



TOWN OF SOUTH KINGSTOWN

Planning Department

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

HISTORIC DISTRICT COMMISSION

APPLICATION CHECKLIST: Routine Maintenance

- 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.
- Routine Maintenance Projects include maintenance and minor repairs using in-kind materials that do not alter the exterior appearance of the property (excluding paint color).

| | ITEM DESCRIPTION | Applicant | STAFF REVIEW |
|----|---|-----------|--------------|
| 1. | Signed COA Application Form | | |
| 2. | <u>Project Narrative</u> : As required by general application instructions. The narrative must include a list of all exterior architectural elements to be temporarily removed from the building, structure, or property, either for maintenance to the architectural elements themselves, or to facilitate other maintenance work. | | |
| 3. | <u>Elevation Photos</u> : As required by general application instructions. | | |
| 4. | <u>Existing Conditions Photos</u> : Photos (as many as needed) detailing the existing condition of the locations or building features proposed for maintenance activity. | | |
| 5. | <u>Building Material Information</u> : As required in general application instructions. <i>(Note: Use of other than "in-kind" materials requires an Exterior Alteration Application.)</i> | | |
| 6. | <u>Project Timetable</u> : Provide a schedule for the proposed maintenance task(s) with an estimated completion date by which all work will be finished (including reinstallation of any exterior architectural elements removed during the project). | | |
| 7. | <p><u>Latent Damage Repair</u>: All latent damage uncovered during routine maintenance work <u>shall</u> be reported to the Planning Department.</p> <p>To avoid work delays on routine maintenance projects, applicants may include provisions in their application for the repair of hidden damage commonly encountered during the work proposed (e.g. rotten siding or trim revealed during pre-paint prep work, or rotten roof sheathing revealed by the removal of old roofing materials). By including details on how latent damage will be repaired if encountered, the HDC can pre-approve <u>minor, limited, in-kind</u> repairs without requiring the applicant to return to the HDC for additional approvals.</p> <p>Repairs not expressly approved in the COA, including the repair of significant damage, and repairs using non-original materials require further HDC approval.</p> | | |