

Amendment to the
Sanford Historic Preservation Commission
Rules and Procedures

ARTICLE VI, Section 9

The following list is provided as a general outline of the level of review that may be expected for various types of projects that are often undertaken. It is not intended to be comprehensive, and cannot cover every circumstance that will be encountered in a project.

A Certificate of Appropriateness is not necessary for Routine Maintenance, which includes repair or replacement where there is no change in the design, materials, or general appearance of the structure or grounds. Certificates of Appropriateness are issued for all other projects. Any repairs or replacement where there is a change in the design, materials, or general appearance is defined as an alteration and needs a Certificate of Appropriateness.

Minor Work projects are reviewed by the staff of the historic districts commission. Staff will refer Minor Work projects to the commission for review if in staff's judgment the change involves alterations, additions, or removals that are substantial, do not meet the guidelines, or are of a precedent-setting nature.

Major Work projects involve a change in the appearance of a structure or site, and are more substantial in nature than routine maintenance or minor work projects, such as new construction, expansion of a building footprint, or significant changes in landscape features.

Approved HPC 4-25-00

TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (HDC)
New Construction or Additions to primary building			X
Demolition of any structure			X
Demolition of any part of a structure			X
Relocation of buildings			X
Alteration/Removal of Archeologically Significant Features			X
Alteration/Removal of Contributing Historical Features			X
Repair/Replacement of existing Accessory Structures or Buildings when there is no change in design, materials, or general appearance	X		
Alteration of existing Accessory Structures or Buildings		X	
Additions to existing Accessory Structures or Buildings		Total floor area up to 144 sq. ft.	Total floor area greater than 144 sq. ft.
New Accessory Structures or Buildings		Up to 144 sq. ft.	Greater than 144 sq. ft.
Removal of existing Accessory Structures or Buildings which are not architecturally or historically significant		Up to 144 sq. ft.	Greater than 144 sq. ft.
Removal of existing Accessory Structures or Buildings which are architecturally or historically significant			X
Repair or Replacement of Architectural Details when there is no change in design, materials, or general appearance	X		
Alteration/Addition/Removal of Architectural Details		X	
Repair/Replacement of Awnings, Canopies, or Shutters when there is no change in design, materials, or general appearance	X		
Alteration/Addition/Removal of existing Awnings, Canopies, or Shutters		X	
Installation of New Awnings, Canopies, or Shutters		X	
Alteration/Addition/Removal of Carports			X
Construction of New Carports			X
Construction/Alteration/Removal of Chimneys		X	
Installation of House Numbers and Mailboxes		X	
Minor plantings of Flowers and Shrubbery in existing beds	X		
Alteration/Addition/Removal of Gardens, Planting Beds, or Shrubbery		Affects less than: 25% of front yard area (from house face); 50% of total side and rear yard area	Affects: 25% or more of front yard area (from house face); 50% or more of total side and rear yard area
Pruning of Shrubbery	Most shrubbery	Hedges and screen plantings	

TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (HDC)
Removal of Trees less than 8 inches in diameter, measured 4 ½ feet above ground level	X		
Removal of Trees 8 inches and greater in diameter, measured 4 ½ feet above ground level			X
Pruning Limbs of Trees 8 inches and greater in diameter, measured 4 ½ feet above ground level	Limb less than 4" in diameter	Limb 4" or greater in diameter	
Planting of New Trees	Mature size less than 8 inches in diameter, measured 4 1/2 feet above ground level	Mature size 8 inches and greater in diameter, measured 4 ½ feet above ground level	
Removal of dead, diseased, or dangerous Trees		X	
Repair/Replacement of exterior Lighting Fixtures when there is n change in design, materials, or general appearance	X		
Installation/Alteration/Removal of exterior Lighting Fixtures		X	
Repair/Replacement of Decks when there is no change in design, materials, or general appearance	X		
Alteration/Addition/Removal of existing Decks		Maximum height 42" or less	Maximum height greater than 42"
Construction of new Decks		Maximum height 42" or less	Maximum height greater than 42"
Alteration/Addition/Removal of Doors		X	
Installation of new Doors		X	
Installation/Alteration/Removal of storm Doors		X	
Repair/Replacement of existing Driveways when there is no change in design, materials, or general appearance	X		
Alteration/Addition/Removal of existing Driveways		X	
Construction of new Driveways		X	
Repair/Replacement of existing Fences, Walls, Hedges or other Screen Plantings when there is no change in design, materials, or general appearance	X		
Construction of new Fences, Walls, Hedges or other Screen Plantings		42" or less in height	Greater than 42" in height
Removal of existing Fences, Walls, Hedges or other Screen Plantings		42" or less in height	Greater than 42" in height
Repair/Replacement of exposed Foundations when there is no change in design, materials, or general appearance	X		
Alteration of exposed Foundations		X	
Repair/Replacement of Gutters and Downspouts when there is no change in design, materials, or general appearance	X		
Installation/Addition/Removal of Gutters and Downspouts		X	

TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (HDC)
Repairs/Replacement, including repointing, to existing Masonry when the color and composition of the mortar match the original, and new brick or stone matches the original	X		
Construction/Alteration/Removal of Masonry		X	
Installation/removal of Mechanical Equipment, such as heating and air conditioning units		X	
Installation of Air Conditioners in windows		X	
Painting when there is no change in color	X		
Painting when there is a change in color		X	
Repair/Replacement of existing Parking Lots when there is no change in design, materials, or general appearance	X		
Alteration/Removal of existing Parking Lots		X	
New Construction of/Addition to Parking Lots			X
Repair/Replacement of existing Patios when there is no change in design, materials, or general appearance	X		
Alteration/Addition/Removal of existing Patios		X	
Construction of new Patios		X	
Alteration of existing Porches		X	
New Construction/Addition/Removal of Porches			X
Repair/Replacement of sloped Roof coverings when there is no change in design, materials, or general appearance	X		
Alteration of sloped Roof coverings		X	
Repair/Replacement of flat Roof coverings when there is no change in design, materials, or general appearance	X		
Alteration of flat Roof coverings		X	
Alteration of Roof form to prevent damage to the resource		X	
Installation of Satellite Dishes and/or Television Antennas		X	
Repair/Replacement of Signs when there is no change in design, materials, or general appearance	X		
Installation/Alteration/Removal of Signs		X	
Repair/Replacement or exterior Stairs and steps when there is no change in design, materials, or general appearance	X		
Alteration/Addition/Removal of exterior Stairs and Steps		X	

TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (HDC)
Construction of new exterior Stairs and Steps		X	
Repair/Replacement of exterior Surfaces when there is no change in design, materials, or general appearance	X		
Alteration/Addition/Removal of exterior Surfaces		X	
Repair to existing Swimming Pools when there is no change in design, materials, or general appearance	X		
New Construction/Alteration/Addition to Swimming Pools			X
Removal of Swimming Pools		X	
Installation/Alteration/Removal of Temporary Features that are necessary to ease difficulties associated with a medical condition		X	
Repair/Replacement of existing Vents and Ventilators when there is no change in design, materials, or general appearance	X		
Installation/Alteration/Removal of Vents and Ventilators		X	
Repair/Replacement of existing Walks when there is no change in design, materials, or general appearance	X		
Alteration/Addition/Removal of existing Walks		X	
Construction of new Walks		X	
Walls (see Fences)			
Repair/Replacement of Windows when there is no change in design, materials, or general appearance	X		
Alteration/Removal of existing Windows		X	
Installation of New Windows		X	
Installation/Alteration/Removal of storm Windows		X	
Caulking and weatherstripping Windows when there is no change in design, materials, or general appearance	X		
Repair/Replacement of other Appurtenant Features and Accessory Site Features not specifically listed when there is no change in design, materials, or general appearance	X		
Addition/Alteration/Removal of other Appurtenant Features and Accessory Site Features not specifically listed		X	
Removal of any Prohibited Element described in the development standards		X	
Changes to previous Certificates of Appropriateness		Most changes	Changes deemed by staff to be substantial in nature

TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (HDC)
Renewal of expired Certificates of Appropriateness		X	
Emergency installation of Temporary Features to protect a historic resource(that do not permanently alter the resource); six month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness		X	

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