

SECRETARY OF INTERIORS STANDARDS FOR REHABILITATION

Guidelines for Rehabilitating Historic Buildings

The Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings recommends in part: Identifying, retaining, and preserving wood features that are important in defining the overall historic character of the building such as wood siding, cornices, brackets, window architrave, and doorway pediments; and their paints, finishes, and colors. Protecting and maintaining wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features

The Secretary of Interior's Standards for Rehabilitation

1. A property shall be used for its historic purposes 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 material or alterations 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 a 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.

7. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

8. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alteration, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the 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.

Application Deadline: The Historic District Commission meets on the fourth Tuesday of each month. Application material must be **complete and submitted two Mondays before each Commission meeting.**

Please use the checklist as a guide to completing your application.

Incomplete applications cannot be reviewed and will be returned to you for more information. If you have any questions or concerns, you may contact the Community Development Department at (586) 469-6814 ext. 901

Submittal Checklist

- A completed City of Mount Clemens application for Building Permit;
- A brochure or other information giving materials and configuration of the proposed repair;
- Copies of two written estimates from different companies for repair of existing materials.
- Copies of two written estimates from different companies for replacement in an alternate material (pattern and configuration of replacement must conform to existing);
- Clear, color photographs showing deterioration (if you cannot provide photos, Commission staff can take the photos by appointment at your request);
- A letter from the owner or occupant stating why the repair/replacement is necessary;