 1890; 1930s; 1975 Describe existing feature and its condition: Fireplaces in front parlors have been blocked up. Gas-fired furnace installed circa 1930s in basement, with most ductwork beneath floor. Three cast-iron floor grates used with this furnace may be original to the house. Gas furnace is in poor condition. Two boxed-in ducts run to second floor, adjacent to chimney breasts. Space heaters supplement the furnace. Window air-conditioning units installed circa 1975. Photo no. 1, 14, 28-30 Drawing no. 4, 7-8	Describe work and impact on existing feature: Fireplaces will not be re-opened. Furnace and ductwork will be removed. New forced-air central heating and cooling system to be installed in basement, with ductwork running beneath floor and in new chases built adjacent to chimney breasts, as per plans. No lowered ceilings will be required. Exterior condenser unit to be located between rear porch and garage. Old floor grates to be retained and reused. Impact will be upgrading of HVAC system with minimal visual or physical impact on significant historic features.
Number **18** Architectural Feature Hardware Approximate Date of Feature 1890; circa 1950 Describe existing feature and its condition: Surviving original hardware includes door hinges and locksets; window sash pulls; etc.	Describe work and impact on existing feature: All hinges to be cleaned, oiled, and re-installed. Doors to be reworked as necessary to allow proper fit and function. All locksets to be disassembled, cleaned, oiled, and re-installed. All hardware to be repainted. Impact will be the preservation of these important features with no significant changes.

Hardware is steel and plated brass that has been painted several times. Photo no. 14, 22, 28 Drawing no.	
Number **19** Architectural Feature Insulation Approximate Date of Feature 1950s Describe existing feature and its condition: Aluminum foil insulation installed in attic space circa 1950. No other insulation in building. Photo no. _____ Drawing no.	Describe work and impact on existing feature: All foil-type insulation to be removed and attic spaces cleaned. After installation of mechanical and electrical systems, and after roof repairs, fiberglass-batt insulation with vapor barrier, R-25, to be installed in attic spaces.
Number **20** Architectural Feature Site Approximate Date of Feature 1890; 1930s Describe existing feature and its condition: Typical urban residential lot, distinguished by cast-iron fence with granite curbs on street elevation. Fence has areas of rust, but is otherwise in good condition. Driveway installed on side of lot circa 1930, when garage was built. Photo no. 1-4 Drawing no. 1	Describe work and impact on existing feature: Fence to be cleaned of flaking paint and rust with wire brush, primed, and repainted. No other sitework will be undertaken.
Number **21** Architectural Feature Garage Approximate Date of Feature 1930 Describe existing feature and its condition: Two-story detached brick garage in seriously deteriorated condition. Original composition shingle roofing has failed, allowing major water damage to roof structure and interior finishes. The brick is in need of major repointing on all elevations. Original garage doors are in place, but the wooden elements are decayed beyond the prospect of re-use. All doors and windows broken, missing, or deteriorated beyond salvage. Photo no. 6-10 Drawing no. 8	Describe work and impact on existing feature: Garage to be rebuilt for apartment use. Old roofing to be removed and replaced with new composition shingle roofing. Brick walls to be repointed as per enclosed specifications. New garage doors to be fabricated in wood, replicating the pattern of the original doors; these doors will not be operable, but will be fixed in place. New window sash and doors to be installed to match the deteriorated originals. Structural members to be repaired and new partitions to be built, as per enclosed drawings. Impact will be to preserve the service building, maintain its relationship to the major residence, while providing it with a new use that allows its continued life.