



**APPENDIX I: SAMPLE OF CERTIFICATE OF APPROPRIATENESS PACKAGE**



**City of Little Rock**  
**Department of Planning and Development**  
 723 West Markham Street  
 Little Rock, Arkansas 72201-1334  
 Phone: (501) 371-4790 Fax: (501) 371-4546  
 www.littlerock.gov



**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

Address of Property: \_\_\_\_\_

Legal Description of Property:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

Owner/Agent (Printed Name): \_\_\_\_\_

Owner /Agent Street, City, State, & Zip: \_\_\_\_\_

Owner /Agent Phone Number: \_\_\_\_\_

Owner /Agent Email: \_\_\_\_\_

Name of Applicant as it will appear on all correspondence and in Staff report:  
 \_\_\_\_\_

Brief Project Description:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimated Cost of Improvements: \_\_\_\_\_

Zoning Classification: Is the proposed change a permitted use?     Yes     No

Signature of Owner or Agent: \_\_\_\_\_

**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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**DO NOT FILL IN - FOR STAFF USE ONLY**

Application Date: \_\_\_\_\_ HDC File # \_\_\_\_\_

HISTORIC DISTRICT COMMISSION DOCKETED \_\_\_\_\_ at 4:00 p.m.

LITTLE ROCK HISTORIC DISTRICT COMMISSION ACTION:  
 \_\_\_ DENIED \_\_\_ WITHDRAWN \_\_\_ APPROVED \_\_\_ APPROVED WITH CONDITIONS \_\_\_ SEE ATTACHED CONDITIONS

DOCUMENTING OFFICIAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Historic District.docx
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revised 5/8/2020

Figure 175. Application for a Certificate of Appropriateness



**City of Little Rock**  
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### INSTRUCTIONS FOR FILING FOR A CERTIFICATE OF APPROPRIATENESS (COA)

1. The owner or authorized representative is required to file an application which consists of the application form, cover letter and other submittals. The "Application for a Certificate of Appropriateness" is attached. 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. Other Submittals are listed and described below. Return the **completed application form** (page 1), **cover letter**, and all **other submittals** to Department of Planning and Development by the COA filing deadline. Incomplete applications will not be accepted.
2. Payment of a filing fee is required no later than the published docket closing date. Said fees are established by the City's adopted Fee ordinance.
3. Other Submittals:
  - A. **New Construction, Additions or Modifications to Existing Structures, Moving a Building into the District**
    - (1) Scaled drawings shall include: Site plan or Survey showing all current and proposed improvements including all driveways, parking areas, sidewalks, fences, property lines, and outbuildings; Floor plan for understanding development; and Scaled elevations showing proposed appearance and its relationship to adjacent and nearby buildings.
    - (2) The owner/applicant shall submit one set of scaled drawings, either hard copy or digital (PDF or another approved format). Digital submittals are preferred. Illegible or incomplete drawings will not be accepted.
    - (3) All building materials described in the Design Guidelines should be noted on the drawings, including but not limited to: doors, windows, awnings, steps, railings, walls, roofs, gutters, chimneys, foundations, decks, lighting, fences, parking areas, HVAC equipment, solar panels, and signage.
    - (4) A description of materials for all exterior surfaces listed above shall be provided to Staff at time of filing. Web site addresses are appropriate but cut sheets of individual materials are preferred.
  - B. **Photos**  
Current color photographs (all elevations) of property showing its present condition. Include color photographs of adjacent structures. High resolution digital images in jpeg format preferred.
  - C. **Materials to be used**  
Samples of materials, brochures, pamphlets or other literature shall be submitted at time of filing.
  - D. **For Demolitions Only**  
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.
  - E. **NOTE: Application must be complete at time of filing.** Any additional documents requested by Staff for clarification and review must be submitted to staff no later than three (3) weeks before the meeting date.
4. The owner or authorized representative of any infill project (new principal buildings) are required to file an Application for Preapplication Review. Infill is the addition of a principal structure to a vacant lot. Preapplication Review meetings are strongly recommended for all other projects.

