

# *General Guidelines*

Prior to making any alterations or changes to the exterior of a historic property, approval must be obtained from the Historic Review Board. When trying to determine what modifications are acceptable, it is helpful to answer the following questions

- ◆ Do the plans physically maintain as much of the original building as possible?
- ◆ Are exterior alterations and changes kept to a minimum and away from the street sides of the building?
- ◆ Is the proposed design compatible in scale, materials, and style to the original design of the structure?
- ◆ Are the original building materials maintained or restored?
- ◆ Are all of the proposed building materials appropriate and compatible with the surrounding historic buildings as well?
- ◆ Are all of the architectural elements such as window and door openings, roof pitch and foundations retained?
- ◆ Are all original elements and details repaired rather than replaced; and if replacement is required, does the replacement item match the original?
- ◆ If you are able to answer yes to all of the above questions, then your plans will probably meet with the Historic Review Board's approval. However, you must submit and receive approval for all plans prior to starting any work.