APPENDIX E: SAMPLE OF CERTIFICATE OF APPROPRIATENESS PACKAGE

Little Rock HISTORIC DISTRICT COMMISSION

DEPARTMENT OF PLANNING AND DEVELOPMENT

723 West Markham Street
Little Rock, Arkansas 72201-1334
Phone: (501) 371-4790 Fax: (501) 399-3435

APPLICATION FOR A
CERTIFICATE OF APPROPRIATENESS

1. Application Date:_____
2. Date of Public Hearing:_____ at 5:00 p.m.
3. Address of Property:_____
4. Legal Description of Property:_____

_____

5. Property Owner (Printed Name, Address, Phone, Email):_____

_____

_____

6. Owner's Agent: (Printed Name, Address, Phone, Email):_____

_____

_____

7. Brief Project Description:_____

_____

_____

8. Estimated Cost of Improvements:_____
9. Zoning Classification: Is the proposed change a permitted use? Yes No
10. Signature of Owner or Agent:_____

(The owner will need to authorize any Agent or person representing the owner at the public hearing).

NOTE: Should there be changes during construction (design, materials, size, etc.) from the approved COA, applicant shall notify Commission staff and take appropriate actions. Approval by the Commission does not excuse applicant or property from compliance with other applicable codes, ordinances or policies of the city unless stated by the Commission or staff. Responsibility for identifying such codes, ordinances, or policies rests with the applicant, owner, or agent.

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Little Rock HISTORIC DISTRICT COMMISSION

DEPARTMENT OF PLANNING AND DEVELOPMENT

723 West Markham Street
Little Rock, Arkansas 72201-1334
Phone: (501) 371-4790 Fax: (501) 399-3435

Instructions for Filing for a Certificate of Appropriateness (COA)

1. The owner or authorized representative is required to file an **application** and a **cover letter.** See attached "Application for a Certificate of Appropriateness." The cover letter shall set forth the development rationale, the intent of the use and should include such information as is necessary to thoroughly inform the Commission on the issue. Return the completed form to Department of Planning and Development by the designated deadline.

2. The owner/applicant shall submit **one set of scaled drawings** on 24" x 36" **AND twelve (12) copies of the drawings** on 8½" x 14" or 11" x 17" for either:

   A. **Existing Buildings**
      (1) An accurate sketch, photograph or drawing of existing elevations where changes are proposed; plus a sketch or drawing of proposed changes.

      (2) A description of materials for all exterior surfaces to be used including but not limited to foundation, walls, windows, doors, roof and exterior surfaces and details including sizes, manufacturer, model number, and color.

   B. **New Construction**
      (1) A scaled (1/4"=1" preferred) drawing of all elevations showing proposed appearance and its relationship to adjacent and nearby buildings.

      (2) A description of materials for all exterior surfaces to be used including but not limited to foundation, walls, windows, doors, roof and exterior surfaces and details including sizes, manufacturer, model number, and color.

   C. **Demolitions**
      Submittals include but are not limited to the following:
      (1) Copies of engineering reports to show soundness of structure.
      (2) Copies of termite inspection to show infestation levels.
      (3) Other engineering or professional reports to show cause for demolition.
      (4) Other reports to demonstrate financial hardship.

   D. **Materials to be used**
      Samples of materials, brochures, pamphlets or other literature should be submitted with application.

   E. **NOTE: All required documents for review must be submitted to staff no later than three (3) weeks before the meeting date.**

3. Before the meeting, the **applicant must perform the following**:
   A. Post the subject property with a sign at least ten (10) days before the meeting. The sign, furnished at the time of application, must be placed at the front of the property to be seen from the street. If subject property is located on a corner or fronts two streets, **one sign must be posted on each**

SAMPLE

side to be viewed from both streets. If the sign is destroyed or torn down, applicant must obtain a replacement from the office.

B. Give at least ten (10) days written notice of the time, place and date of the public hearing to all **recorded property owners *(as certified by a licensed abstractor)* within 150 feet**. Applicant is also responsible for notifying any property owners that they have knowledge of that are not reflected on the abstract company list.

C. Notify property owners within 150' with the form "**Notice of Public Hearing**," which is attached or available from Staff. Send the required notice **by certified mail return receipt requested.** Address on the back of the PS Form 3811 Domestic Return Receipt shall be: "Historic District Commission, Planning and Development, 723 West Markham, Little Rock, Arkansas 72201-1334."

D. The Affidavit at the bottom of the "**Notice of Public Hearing**," form must be signed before returning "Affidavit" to Staff.

Back of PS form 3811 with Staff address completed.

4. Five (5) business days prior to the meeting, **the applicant must submit** the following to staff:
   A. Green and white certified mail receipts (PS Form 3800 proof of mailing),
   B. Certified listing of recorded property owners from abstract company,
   C. List of owners notified and,
   D. Copy of the completed public meeting notice and signed Affidavit.

5. The applicant or representative **must be present at the public hearing** in order to answer questions the Commission or interested parties may have. The Commission will not act upon your item unless the applicant or representative is present.

