

APPENDIX A
SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The guidelines for the rehabilitation of existing buildings in the Suffolk Local Historic District are based upon The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

First developed in 1979, these guidelines have been expanded and refined, most recently in early 1990. They are used by the National Park Service to ensure that the rehabilitation of an historic building is undertaken in a manner that is sensitive to its historic integrity. The guidelines are very broad by nature since they apply to the rehabilitation of any contributing building in any historic district throughout the United States. The ten guidelines are:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize an historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

APPENDIX B
APPLICATION/REVIEW REQUIREMENTS

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Proposed	Requirements														
	Statement of Condition	Narrative Description of Project	Application	Photographs & Maps	Site Plan	Measured Drawings	Floor Plan Drawings	Demolition Drawings	Elevation Drawings	Planting Plan	Sign Design Drawings	Material Samples	Paint/Color Samples	Equipment Information	Estimated Construction Time
Repainting, changing color		Y	Y	Y								Y	Y	Y	Y
Painting of unpainted masonry	Y	Y	Y	Y								Y	Y	Y	Y
Alteration to existing trim		Y	Y	Y	Y	Y		Y	Y			Y	Y	Y	Y
Alterations to existing trim		Y	Y	Y		Y						Y	Y	Y	Y
Window & door alterations		Y	Y	Y		Y			Y			Y	Y		Y
Additions		Y	Y	Y	Y	Y	Y	Y	Y			Y	Y		Y
Demolition	Y	Y	Y	Y	Y			Y	Y	Y		Y	Y	Y	Y
Siding replacement	Y	Y	Y									Y	Y		
Window replacement	Y	Y	Y									Y	Y		
Roof replacement	Y	Y	Y									Y	Y		
Driveway & parking area		Y	Y	Y	Y					Y		Y			Y
New accessory building(s)		Y	Y	Y	Y		Y		Y	Y		Y	Y		Y
Major landscaping		Y	Y	Y						Y					Y
Mechanical		Y	Y	Y	Y				Y			Y		Y	Y
Site alterations		Y	Y	Y						Y					Y
Sign alterations		Y	Y	Y	Y	Y					Y	Y	Y		Y
New signage		Y	Y	Y	Y	Y					Y	Y	Y		Y

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APPENDIX C GLOSSARY

ACANTHUS AND DART. A molding decorated with alternating acanthus leaves and arrowhead shapes

ADAPTIVE REUSE. A means to provide new functions to an older building or structure that would otherwise be demolished

ADDITION. To add a new part such as a wing, ell, or porch to an existing building or structure

ALLIGATORING. A slang term that refers to a condition of paint that occurs when too much paint has been applied to a surface over the years and the layers crack in a pattern that resembles the skin of an alligator.

ALTERATION. To make a visible change to the exterior of a building or structure

BALUSTRADE. A series of balusters with a rail

BARGEBOARD. The decorative board along the roof edge of a gable concealing the rafters.

BAY. One unit of a building that consists of a series of similar units, commonly defined by the number of windows and door openings per floor or by the space between columns or piers

BAY WINDOW. Fenestration projecting from an exterior wall surface and often forming a recess in the interior space

BRACKET. A support element under eaves, shelves or other overhangs, often more decorative than functional

BROKEN PEDIMENT. A pediment where the sloping sides do not meet at the apex but instead return, creating an opening that sometimes contains an ornamental vase or similar form on a pedestal

BULKHEAD. In commercial buildings the structural supporting wall under the display windows of a storefront. Bulkheads are often paneled and are usually constructed of wood.

CAPITAL. The upper portion of a column or pilaster

CASING. The finished visible framework around a window or door

CERTIFICATE OF APPROPRIATENESS. A document approving work on local landmarks or properties in historic districts based on consistency with applicable design guidelines or standards

CLAPBOARD SIDING. A long narrow board with one edge thicker than the other, overlapped to cover the outer wall of frame structures; also known as weatherboard

CLASSICAL. Pertaining to the architecture of Greece and Rome

CLIPPED GABLE ROOF. A roof type that is cut back at the peak of the gable ends and a small roof section is added creating an abbreviated hipped form.

COBRA-HEAD LIGHT FIXTURE. A commonly used street light fixture, in which the luminaire is suspended from a simple, curved metal arm

COLUMN. A vertical support, usually supporting a member above

COMPLEX ROOF. This roof type is a combination of hipped and gable forms and also may contain turrets or towers. The majority of these are found on Queen Anne style houses

CONVERSION. The adaptation of a building or structure to a new use that may or may not result in the preservation of significant architectural forms and features of the building or structure

COPING. The top course of a wall which covers and protects the wall from the effects of weather

CORBELING. Courses of masonry that project out in a series of steps from the wall. In commercial architecture the corbeling is usually brick and is part of the cornice at the top of the facade

CORNICE. The upper, projecting part of a classical entablature or a decorative treatment of the eaves of a roof

CRESTING. A decorative ridge for a roof, usually constructed of ornamental metal.