Figure 176. Instructions for a Certificate of Appropriateness

5. The applicant or representative **must provide proof of ownership of the project property or complete the Certificate of Appropriateness Authorization of Representation Affidavit**

- 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.

6. Before the meeting, the **applicant must perform the following:**

- A. Obtain a list of all recorded property owners (as certified by a licensed abstractor) within the area of influence – properties situated **within 200'** of the subject property. Applicant is also responsible for adding any property owners to that list that they have knowledge of that are not reflected on the abstract company list.

- B. Give at least ten (10) days written notice of the time, place and date of the public hearing to all property owners within 150' of the subject property and any additional properties within the subject's block that lie outside the 150' radius stated above with the form "**Notice of Public Hearing**," which is attached on page 4 or available from Staff. Send the required notice **by certified mail return receipt requested**. The address on the back of the PS Form 3811 Domestic Return Receipt shall be: "HDC File #, Historic District Commission, Planning and Development, 723 West Markham, Little Rock, Arkansas 72201-1334." Staff will give applicants a file number upon filing application.



- C. The Affidavit at the bottom of the "**Notice of Public Hearing**," form must be signed before returning "Affidavit" to Staff. Do not cut or detach the affidavit on the bottom of this page from the notice form.
- D. Post the subject property with a sign at least ten (10) days before the meeting. The sign, furnished by Staff at the time of filing 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 side** to be viewed from both streets. If the sign is destroyed or torn down, applicant must obtain a replacement from Staff.

7. Six (6) 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), stamped by the Post Office,
- 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.



- 8. 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 any item unless the applicant or representative is present. If you bring handouts to the Commission meeting, bring no less than nine (9) sets: one for each commissioner, one for staff and one for the city Attorney representative.

9. **SUBMISSION OF AN INCOMPLETE APPLICATION OR NONCOMPLIANCE WITH THE ABOVE MAY CAUSE YOUR APPLICATION TO BE WITHHELD AND NOT CONSIDERED AT THE MEETING AND MAY REQUIRE THE PAYMENT OF AN ADDITIONAL FILING FEE AND/OR RENOTIFICATION OF PROPERTY OWNERS.**

Figure 177. COA instructions continued



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**NOTICE OF PUBLIC HEARING BEFORE THE  
 LITTLE ROCK HISTORIC DISTRICT COMMISSION  
 ON AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

To all owners of land lying within 200 feet of the boundary of property at:

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

OWNED BY: \_\_\_\_\_

NOTICE IS HEREBY GIVEN THAT an application for a Certificate of Appropriateness on the above described property has been filed with the Department of Planning and Development requesting the following changes:

\_\_\_\_\_

\_\_\_\_\_

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 4:00 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.

*The City of Little Rock complies with all civil rights provisions of federal laws and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. The City of Little Rock does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, income status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation, in admission or access to and treatment in the City's programs and activities, as well as the city's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the City's nondiscrimination policies may be directed to Caran Curry, Title VI Coordinator, 500 West Markham Street, Little Rock, AR 72201, 501-371-4583, or the following e-mail address: [c Curry@littlerock.gov](mailto:c Curry@littlerock.gov).*

*This notice is available from the Title VI Coordinator in large print or recording. Free language assistance for those with Limited English Proficiency is available upon request.*

*La ciudad de Little Rock cumple con todas las disposiciones de derechos civiles de los estatutos federales y autoridades relacionadas que prohíben la discriminación en programas y actividades que reciben asistencia financiera federal. La ciudad de Little Rock no discrimina por motivos de raza, color, credo, religión, sexo, origen nacional, edad, discapacidad, estado de ingresos, estado civil, orientación sexual, identidad de género, información genética, las opiniones políticas o afiliación, en la admisión o acceso y tratamiento en los programas y actividades de la ciudad, así como de contratación de empleados de la ciudad. Las quejas de supuesta discriminación y consultas sobre la política antidiscriminatoria de la ciudad pueden ser dirigidas a Caran Curry, Coordinador del Título VI, 500 West Markham Street, Little Rock, AR 72201, 501-371-4583, o en la siguiente dirección de correo electrónico: [c Curry@littlerock.gov](mailto:c Curry@littlerock.gov).*

**AFFIDAVIT**

I hereby certify that I have notified all the property owners as reflected on the abstract company list and all those that are not reflected on that list that I have knowledge of within 150 feet of the above-described property, that subject property is being considered for a Certificate of Appropriateness and that a Public Hearing will be held before the Little Rock Historic District Commission at the time and place described.