Blank PS form 3800

SAMPLE

6. The applicant or representative **must provide proof of ownership of the project property or documentation of the owner's consent to the submission of the application.**

   A. Provide proof of ownership or authorization to pursue a COA.
   Valid forms proving ownership are: a current property tax bill, escrow letter, grant deed, deed of trust, mortgage statement, or tax assessment card showing ownership. Telephone bills, utility bills, or driver's licenses as proof of ownership are not acceptable.

   B. If Renting Property: Current lease or rental agreement AND a notarized statement from the property manager or property owner for you to pursue a COA.

7. **NON-COMPLIANCE WITH THE ABOVE MAY CAUSE AN APPLICATION TO BE WITHHELD UNTIL PROPERLY SUBMITTED AND MAY REQUIRE RENOTIFICATION OF PROPERTY OWNERS.**

IF THERE ARE QUESTIONS OR ADDITIONAL INFORMATION IS NEEDED,
CALL DEPARTMENT STAFF AT 371-4790.

Revised 8/2012

Little Rock HISTORIC DISTRICT COMMISSION

DEPARTMENT OF PLANNING AND DEVELOPMENT

723 West Markham Street
Little Rock, Arkansas 72201-1334
Phone: (501) 371-4790 Fax: (501) 399-3435

NOTICE OF PUBLIC HEARING

BEFORE THE LITTLE ROCK HISTORIC DISTRICT COMMISSION APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS TO OWNERS OF LAND NEAR THE SUBJECT PROPERTY LOCATED AT

Address: _____

General Location: _____

Owned by: _____

NOTICE IS HEREBY GIVEN THAT an application for a Certificate of Appropriateness on the above described property requesting the following changes: _____

_____

_____

_____

_____

_____

SAMPLE

has been filed with the Department of Planning and Development. A **Public Hearing** on said application will be held by the Historic District Commission in the Board of Directors Chambers, City Hall, second floor, 500 W. Markham Street on (date)_____at 5:00 p.m.

ALL PARTIES IN INTEREST MAY APPEAR and be heard at said time and place or may notify the Little Rock Historic District Commission of their views on this matter by letter. All persons interested in this request are invited to call or visit the Department of Planning and Development to review the application with Commission Staff.

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Little Rock HISTORIC DISTRICT COMMISSION

DEPARTMENT OF PLANNING AND DEVELOPMENT

723 West Markham Street
Little Rock, Arkansas 72201-1334
Phone: (501) 371-4790 Fax: (501) 399-3435

CERTIFICATE OF APPROPRIATENESS
AUTHORIZATION OF REPRESENTATION STATEMENT

I, _____ do hereby authorize
Property owner (print)

_____ to represent me and my interests in an
Agent/representative name and business (print)

Application for a Certificate of Appropriateness on the following property described below. I have reviewed the proposed application and I have indicated so by initialing a copy of the submittals that are attached.

Street Address:

_____

SAMPLE

_____ _____
Title Holder's Signature Date

_____ _____
Agent's Signature Date

==========

Subscribed and sworn to me, a Notary Public on this _____ day of _____, _____.

_____
Notary Public

My Commission Expires: _____

Revised 8/2012

APPENDICES F : CERTIFICATES OF APPROPRIATENESS

Little Rock HISTORIC DISTRICT COMMISSION

DEPARTMENT OF PLANNING AND DEVELOPMENT

723 West Markham Street
Little Rock, Arkansas 72201-1334
Phone: (501) 371-4790 Fax: (501) 399-3435

CERTIFICATE OF APPROPRIATENESS

HDC13-000

Property Owner: Ima Homeowner

Address of Property: 915 Historic Avenue

Project is to be completed as amended and as approved by Historic District Commission in the July 9, 2012 hearing.

Staff Signature _____ Date of COA _____

The original is printed on pale blue paper.

DRAFT

The Certificate of Appropriateness is issued when a property has been reviewed by the Historic District Commission through their public hearing process. This certificate is necessary to obtain a building permit and is site and project specific.

APPENDICES G: CERTIFICATES OF COMPLIANCE

Little Rock HISTORIC DISTRICT COMMISSION

DEPARTMENT OF PLANNING AND DEVELOPMENT

723 West Markham Street
Little Rock, Arkansas 72201-1334
Phone: (501) 371-4790 Fax: (501) 399-3435

CERTIFICATE OF COMPLIANCE

HDC13-000

Property Owner: Ima Homeowner

Address of Property: 915 Historic Avenue

Project Description with Conditions listed:

1) **Brick Repair** at front of house
   a) Replace missing bricks as needed to match existing pattern.
   b) Use Type N mortar with joint to match existing.
2) **Garage Door/Exterior Door**
   a) The overall appearance of the door is to reflect vertical slats held together by diagonal slats with alternating interior angles on every other door.
   b) The applicant shall provide detailed drawings of the rear doors of the structure when design is complete.
3) **Fencing Repair/Replace.**
   a) Replacement boards to be same size, material and shape as existing. New fence to be in same location as previous with same number and size of gates.
4) **Driveway**
   a) Replace crumbling full width asphalt driveway/parking pad with full width concrete driveway.
   b) Location to be to the west of house: from Daisy Bates street to the northwest corner of the house (for the maximum length). Driveway to be located abutting house and not be located on adjoining property.
   c) Width to be 11' wide maximum.
   d) Driveway may be full width (not ribbon) out of smooth concrete, light broom finish, not a stained or patterned finish.
   e) Driveway to be a minimum of 4" deep for entirety of driveway.