CUPOLA. A dome shaped roof on a circular base often set on the ridge of a roof

DENTILS. One in a series of small blocks forming a molding in an entablature

DORMER. A small window with its own roof projecting from a sloping roof

DOUBLE-HUNG SASH WINDOW. A window with two sashes, one above the other arranged to slide vertically past each other

DOWNSPOUT. A pipe for directing rain water from the roof to the ground

EAVE. The edge of the roof that extends past the walls

ELEVATION. Scaled drawing of the front, rear, or side of a building usually requested for new construction, addition, or other major alternations to the building's facade

ENTABLATURE. In classical architecture, the part of a structure between the column capital and the roof or pediment comprising the architrave, frieze, and cornice

FACADE. The front face or elevation of a building

FANLIGHT. A semicircular window with radiating muntins, located above a door.

FASCIA. The flat board that covers the ends of roof rafters

FENESTRATION. The arrangement of windows in a wall

FINIAL. An ornament at the top of a spire, gable or pinnacle

FLASHING. Overlapping pieces of non-corrosive metal installed to make watertight joints at junctions between roof and walls, around chimneys, vent pipes, and other protrusions through the roof

FORM. The overall shape of a building including its length, width, and height

FRIEZE. A horizontal band, sometimes decorated with sculpture relief, located immediately below the cornice.

GABLE ROOF. A pitched roof in the shape of a triangle

GAMBREL ROOF. On a gambrel roof the angle of pitch changes part way between the ridge and eaves

GLAZING. Another term for glass or other transparent material used in windows

HALF-TIMBERING. A framework of heavy timbers in which the interstices are filled in with plaster or brick

HIPPED ROOF. A roof with four uniformly pitched sides

HOOD MOLDING. A large molding over a window, originally designed to direct water away from the walls. Also called a drip molding

INFILL BUILDING. A new structure built in a block or row of existing buildings

INTEGRITY. Authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period

LATH. Narrowly spaced strips of wood upon which plaster is spread. Lath in modern construction is metal mesh

LEADED GLASS. Glass set in pieces of lead

LIGHT. A section of a window, the glass or pane

LINTEL. A horizontal beam over an opening carrying the weight of the wall

MAINTAIN. To keep a building or structure in an existing state using the least degree of intervention

MARQUEE. A fixed metal and glass canopy over the entrance of a building

MASSING. The arrangement of a building's constituent geometric forms

MODILLION. A block or bracket in the cornice of the classical entablature

MOLDING. Horizontal bands having either rectangular or curved profiles, or both, used for transition or decorative relief

MULLION. Vertical member separating (and often supporting) windows, doors, or panels

MUNTIN. A glazing bar that separates panes of glass

OVERLAY ZONING DISTRICT. A set of legal regulations that are imposed on properties in a particular area or district that are additional requirements to the existing zoning regulations in effect for those properties.

OVERRIDING PUBLIC INTEREST. The determination as to whether or not the public benefit to be derived from a project or activity supersedes the degree to which the project or activity will adversely affect the public health, safety, or welfare or the property of others.

PALLADIAN WINDOW. A tripartite window opening with a large arched central light and flanking rectangular sidelights

PARAPET. A low wall that rises above a roof line, terrace, or porch and may be decorated.

PATINA. The appearance of a material's surface that has aged and weathered. It often refers to the green film that forms on copper and bronze.

PEDIMENT. The triangular gable end of a roof, especially as seen in classical architecture such as Greek temples

PIER. An upright structure serving as a principal foundation support

PILASTER. A pier attached to a wall with a shallow depth and sometimes treated as a classical column with a base, shaft, and capital.

PITCH. The degree of slope of a roof

PORTICO. An entrance porch often supported by columns and sometimes topped by a pediment roof; can be open or partially enclosed

PRESERVATION. To sustain the existing form, integrity, and material of a building or structure and the existing form and vegetation of a site

PROPORTION. The width-to-height relationship of an architectural feature such as windows and doors or a comparison of the combined area of two or more architectural characteristics, such as openings and solid wall surface

QUOINS. The corner stones of a building that are either a different size, texture, or conspicuously jointed for emphasis

RAFTER. The sloping member of a roof that supports its covering

RAFTER TAIL. The part of a rafter that projects beyond a house wall, often used decoratively

RECONSTRUCTION. The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared at a specific period of time

REHABILITATION. To return a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features which are significant to its historical, architectural, and cultural values

REMODEL. To alter a structure in a way that may or may not be sensitive to the preservation of its significant architectural forms and features

RENOVATION. See REHABILITATION

REPAIR. The process of controlling decay by removing growths, replacing a part, or putting together what is torn or broken

REPOINT. To remove old mortar from courses of masonry and replace with new mortar

RESTORATION. To accurately recover the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work and/or by the replacement of missing earlier work