\_\_\_\_\_  
 Applicant (Owner or Authorized Agent): Date

Figure 178. COA Notice of Public Hearing



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**CERTIFICATE OF APPROPRIATENESS AUTHORIZATION OF REPRESENTATION AFFIDAVIT**

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: \_\_\_\_\_

\_\_\_\_\_  
 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: \_\_\_\_\_

Figure 179. COA Authorization of Representation



**APPENDICES J: 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**


Property Owner: Shesa Homeowner HDC16-XXX  
Address of Property: 123 Her Street

1. Install fence around property as approved by Historic District Commission in the lunius 10, 899 hearing. All fencing between 15th street and a line parallel to 15th Street at the front façade of the house shall be 42" tall maximum. Fences in other areas of the property may be up to 72" in height. Fence to match existing on site.

Staff Signature \_\_\_\_\_ Date of COA \_\_\_\_\_  
*The original is printed on pale blue paper.*

*Figure 180. 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 K: CERTIFICATES OF COMPLIANCE

 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

HDC16-XXX

Property Owner: Ima Homeowner

Address of Property: 123 Anywhere Street

Project Description with Conditions listed:

- 1) **Brick Repair**
  - a) Replace missing bricks as needed to match existing pattern.
  - b) Use Type O mortar with joint to match existing.
- 2) **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.
- 3) **Roofing**
  - a) Repair roof as needed to address fire damage without changing pitch, valley or gables.
  - b) Remove multiple layers of asphalt roofing and/or additional layers of roofing materials as needed to repair fire damage.
  - c) Replace rafters as needed.
  - d) Repair decking with boards of same thickness, (plywood, chipboard, or 1x boards for decking.)
  - e) Reroof with asphalt shingles.
- 4) **Trim Boards Repair**
  - a) Trim Boards and Siding Repair
    - i) Remove damaged trim boards and siding pieces and replace with boards of same dimension, shape and profile.
    - ii) Caulk, prime, and paint.
  - b) Soffit and Fascia Repair
    - i) Remove damaged trim boards and siding pieces and replace with boards of same dimension, shape and profile.

Staff Signature \_\_\_\_\_ Date of COC \_\_\_\_\_

*The original is printed on pale orange paper*

Figure 181. 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 L: 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		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—Brickwork Tuck-pointing 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

Figure 182. Guideline chart



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*

Figure 183. Guideline chart continued

## **APPENDIX M: 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 composition of mortar, dyes or colorants, and type of mortar joint to be appropriate and watertight. 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 or other hard mortars is discouraged because it will damage the brick by cracking or spalling. Property owners should seek advice from Staff onsite to determine the best scope of work for tuck-pointing. Discussions should include the contractor executing the work for best results.
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 N: DEFINITIONS AND TERMS

### 1. 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). This is deemed to be all properties situated within 150' of the subject property and any additional properties within the subject's block that lie outside the 150' radius.

**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.

### 2. 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:** Any project involving change of or addition to an existing building. Work that impacts any exterior architectural feature including construction, reconstruction, repair or removal of any building element.

**Appropriate:** Especially suitable or compatible.

**Building:** Any structure having a roof supported by columns or walls for the housing or enclosure of persons, animals or chattels. 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.

**Detailing:** architectural aspects that, due to particular treatment, draw attention to certain parts or features of a building. Trim pieces that include moldings, decorative elements and features that are secondary to the major wall surfaces and materials.

**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.

**Entrance area :** The area of access to the interior of the building including the design, location, and materials of all porches, stairs, doors, transoms, and sidelights.