Staff Signature _____ Date of COC _____

The original is printed on pale orange paper.

The Certificate of Compliance is issued when a property has been reviewed by Staff for maintenance items and other items that are not reviewed by the Commission in public hearings. This certificate is necessary to obtain a building permit and is site and project specific.

APPENDIX H: GUIDELINE CHART

**May require a building permit*

TYPE OF WORK	COA NOT REQUIRED	COA REQUIRED	PERMIT REQUIRED
Additions		X	X
Architectural Details (Brackets, Shingles, Cornices, Eave Trim Etc.)		X	X
Awnings and Canopies		X	X*
Brickwork (New, Tuckpointing, and Cleaning)		X	X
Chimneys		X	X
Curb Cuts			X
Decks		X	X
Demolition		X	X
Doors		X	X*
Fans		X	
Fencing, Fences, Retaining Walls		X	X*
Fire Escapes		X	X
Foundations		X	X
Garbage Collectors (For Institutional / Commercial Buildings)		X	
Glass replacement (Matching Original)	X		
Glass replacement (Not Matching Original)		X	
Historic Glass Removal		X	
Handicapped Ramps		X	X*
Landscaping—Plant materials only (Also See Sidewalks, Retaining Walls for hardscape items)	X		X*
Light Fixtures		X	
Masonry Tuckpointing and Cleaning		X	X*
Material changes (Siding, Metal, Brick, Etc.)		X	X
Mechanical systems (Includes Window Units, Exhaust Fans, Etc.		X	X
Moving Buildings		X	X
New Construction: Primary Structures		X	X
New Construction: Outbuildings		X	X

Guideline Chart (page 2 of 2)

**May require a building permit*

TYPE OF WORK	COA NOT REQUIRED	COA REQUIRED	PERMIT REQUIRED
New Construction: Additions (Including Porch Enclosures, Dormers, Etc.)		X	X
Paint Colors (On Wooden Materials Only)	X		
Painting Brick, Stucco and non-wood surfaces		X	
Paint Removal from Masonry		X	X
Parking lots (Pavement and Landscaping)		X	X
Porches (Columns, Cornices, Railing, Flooring, Detailing)		X	X
Public Right-Of-Way Improvements (Sidewalks, Paving, Landscaping)		X	X
Rain Gutters / Downspouts (Hanging)	X		X*
Rain Gutters / Downspouts (Boxed)		X	X*
Retaining Walls		X	X*
Roofs (Materials, Changes in Shape, Eaves)		X	X*
Satellite Dishes		X	
Screens		X	
Shutters		X	X*
Sidewalks		X	X*
Siding		X	X*
Signs		X	X
Skylights		X	X
Solar collectors		X	X*
Staircases (Exterior)		X	X*
Steps		X	X*
Storm Windows, Storm Doors, Security Doors		X	X*
Swimming Pools		X	X
Weather-stripping, Caulking	X		
Windows Alterations to Sash, Skylights, Etc.		X	X*

APPENDIX I : ARTIFICIAL SIDING POLICY

Section V-35. of the Design Review Guidelines (1996 Edition), adopted by the Little Rock Historic District Commission (Commission), is amended as follows:

V- 35. SIDING

A. Siding original to the building should be repaired rather than replaced, only where necessary due to deterioration.

In considering exterior changes, the Commission will weigh the needs and desires of the applicant with the overall good of the Historic District. While each application will be considered on its merits, the Commission will utilize the following guidelines in order to best implement its preservation responsibilities:

1) The more historically significant the structure, the more concerned the Commission will be that the structure's exterior appearance will retain its historic integrity and character;

2) The more architecturally significant the structure, the more concerned the Commission will be that the structure's exterior retains its architectural compatibility;

3) The more visible the structure is from a public right-of-way, the greater the Commission's concern;

4) The closer the structure is to historically or architecturally significant structures, the more the Commission will be concerned;

5) Restoration of original material is the ideal method to be used in all projects;

6) Renovation using identical materials is the next preferred method of addressing exterior work to be performed;

7) Use of materials that were traditionally used within the Historic District when the structure was built is preferred;

8) Use of natural materials is normally preferred over the use of artificial or synthetic materials;

9) Architectural detailing and fenestration are often the most important characteristics of a structure.

