

## **Design Guidelines Purpose**

The Elm City Municipal Historic District Design Guidelines are important design criteria and considerations when applications for Certificates of Appropriateness (COA) are evaluated. These guidelines are not laws written in absolute terms, but rather general rules or guides that are applicable in most cases. The Historic Preservation Commission has the authority to examine all relevant information, including extenuating circumstances, and approve projects that do not meet the absolute criteria set forth in the guidelines when it determines that such approval is in the best interest of historic preservation. Where it does grant exceptions to the guidelines, the commission shall clearly document why such exceptions have been granted.

## **Application of Design Guidelines**

The Elm City Municipal Historic District Design Guidelines are important design criteria and considerations when applications for Certificates of Appropriateness are evaluated. The Elm City Municipal Historic District Design Guidelines as adopted by the Elm City Historic Preservation Commission are intended to be used by the commission and property owners within the district to assist them with the design and/or improvements of properties within the Municipal Historic District. The Historic Preservation Commission will require compliance with the Elm City Municipal Historic District Design Guidelines where exterior improvements and alterations are visible from the public right-of-way. Exterior projects or elements of such projects that are not visible from the public right-of-way will require review by the Commission or its staff, but will generally be extended more leniencies in respect to the guidelines.

## **Use of the Guidelines**

These Guidelines are used in the following manner:

1. The Historic Preservation Commission will use the guidelines as the design considerations when applications for Certificates of Appropriateness are evaluated.
2. Property owners or others who propose to improve, modify or erect new constructions on the exteriors of any building or property within the Elm City Municipal Historic District will use these design guidelines to assist them in obtaining a Certificate of Appropriateness.

When tax credits (local, state and/or federal) are being sought by the property owner in conjunction with proposed exterior improvements, these guidelines along with the “Secretary of the Interior’s Standards for Rehabilitation” as set forth by the National Park Service shall be required. These guidelines are available on line at:

<http://www.nps.gov/tps/standards/rehabilitation/rehab/index.htm>. In addition, review and approval by the State Historic Preservation Office in the Department of Cultural Resources within the Office of Achieves and History shall be required. For information on tax credits see: <http://www.hpo.dcr.state.nc.us/tchome.htm>.