**Exterior architectural features:** The architectural style, general design and arrangement of the exterior of a structure, including the kind and texture of the building material, and the type and style of all windows, doors, light fixtures, signs and other appurtenant features.

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

**Harmony:** Pleasing or congruent arrangement.

**Height:** The vertical distance as measured through the central axis of the building from the elevation of the lowest finished floor level to the highest point of the building. This does not include chimneys.

**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.

**Massing:** Volume, magnitude or overall size of a building. The overall shape of major building volumes and their composition as a whole

**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.

**Ordinary maintenance :** Those improvements which do not change but simply upgrade a structure, including but not limited to: replacing deteriorated porch flooring, stairs, siding or trim in the same material and texture, or replacing screens, gutters or downspouts.

**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:** The relationship of height to width of the building outline as well as individual components. The overall horizontal and vertical relationship of primary building elements to each other as well as to existing buildings immediately surrounding the subject property (360 degree view).

**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 it 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:** A harmonious or orderly recurrence of compositional elements at regular intervals, including the location of doors and the placement of windows, symmetrically or asymmetrically and their relative proportion. Movement or fluctuation marked by the regular occurrence or natural flow of related elements. The pattern and spacing of primary building elements such as openings, projections, and recesses.

**Roof area:** The outside covering of a building or structure extending above the vertical walls including the form, material, and texture of the roof, and including the slope and pitch, spacing of roof covering; size, design, number and location of dormers, the design and placement of cornices, and the size, design, material and location of chimneys.

**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:** the relative dimension, size, degree or proportion of parts of a building to each other or group of buildings 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. The proportion, rhythm, and scale of walls, their associated openings and their relationship to adjacent buildings within the area of influence.



### 3. 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.

**Cementitious 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. The textural appearance of the materials that will contribute to a building's character and appearance.

**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 inclination. 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 or 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 narrow window flanking a door. 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 O: 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.gov](http://www.littlerock.gov)

Capitol Zoning District Commission  
1100 North Street  
Little Rock, AR 72201  
501-324-9644  
[czdc.arkansas.gov](http://czdc.arkansas.gov)

Quapaw Quarter Association  
PO Box 165023  
Little Rock, AR 72216  
501-371-0075  
[www.quapaw.com](http://www.quapaw.com)

#### Arkansas Resources

Arkansas Historic Preservation Program  
1100 North Street  
Little Rock, AR 72201  
501-324-9150  
[www.arkansasheritage.com/Arkansas-historic-preservation-program](http://www.arkansasheritage.com/Arkansas-historic-preservation-program)

Preserve Arkansas (formally Historic Preservation Alliance of Arkansas)  
PO Box 305  
Little Rock, AR 72203-0305  
501-372-4757  
[www.preservearkansas.org](http://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](http://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](http://nthp.org)

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

Conservation Online  
[www.palimpsest.stanford.edu](http://www.palimpsest.stanford.edu)

Heritage Preservation  
[www.heritagepreservation.org](http://www.heritagepreservation.org)

National Preservation Institute  
[www.npi.org](http://www.npi.org)

International Centre for the Study and Preservation & Restoration  
Of Cultural Property (CCROM)  
[www.iccrom.org](http://www.iccrom.org)

## 2. Bibliography

The Preservation Assistance Division, National Park Service, offers a variety of publications to guide preservation, restoration, and rehabilitation efforts. The books, handbooks, technical leaflets, and data bases are available through various sales outlets. A catalog of historic preservation publications with stock numbers, prices, and ordering information may be obtained by writing the National Park Service, Preservation Assistance Division, P.O. Box 37127, Washington D.C. 20013-7127.

### **Program/Training Information:**

*Federal Historic Preservation Laws*, Sara K. Blumenthal, ed. 1990  
*Interpreting the Secretary of the Interior's Standards for Rehabilitation*,  
Michael J. Auer, ed. 1988  
*Preservation Tax Incentives for Historic Buildings*, 1990

**Preservation Briefs:** Preservation Briefs assist owners and developers of historic buildings in recognizing and resolving common preservation and repair problems prior to work. The briefs are especially useful to preservation tax incentive program applicants because they recommend those methods and approaches for rehabilitating historic buildings that are consistent with their historic character.