For these reasons, the use of artificial siding on structures within the Historic District is discouraged. However, each application that includes the use of artificial or synthetic siding will be carefully considered by the Commission and particular attention will be paid to any special circumstances that may make use of artificial or synthetic siding prudent or necessary. Likewise, the application will be carefully scrutinized by the Commission in terms of the effects of the proposed materials on the structure's style, historical integrity, structural and architectural integrity and the effect of the artificial or synthetic materials on the Historic District as a whole.

In considering an application, the Commission may request that a sample of the proposed siding be installed for inspection by the Commission before a decision is made on the issuance of a Certificate of Appropriateness. In addition, the Commission may request permission to inspect the exterior of the

structure for architectural detailing and fenestration that may be covered or lost, for structural soundness and for the absence or presence of evidence of sources of moisture that may cause the covered siding to decay, attract insects or create future structural problems.

The Commission reserves the right to ask for technical advice or comments from the Arkansas State Historic Preservation Program, architects, architectural conservators and other preservation experts concerning the application. The applicant is encouraged to provide expert perspectives on the proposed installation of artificial and synthetic siding and on the use of artificial or synthetic siding in historic districts.

The Historic Preservation Administrator maintains reference materials on the use of artificial or synthetic siding in historic districts. This reference material shall be made available to any person considering the use of artificial or synthetic siding in the Historic District. The Commission reserves the right to have this material entered into the record of any application for the use of artificial or synthetic siding. The applicant is encouraged to provide, for the record and for review by the Commission, any additional material the applicant determines to be relevant to the issue of the appropriateness of the use of artificial or synthetic siding in the application.

In those cases where siding is approved, the Commission shall have the right to inspect installation of the artificial or synthetic siding as it progresses in order to ensure adherence to the application and to protect the structure's trim, texture and architectural style and design.

B. **Siding of artificial or substitute materials, which include, but are not limited to, vinyl, aluminum, steel and plastic, is discouraged.** Notwithstanding this guideline, an applicant submitting an application for a Certificate of Appropriateness shall be guided by the following principles:

1) The architectural character of the structure shall not be lost due to the covering of details, the removal of features or a change of scale;

2) The use of furring strips shall not change the relationship between the plane of the wall and the projecting elements such as windows, door trim, trim and molding or affect the shadow reveals;

3) The proposed artificial materials shall not be incongruous with the materials used by adjoining properties in the MacArthur Park Local Ordinance Historic District;

4) The application of artificial siding shall not harm the existing siding;

5) a) The proposed artificial material shall match the existing material in size, profile and finish;
   b) There shall be no change in the character of the structure;

6) The application of artificial siding shall not hide underlying problems that may progress unseen to the point where more extensive repairs are necessary;

7) The proposed artificial siding shall be easy to replace and match in style and color if a piece is damaged and must be removed;

8) The artificial siding shall not be adversely affected by extreme changes in temperature;

9) The installation of artificial siding shall not obscure, alter or remove architectural details of the structure:

C. Wall shingles original to the building should be preserved, but if replacement is necessary, the new shingles should match the original shingles in size, placement and design (this includes decorative wood shingles of Victorian buildings, as well as wood or asphalt shingles of bungalow-period houses).

D. Siding on non-historic (less than fifty [50] years old) buildings may be resided with smooth masonite lap siding or with wood clapboards. Historic siding materials such as weatherboard and wood shingles should be preserved and maintained.

APPENDIX J: MAINTENANCE ADVICE

MATERIALS

1. Prevent water from making contact with exterior wood siding. Of particular importance is keeping all gutters and downspouts in good repair to keep water from infiltrating the wood surface.

2. All exposed wood should be kept painted or treated with preservatives.

3. Repairs for wood siding such as cracks can be made through the use of waterproof glue or plastic wood. Large cracks may be filled with caulk followed by putty or plastic wood. The surface should then be sanded, allowed to dry and painted.

4. Where exterior siding has to be replaced the use of pressure treated wood is recommended to prevent deterioration.

5. Keep exterior brick clean of mildew, efflorescence and dirt. Also, keep exterior brick clean of vines, ivy and other plant materials. Washing with detergents and water are best for exterior masonry and mortar. Sandblasting, waterblasting and other abrasive cleaning methods are detrimental to historic buildings and should not be used.

6. Repointing of historic mortar should be with a mortar which matches the original in appearance and composition. Most mortar from before 1900 was composed of lime and sand and a mortar with similar content should be applied. The use of Portland cement is discouraged because it will damage the brick.

7. Most silicone based or waterproof coatings have limited effectiveness and may actually add to moisture problems by not allowing the brick to breathe. The use of these products is discouraged.

ROOFS, CORNICES, CHIMNEYS

1. Check the roof regularly for leaks, deterioration of flashing and worn roof surfaces, such as rolled or asphalt shingles. An inspection of the upper floor or attic space during or following a rainstorm can also assist in detection of water related problems.

2. Know what metals are used in your cornice or roof's flashing and use only similar metals during replacement or repair. Different metals should not touch each other or a galvanic reaction may occur leading to corrosion.