RETROFIT. To furnish a building with new parts or equipment not available at the time of original construction

REVEAL. The part of the side of a window or door opening that is between the outer surface of a wall and the window or door frame

RISING DAMP. A condition in which moisture from the ground rises into the walls of a building

SASH. The movable part of a window holding the glass

SCALE. The apparent size of a building as it relates to the size of a person or other structure

SETBACK. The distance that a building is placed from the front, side, or rear edge of its lot

SHINGLES. Siding or roofing units typically made of wood, tile, concrete or slate, used as a covering and applied in an overlapping pattern

SIDELIGHTS. Narrow windows flanking a door

SIGN BAND. The area that is incorporated within or directly under the cornice of a storefront and that contains the sign of the business in the building

SILL. The horizontal water-shedding member at the bottom of a door or window

SIX-OVER-SIX DOUBLE-HUNG SASH. A type of window with six lights (or windowpanes) each in an upper and a lower sash that move up and down in vertical grooves one in front of the other

SOFFIT. The finished underside of an overhead spanning member

SPALLING. A condition in which pieces of masonry split off from the surface, usually caused by weather

SPIRE. A tall tower that tapers to a point and is found frequently on churches

STABILIZATION. To reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.

STANDING SEAM METAL ROOFS. A roof where long narrow pieces of metal are joined with raised seams.

STREETSCAPE. The overall appearance of buildings, signs, lights, plantings, and other elements along a street

STRING COURSE. A projecting horizontal band of masonry set in the exterior wall of a building

STUCCO. A plaster-like exterior finish composed of Portland cement, lime and sand, mixed with water

SYMMETRY. The equal and balanced distribution of elements on both sides of a centerline

SYNTHETIC SIDING. Any siding made of vinyl, aluminum, or other metallic material to resemble a variety of authentic wood siding types

TERRACE. A level promenade in front of a building, usually paved

TONGUE-AND-GROOVE. A board whose tongue joint fits exactly into the groove of another

TRANSOM. In commercial buildings it is the area of windows in the storefront above the display windows and above the door

VERNACULAR. Indigenous architecture that generally is not designed by an architect and may be characteristic of a particular area. Many of Suffolk's simpler buildings that were constructed in the late 19th century and early 20th century are considered vernacular because they do not exhibit enough characteristics to relate to a particular architectural style.

APPENDIX D BIBLIOGRAPHY

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APPENDIX E RESOURCES/CONTACTS

National Organizations

National Park Service
Heritage Preservation Services
1849 C Street NW (2255)
Washington, DC 20240
202/513-7270
E-mail: NPS_HPS-info@nps.gov
<http://www.nps.gov/history/hps>

The National Alliance of Preservation Commissions
325 South Lumpkin Street
Founders Garden House
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706/542-4731
FAX: 706/583-0320
www.uga.edu/sed/pso/programs/napa/napa.htm

The National Trust for Historic Preservation
1785 Massachusetts Ave., NW
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FAX: (202) 588-6038
www.preservationnation.org

The National Trust for Historic Preservation
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The Nation Main Street Center
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E-mail: mainstreet@nthp.org
www.mainstreet.org

Advisory Council on Historic Preservation
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www.achp.gov

State Organizations

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804/367-2323
www.dhr.state.va.us

Tidewater Regional Preservation Office
14415 Old Courthouse Way, 2nd Floor
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www.dhcd.virginia.gov/CommunityDevelopmentRevitalization/virginiainmainstreet.htm

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www.apva.org

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www.vahistorical.org

Virginia Chapter, American Planning Association
2231 Oak Bay Lane
Richmond, VA 23233
804/754-4120
FAX: 804/754-0801
E-mail: vaplanning@comcast.net
www.vaplanning.org

Virginia Society, American Institute of Architects
2501 Monument Avenue
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FAX: 804/643-4607
www.aiava.org

Local Organizations

Suffolk Historic Landmarks Commission
Department of Planning and Community Development
City of Suffolk
PO Box 1858
441 Market St.
Suffolk, VA 23434
(757) 514-4060
www.suffolk.va.us

Suffolk Department of Economic Development
127 East Washington Street, Suite 200
Suffolk, VA 23434
(757) 514-4040
FAX: (757) 923-3628
www.yessuffolk.com

Suffolk-Nansemond Historical Society
137 Bank Street
PO Box 1255
Suffolk, VA 23434
(757) 539-2781
www.suffolkhistory.org

Riddick's Folly House Museum
510 N. Main St.
Suffolk, VA 23434
(757) 934-1390
<http://groups.hamptonroads.com/RiddicksFolly>

APPENDIX F
PICTURE AND GRAPHIC SOURCES

City of Greensboro (NC), Historic District Program Manual

Chestertown (MD), Historic District Design Guidelines

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Salisbury (MD), Historic District Design Guidelines

Suffolk-Nansemond Historical Society

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