*Preservation Brief 1: The Cleaning and Waterproof Coating of Masonry Buildings*,  
Robert C. Mack, 1975  
*Preservation Brief 2: Repointing Mortar Joints in Historic Brick Buildings*,  
Robert C. Mack, deTeel Paterson Tiller, James S. Askins, 1980  
*Preservation Brief 3: Conserving Energy in Historic Buildings*, Baird M. Smith, 1978  
*Preservation Brief 4: Roofing for Historic Buildings*, Sarah M. Sweetser, 1978  
*Preservation Brief 5: The Preservation of Historic Adobe Buildings*, 1978  
*Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings*, Anne E.  
Grimmer, 1979  
*Preservation Brief 7: The Preservation of Historic Glazed Architectural Terra-Cotta*,  
DeTeel Patterson Tiller, 1979  
*Preservation Brief 8: Aluminum and Vinyl Siding on Historic Buildings: The  
Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame  
Buildings*, John H. Myers, 1984  
*Preservation Brief 9: The Repair of Historic Wooden Windows*, John H. Myers, 1981  
*Preservation Brief 10: Exterior Paint Problems on Historic Woodwork*, Kay D. Weeks  
And David W. Look, 1982  
*Preservation Brief 11: Rehabilitating Historic Storefronts*, H. Ward Jandl, 1982  
*Reservation Brief 12: The Preservation of Historic Pigmented Structural Glass  
(Vitrolite and Carrara Glass)*, 1984  
*Preservation Brief 13: The Repair and Thermal Upgrading of Historic Steel Windows*,  
Sharon C. Park, 1984  
*Preservation Brief 14: New Exterior Additions to Historic Buildings: Preservation  
Concerns*, Kay D. Weeks, 1986  
*Preservation Brief 15: Preservation of Historic Concrete: Problems and General  
Approaches*, William B. Coney, 1987  
*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  
*Preservation Brief 18: Rehabilitating Interiors in Historic Buildings—Identifying  
Character-Defining Elements*, H. Ward Jandl, 1988

*Preservation Brief 19: The Repair and Replacement of Historic Wooden Shingle Roofs*, Sharon C. Park, 1989  
*Preservation Brief 20: The Preservation of Historic Barns*, Michael J. Auer, 1989  
*Preservation Brief 21: Repairing Historic Flat Plaster—Walls and Ceilings*, Marylee MacDonald, 1989  
*Preservation Brief 22: The Preservation and Repair of Historic Stucco*, Anne E. Grimmer, 1990  
*Preservation Brief 23: Preserving Historic Ornamental Plaster*, David Flaharty, 1990  
*Preservation Brief 24: Heating, Ventilating, and Cooling Historic Buildings: Problems And Recommended Approaches*, Sharon C. Park, 1991  
*Preservation Brief 25: The Preservation of Historic Signs*, Michael J. Auer, 1991  
*Preservation Brief 26: The Preservation and Repair of Historic Log Buildings*, Bruce D. Bomberger, 1991  
*Preservation Brief 27: The Maintenance and Repair of Architectural Cast Iron*, John G. Waite, 1991

**Technical Reports:** Technical Reports address in detail problems confronted by architects, engineers, government officials, and other technicians involved in the preservation of historic buildings.

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*Access to Historic Buildings for the Disabled: Suggestions for Planning and Implementation*, Charles Parrott 1980  
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*Metal in America's Historic Buildings: Uses and Preservation Treatments*, Margot Gayle and David W. Look, 1980  
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*Moving Historic Buildings*, John Obed Curtis,  
*Photogrammetric Recording of Cultural Resources*, Perry E. Borchers, 1977  
*Rectified Photography and Photo Drawings for Historic Preservation*, J. Henry Chambers, 1973  
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*X-Ray Examination of Historic Structures*, David M. Hart, 1975

**Preservation Tech Notes:** Preservation Tech Notes (PTN) provide innovative solutions to specific problems in preserving cultural resources.