3. Metal roofs and cornices should be kept painted to prevent rust and deterioration. Appropriate paints include those with an iron oxide oil base. Asphalt based paints and aluminum paints should not be used on historic metals as they could accelerate the rusting process.

4. Chimneys should be regularly checked for cracking, leaning, spalling and infestation by birds and insects. The use of chimney caps over chimneys or flue openings is recommended to keep out moisture.

GUTTERS AND DOWNSPOUTS

1. Keep gutters and downspouts in good repair. Make sure they are properly connected, are clean of leaves and other debris and channel water effectively away from the building. Seal all cracks in downspouts with silicone caulk or sealants.

2. The use of splash blocks to keep water away from the foundation is recommended.

3. Gutters and downspouts, which are deteriorated should be replaced with new gutters and downspouts. Half-round gutters and round downspouts are preferable to corrugated designs.

FOUNDATIONS

1. All water should drain away from a building and should not enter the foundation.

2. Trees, shrubs and other plants should be kept well away from the foundation to prevent damage from moisture and root movement.

PORCHES AND EXTERIOR ORNAMENTATION

1. Use pressure treated wood for exterior repairs and replacement.

2. Keep all porch and trim elements painted.

ENTRANCES

1. Doors, transoms and sidelights should be kept clean and the glass should be continually washed.

2. Original locks and hardware should be kept oiled and in good repair. If original hardware is missing or is deteriorated, the use of reproduction locks and hardware suitable for the building is recommended.

3. Doors with stained wood finish should be kept varnished and paint over the wood finish is not recommended.

WINDOWS

1. Windows should be kept clean and free of dirt and grime. Wood sash surfaces should be painted regularly.

2. Windows should be kept caulked and sealed to aid in energy conservation.

3. Shutters and blinds should be kept painted and in good repair.

4. Old or deteriorated curtains or shades behind windows should be removed or replaced.

AWNINGS

1. Canvas awnings should be washed periodically and kept in good repair.

2. Awning hardware should be regularly checked for rust or loose mechanisms.

3. Awnings which become torn or otherwise deteriorated should be replaced.

SIGNS

1. Abandoned signs and sign hardware should be removed from buildings, unless historic.

2. Signs should be kept painted and mounting bolts should be checked periodically to make sure they are secure.

3. Light fixtures, conduits, and wiring for signs should be inspected and replaced when necessary.

APPENDIX K: DEFINITIONS AND TERMS

A. Procedural Definitions

Area of influence: The affected area to be notified for a public hearing as determined by a specific type of construction, alteration, restoration, moving or demolition as described in the individual categories found in the guidelines for review by the Historic District Commission (HDC).

Certificate of Appropriateness: A document awarded by a preservation commission allowing an applicant to proceed with a proposed alteration, demolition or new construction in a designated area or site, following a determination of the proposal's suitability according to applicable criteria.

Certificate of Compliance: A document awarded by preservation commission staff allowing an applicant to proceed with proposed maintenance of a structure in a designated area or site, following a determination of the proposal's suitability according to applicable criteria.

Certified Local Government: Any city, county, parish, township, municipality or borough or any other general purpose subdivision enacted by the National Preservation Act Amendments of 1980 to further delegate responsibilities and funding to the local level.

Contributing: a structure which is a good example of a recognized architectural style, and which retains unaltered the major architectural details of that style. When a district is nominated to the National Register for Historic Places, every structure is designated "contributing" or "non-contributing." An area must have more than 50% "contributing structures" to be listed on the National Register.

Due process: The established procedure by which a property owner has an application reviewed.

Non-contributing: either an historic structure which has been altered so much that the character-defining elements of its architectural style have been eliminated, or a structure less than 50 years old, the basic age for National Register consideration.

Normally required: Mandatory actions, summarized in the guidelines, whose compliance is enforced by the preservation commission.

Public notice: The classified advertisement of an event, such as a preservation commission meeting, that is published in the local newspaper and posted in the city government building in order to notify the general public of the upcoming event.

Recommended: Suggested, but not mandatory actions summarized in the guidelines.

Significant structure: a structure which is a particularly good example of an architectural style and which deserves a high degree of preservation.

B. Technical Definitions

Adaptive use: Rehabilitation of a historic structure for use other than its original use such as a residence converted into offices.

Addition: New construction added to an existing building or structure.

Alteration: Work that impacts any exterior architectural feature including construction, reconstruction, repair or removal of any building element.

Appropriate: Especially suitable or compatible.

Building: A structure used to house human activity such as a dwelling or garage.

Character: Qualities and attributes of any structure, site, street or district.

Commission: The Little Rock Historic District Commission (LRHDC).

Configuration: Arrangement of elements and details on a building or structure that help to define its character.

Contemporary: Reflecting characteristics of the current period. Contemporary denotes characteristics, which illustrate that a building, structure or detail was constructed in the present or recent past rather than being imitative or reflective of a historic design.

Compatible: In harmony with location and surroundings.

Context: The setting in which a historic element, site, structure, street or district exists.

