



TOWN OF SOUTH KINGSTOWN

Planning Department

180 High Street
Wakefield, RI 02879
401-789-9331 (ext.1244)

HISTORIC DISTRICT COMMISSION

APPLICATION CHECKLIST: Exterior Alterations

- All applications must be submitted in both hard-copy (*1 copy*) and digital (*PDF*) formats.
- The application date is the date the Planning Department receives the hard copy application.
- Exterior alterations include non-routine maintenance, full replacement of architectural elements, use of modern exterior building materials, and other projects or alterations that affect the exterior appearance of an existing building or structure, excluding painting.

	ITEM DESCRIPTION	Applicant	STAFF REVIEW
1.	Signed COA Application Form		
2.	<u>Project Narrative</u> : Provide a general overview of the proposed project as required by the general application instructions. Address all preservation standards applicable to the proposed alterations, including: wood siding, masonry, wood trim and ornament, roofs, windows, entrances, and site design. (<i>Detailed project information should be included in the Scope of Work, see below.</i>)		
3.	<u>Elevation Photos</u> : As required by the general application instructions.		
4.	<u>Existing Conditions Photos</u> : One or more photos (as needed) detailing the condition of the locations and building features proposed for alteration.		
5.	<u>Building Material Information</u> : As required in the general application Instructions.		
6.	<u>Scope of Work</u> : A detailed description of all work, including:		
	(a) All phases of the project including preparation and repairs as well as finish work.		
	(b) A list of all architectural elements proposed to be temporarily removed from the building, structure, or property, either for repair or to facilitate other repairs or alterations. (<i>Permanent removal or installation of any exterior feature is prohibited without the express written approval of the HDC.</i>)		
	(c) Actions to be taken to address latent damage discovered during the exterior alteration project.		
	(d) A project timetable specifying a proposed deadline for completion, including the reinstallation of all architectural elements removed during the project, with the exception of any features that the HDC expressly approved for permanent removal.		
7.	<u>Elevation Sketches</u> : Elevation sketches showing all exterior alterations that add, remove or materially change any exterior architectural element of the building; including but not limited to: altering roof-lines; altering fenestration (<i>window/door location, design, proportions</i>); enclosing or opening porches; changes to architectural ornamentation. Each elevation from which the alterations are visible shall be shown. All elevations must be drawn to scale, but do not need to be prepared by a licensed architect.		