*PTN 1: Windows (1): Planning Approaches to Window Preservation* by Charles E. Fisher, 1984  
*PTN 2 Windows (2): Installing Insulating Glass in Existing Steel Windows*, by Charles E. Fisher, 1984  
*PTN 3 Windows (3): Exterior Storm Windows: Casement Design Wooden Storm Sash* by Wayne Trissler and Charles E. Fisher, 1984  
*PTN 4 Windows (4): Replacement Wooden Frames and Sash: Protecting Woodwork Against Decay*, by William C. Feist, 1984  
*PTN 5 Windows (5): Interior Metal Storm Windows*, by Laura A. Muckenfuss and Charles E. Fisher, 1984  
*PTN 6 Windows (6): Replacement Wooden Sash and Frames with Insulating Glass and Integral Muntins*, by Charles Parrott, 1984

PTN 7 Windows (7): *Window Awnings* by Laura A. Muckenfuss and Charles E. Fisher, 1984

PTN 8 Windows (8): *Thermal Retrofit of Historic Wooden Sash Using Interior Piggyback Storm Panels*, by Sharon C. Park, 1984

PTN 9 Windows (9): *Interior Storm Windows: Magnetic Seal*, by Charles E. Fisher 1984

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PTN 11 Windows (10): *Temporary Window Vents in Unoccupied Historic Buildings*, by Charles E. Fisher and Thomas A. Vitanza, 1985

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PTN 29 Windows (17): *Repair and Retrofitting Industrial Steel Windows* by Robert M. Powers, 1989

PTN 30 Museum Collection (2): *Reducing Visible and Ultraviolet Light Damage to Interior Wood Finishes* by Ron Sheets and Charles E. Fisher, 1990

PTN 31 Finishes (1): *Process Painting Decals as a Substitute for Hand-Stencilled Ceiling Medallions* by Sharon C. Park, 1990

PTN 32 Metals (2): *Restoring Stamped Zinc and Galvanized Steel Roof Cornices* by Richard Pieper, 1990

PTN 33 Metals (3): *In-kind Replacement of Historic Stamped-Metal Exterior Siding* by Rebecca A. Shiffer, 1991

PTN 34 Masonry (2): *Stabilization and Repair of a Historic Terra Cotta Cornice* by Jeffrey S. Levine and Donna Ann Harris, 1991

PTN 35 Site (1): *Restoring Vine Coverage to Historic Buildings* by Karen E. Day, 1991

PTN 36 Windows (19): *Aluminum Replacement with True Divided Lights, Interior Piggyback Storms, and Exposed Historic Wooden Frames* by Charles Parrott, 1991

**Publications from the National Trust for Historic Preservation:**

For a complete list of titles and prices, contact the Southwest Office of the National Trust, 817-332-4398 or [swro@nthp.org](mailto:swro@nthp.org), or visit [www.preservationbooks.org](http://www.preservationbooks.org).

*What Style Is It? A Guide to American Architecture*, revised.

*Basic Preservation Procedures.*  
*Heritage Education: An Introduction for Teachers, Group Leaders, and Program Planners.*  
*Preservation Yellow Pages.*  
*A Community Guide to Saving Older Schools.*  
*Preservation of Historic Burial Grounds.*  
*Strategies for the Stewardship and Active Use of Older and Historic Religious Properties.*  
*Curtain Up: New Life for Historic Theaters.*  
*New Life for White Elephants: Adapting Historic Buildings for New Uses.*  
*Housekeeping for Historic Homes and House Museums.*  
*Buyer's Guide to Older and Historic Houses.*  
*The New Old House Starter Kit.*  
*Protecting America's Historic Neighborhoods: Taming the Teardown Trend.*  
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*Maintaining a Lead Safe Home.*  
*Paint in America: The Colors of Historic Buildings.*  
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*Historic Building Facades: The Manual for Maintenance and Rehabilitation.*  
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*The Economics of Historic Preservation: A Community Leader's Guide.*  
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