Demolition: Any act that destroys in whole or in part a building or structure.

Demolition by neglect: The destruction of a building or structure through abandonment or lack of maintenance.

Design Guidelines: Criteria developed by preservation commissions to identify design concerns in an area and to help property owners ensure that rehabilitation and new construction respect the character of designated buildings and districts.

Element: A material part or detail of a site, structure, street or district.

Elevation: Any one of the external faces or facades of a building.

Fabric: Physical material of a building, structure or community, connoting an interweaving of component parts.

Harmony: Pleasing or congruent arrangement.

Height: The distance from the bottom to the top of a building or structure.

Historic District: A geographically definable area with a significant concentration of buildings, structures, sites, spaces or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a historic district board or commission.

Historic imitation: New construction or rehabilitation where elements or components mimic an

architectural style but are not of the same historic period as the existing buildings (historic replica).

Infill: New construction where there had been an opening before, such as a new building between two older structures; or block infill between porch piers or in an original window opening.

Landmark: A building, structure, object or site that is identified as a historic resource of particular significance.

Landscape: The totality of the built or human-influenced habitat experienced at any one place. Dominant features are topography, plant cover, buildings or other structures and their patterns.

Landscape features: The elements of the built or human-influenced habitat experienced at any one place. Landscape features may include walks, walls, planting, statuary, etc.

Maintain: To keep in an existing state of preservation or repair.

Material change: A change that will affect either the exterior architectural or environmental features of an historic property or any structure, site or work of art within an historic district.

New construction: Construction that is characterized by the introduction of new elements, sites, buildings or structures or additions to existing buildings and structures in historic areas and districts.

Obscured: Covered, concealed or hidden from view.

Preservation: Generally, saving from destruction or deterioration old and historic buildings, sites, structures and objects and providing for their continued use by means of restoration, rehabilitation or adaptive use.

Proportion: Harmonious relation of parts to one another or to the whole.

Recommendation: An action or activity advised but not required by the Little Rock Historic District Commission.

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 is appeared at a specific period of time.

Rehabilitation: The act or process of returning a property or building to usable condition through repair, alteration, and/or preservation of its features that are significant to its historical, architectural and cultural values.

Restoration: The act or process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Retain: To keep secure and intact. In the guidelines, "retain" and "maintain" describe the act of keeping an element, detail or structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.

Rhythm: Movement or fluctuation marked by the regular occurrence or natural flow of related elements.

Satellite Dishes: End User: 1) Antennas that are used to receive television broadcast signals; 2)

Antennas that are one (1) meter or less in diameter and are used to receive direct broadcast satellite service or to receive or transmit fixed wireless signals; or 3) Antennas that are one (1) meter or less in diameter and are used to receive video programming services or to receive or transmit fixed wireless signals. Definition source: (Category II—End User Reception Antennas (47 Code of Federal Regulations Section 1.4000 as of 1-12-09.))

Scale: Proportional elements that demonstrate the size, materials and style of buildings.

Setting: The sum of attributes of a locality, neighborhood or property that defines its character.

Significant: Having particularly important associations within the contexts of architecture, history and culture.

Siting: The location of a building in relationship to the legal boundaries and setbacks, adjacent properties, and the natural conditions of the site.

Stabilization: Act or process of applying measures essential to the maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.

Streetscape: The distinguishing character of a particular street as created by its width, degree of curvature, paving materials, design of the street furniture and forms of surrounding buildings.

Structure: Any improvement on the land which extends above ground level.

Style: A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character.

Texture: The visual or tactile surface characteristics created by shape, arrangement and distribution of the component materials.

Wall areas: The vertical architectural member used to define and divide space including the kind and texture and exposure of wall sidings and trims, and the location, number and design of all openings including window and door openings.

C. Glossary of Architectural Terms

Apron: A decorative, horizontal trim piece on the lower portion of an architectural element.

Arch: A curved construction of wedge-shaped stones or bricks, which spans an opening and supports the weight above it. (see flat arch, jack arch, segmental arch and semi-circular arch)

Attic: The upper level of a building, not of full ceiling height, directly beneath the roof.

Baluster: One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade.

Balustrade: An entire rail system with top rail and balusters.

Bargeboard: A board that hangs from the projecting end of a gable roof, covering the end rafters and

often sawn into a decorative pattern. Also: Vergeboard.

Bay: Portion of a facade between columns or piers providing regular divisions and usually marked by windows.

Bay window: A projecting window that forms an extension to the floor space of the internal rooms; usually extends to the ground level.

Belt course: A horizontal band usually marking the floor levels on the exterior facade of a building.

Board and batten: Siding fashioned of boards set vertically and covered where the edges join by narrow strips called battens.

Bond: A term used to describe the various patterns in which brick (or stone) is laid.

Bracket: A projecting element of wood, stone or metal which spans between horizontal and vertical surfaces (eaves, shelves, overhangs) as decorative support.

Bulkhead: The structural panels just below display windows on storefronts. Bulkheads can be both supportive and decorative in design; 19th century bulkheads are often of wood construction with rectangular raised panels; 20th century bulkheads may be of wood, brick, tile or marble construction. Bulkheads are also referred to as kickplates.

Bungalow: Common house form of the early-20th century distinguished by horizontal emphasis, wide eaves, large porches and multi-light doors and windows.

Capital: The head of a column or pilaster.

Casement window: A window with one or two sashes that are hinged at the sides and usually open outward.

Cementatious boards: Non-asbestos, discrete cellulose fiber-reinforced cement building products are acceptable as building products in certain applications. Brand names used are Hardiplank, Hardiflex, Hardipanel, etc.

Clapboards: Horizontal wooden boards, thinner at the top edge, which are overlapped to provide a weather-proof exterior wall surface.

Classical order: Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian or Composite.

Clipped gable: A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface.

Colonial Revival: House style of the early-20th century based on interpretations of architectural forms of the American colonies prior to the Revolution.

Column: A circular or square vertical structural member.

Common bond: Brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" end exposed.

Corbel: In masonry, a projection or one of a series of projections, each stepped progressively further forward with height and articulating a cornice or supporting an overhanging member.

Corinthian order: Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.
Cornice: The uppermost, projecting part of an entablature or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.

Cresting: A decorated ornamental finish along the top of a wall or roof, often made of ornamental metal.

Cross-gable: A secondary gable roof that meets the primary roof at right angles.

Dentils: A row of small tooth-like blocks in a classical cornice.

Doric order: A classical order with simple, unadorned capitals and with no base.

Dormer window: A window that projects from a roof.

Double-hung window: A window with two sashes, one sliding vertically over the other.

Eave: The edge of a roof that projects beyond the face of a wall.

Ell: The rear wing of a house, generally one room wide and running perpendicular to the principal building.

Engaged column: A round column attached to a wall.

Entablature: A part of a building of classical order resting on the column capital; consists of an architrave, frieze and cornice.

Facade: The face or front elevation of a building.

Fanlight: A semi-circular window usually over a door with radiating muntins suggesting a fan.

Fascia: A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also part of a classical entablature.

Fenestration: The arrangement of windows on a building.

Finial: A projecting decorative element, usually of metal, at the top of a roof turret or gable.

Fishscale shingles: A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends.

Flashing: Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.

Flat arch: An arch whose wedge-shaped stones or bricks are set in a straight line; also called a jack arch.

Flemish bond: A brick-work pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness.

Fluting: Shallow, concave grooves running vertically on the shaft of a column, pilaster or other surface.
Foundation: The lowest exposed portion of the building wall, which supports the structure above.

Frieze: Middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.

Gable: The triangular section of a wall to carry a pitched roof.

Gable roof: A pitched roof with one downward slope on either side of a central, horizontal ridge.

Gambrel roof: A ridged roof with two slopes on either side.

Ghosts: Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering or other residue on a building's facade.

Greek Revival style: A mid-19th-century revival of forms and ornament of architecture of ancient Greece.

Hipped roof: A roof with uniform slopes on all sides.

Hood molding: A projecting molding above an arch, doorway or window, originally designed to direct water away from the opening; also called a drip mold.

Ionic order: One of the five classical orders used to describe decorative scroll capitals.

Jack arch: see Flat arch

Keystone: The wedge-shaped top or center member of an arch.

Knee brace: An oversize bracket supporting a cantilevered or projecting element.

Lattice: An openwork grill of interlacing wood strips used as screening.

Light: a pane of glass in a window or door.

Lintel: The horizontal top member of a window, door or other opening.

Mansard roof: A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

Masonry: Exterior wall construction of brick, stone or adobe laid up in small units.

Massing: The three-dimensional form of a building.

Metal standing seam roof: A roof composed of overlapping sections of metal such as copper-bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams, for which the roof are named.

Modillion: A horizontal bracket, often in the form of a plain block, ornamenting or sometimes supporting, the underside of a cornice.

Mortar: A mixture of sand, lime, cement and water used as a binding agent in masonry construction.

Mullions and Muntins: The heavy vertical divider between windows or doors and the secondary framing member to divide and hold the panes of glass in multi-light window or glazed door.

Multi-light window: A window sash composed of more than one pane of glass.

Neo-classical Revival style: Early-20th-century style that combines features of ancient, Renaissance and Colonial architecture; characterized by imposing buildings with large columned porches.

Oriel window: Bay window that emerges above the ground floor level.

Overlight: See transom

Paired columns: Two columns supported by one pier, as on a porch.

Palladian window: Window with three openings, the central one arched and wider than the flanking ones.

Paneled door: Door composed of solid panels (raised or recessed) held within a framework of rails and stiles.

Parapet: A low horizontal wall at the edge of a roof.

Pediment: Triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

Pier: Vertical structural element, square or rectangular in cross-section.

Pilaster: A square pillar attached to, but projecting from a wall, resembling a classical column.

Pitch: The degree of the slope of a roof.

Portico: A roofed space, open or partly enclosed, forming the entrance and centerpiece of the facade of a building, often with columns and a pediment.

Portland cement: A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.)

Pressed tin: Decorative and functional metalwork made of molded tin used to sheath roofs, bays and cornices.

Pyramidal roof: A roof with four identical sides rising to a central peak.

Queen Anne style: Popular late 19th-century revival style of early 18th-century English architecture, characterized by irregularity of plan and massing and a variety of texture.

Quoins: A series of stone, bricks or wood panels ornamenting the outside of a wall.

Ridge: The top horizontal member of a roof where the sloping surfaces meet.

Rusticated: Roughening of stonework of concrete blocks to give greater articulation to each block.

Sash: The moveable framework containing the glass in a window.

Segmental arch: An arch whose profile or radius is less than a semicircle.

Semi-circular arch: An arch whose profile or radius is a half-circle the diameter of which equals the opening width.

Sheathing: An exterior covering of boards of other surface applied to the frame of the structure. (see Siding)

Shed roof: A gently-pitched, almost flat roof with only one slope.

Sidelight: A vertical area of fixed glass on either side of a door or window.

Siding: The exterior wall covering or sheathing of a structure.

Sill: The bottom crosspiece of a window frame.

Simulated divided light: A modern adaptation of the true divided light windows and doors. A true divided light window uses multiple panes of glass to comprise the window or door. A simulated divided light uses one pane of glass per sash or door and a grid of wood or plastic is snapped in place to have the appearance of divided lights. The grids may be on the interior of the structure, the exterior of the structure, sandwiched between the panes of glass in a double paned window or all the above.

Soffit: The exposed undersurface of any overhead component of a building.

Spindles: Slender, elaborately turned wood dowels or rods often used in screens and porch trim.

Surround: An encircling border or decorative frame, usually at windows or doors.

Swag: Carved ornament on the form of a cloth draped over supports or in the form of a garland of fruits and flowers.

Transom: A horizontal opening (or bar) over a door or window.

Trim: The decorative framing of openings and other features on a facade.

Turret: A small slender tower.

Veranda: A covered porch or balcony on a building's exterior.

Vergeboard: The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving. Also called bargeboard.

Vernacular: A regional form or adaptation of an architectural style.

Wall dormer: Dormer created by the upward extension of a wall and a breaking of the roofline.

Water table: A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.

Weatherboard: Wood siding consisting of overlapping boards usually thicker at one edge than the other.

Window, clad: A wood window (frame and sashes of wood) that the exposed exterior surfaces are sheathed with specially formed aluminum or extruded vinyl to facilitate easier maintenance. The cladding is on the exterior parts of the sashes, jambs, sills and head of the window. Also known as a wood clad window.

Window, vinyl: A window whose frame and sashes are made from vinyl. Vinyl is a generic term for modified PVC (Polyvinyl Chloride).

APPENDIX L: RESOURCES AND SUGGESTED BIBLIOGRAPHY

1. Resources for Historical and Technical Information

Local Resources:

Little Rock Historic District Commission
Department of Planning and Development
723 West Markham Street
Little Rock, AR 72201
501-371-4790
www.littlerock.org

Capitol Zoning District Commission
410 South Battery Street
Little Rock, AR 72201
501-324-9644
www.arkansas.gov/czdc

Quapaw Quarter Association
PO Box 165023
Little Rock, AR 72216
501-371-0075
www.quapaw.com

Arkansas Resources

Arkansas Historic Preservation Program
1500 Tower Building
323 Center Street
Little Rock, AR 72201
501-324-9880
www.arkansaspreservation.org

Historic Preservation Alliance of Arkansas
PO Box 305
Little Rock, AR 72203-0305
501-372-4757
www.preservearkansas.org

National Resources

U.S. Department of the Interior
National Park Service
1849 C Street, N.W.
Washington, D.C. 20204

Office of the Director:	(202) 208-4621
Office of Communications:	(202) 208-6843
Cultural Resource Stewardship and Partnerships:	(202) 208-7625
Heritage Preservation Services:	www.cr.nps.gov/hps

Midwest Regional Office of the National Park Service
601 Riverfront Drive
Omaha, NE 68102
(402) 221-3448

National Trust for Historic Preservation
1785 Massachusetts Avenue, N.W.
Washington, D.C. 20036
202-588-6040
nthp.org

WESTERN FIELD SERVICES
1420 Ogden Street, Suite 203
Denver, Colorado 80218
(303)623-1504
swro@nthp.org

Conservation Online
www.palimpsest.stanford.edu

Heritage Preservation
www.heritagepreservation.org

National Preservation Institute
www.npi.org

International Centre for the Study and Preservation & Restoration
Of Cultural Property (CCROM)
www.iccrom.org

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Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors, Sharon C. Park, 1988

Preservation Brief 17: Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character, Lee H. Nelson 1988
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Preservation Brief 20: The Preservation of Historic Barns, Michael J. Auer, 1989
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