

Quick Reference Guide for Historic District Home Repairs and Restorations

This matrix is a quick reference tool to determine the degree of work to be done and whether a Certificate of Appropriateness (COA) is required for Residences in the Spencer Historic District. If you're have a commercial building in Spencer, please refer to the "*Spencer Historic Preservation By-Laws and Procedures*", Section IV E.

If the type and scale of work to be done is not on the chart, or if you are unsure whether the work requires a COA contact the Spencer Planner at 704 633-2231.

How to use the chart:

- Scan down the Column 1 to find the type or repair or work to done
- Read across the line to determine the extent and level of work to be performed.
 - a. If the work is in:
 - Column 2 the work is considered Maintenance and no COA is required
 - Column 3 the work is considered Minor Works, although a COA is required, approval may be given by the Advisory Review Committee or HPC's designated agent
 - Column 4 the work is considered Major Works and a COA is required and **MUST** be presented to the HPC by the Home Owner or their designated agent to be approved
- You may refer to the "*Spencer Historic Preservation By-Laws and Procedures*" Section III C on Page 24 for details on submitting a COA and Appendix A for the form.

Work/ Repair on	Maintenance No COA	Minor COA Required	Major COA Required
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Siding, House Trim :	Repaint “like for like”		Resurfacing of Exterior Surfaces
Painted Wood			
Painted Aluminum Siding			
Unpainted stone, brick or masonry <i>Note: MAY NOT BE PAINTED</i>	Repointing Masonry to match existing	Repair when new matching material used	Resurfacing or Painting of Unpainted Exterior Surfaces
Exterior Stairs, Porches, Landings or Steps	Repair “like for like”	Replacement “like for like”	Material change or placement
Foundation Vents		Installation of metal vents on side and rear only <i>Note: Corner lots have 2 streets views</i>	
Basement/ Foundation Access Doors		Replacement of wood access doors NOT visible from street <i>Note: Corner lots have 2 streets views</i>	
Asbestos siding		Removal of asbestos and artificial siding when original is being repaired or repainted	Resurfacing of Exterior Surfaces
Caulking and/or Weather-stripping	Standard Maintenance		
Replacement of siding, trim, porch flooring or steps	Deteriorated siding or porch flooring 20 square feet or less “like for like”	Deteriorated siding or porch flooring greater than 20 square feet “like for like”	Replacement of trim NOT the same as original in style or material

Work/ Repair on	Maintenance No COA	Minor COA Required	Major COA Required
House Numbers and Mailboxes	Compatible with period of house style		
Handicap Access	Erection, alteration or removal of temporary disability access structures		If structure permanent, any addition, alteration or removal
Changes to Structural Footprint			Additions to, or moving buildings with footers, including carports and garages Demolition or additions to any part of the historic structure
Windows and Doors:			
Glass	Replace with same glass of same type and style	Change in type of glass used	
Painted Window Frames and Trim	Repaint “like for like”		
Aluminum Windows and/or Storm Windows	Paint house trim color or white Removal Storm Windows		
Replacement of Window Sashes or Doors			COA Required and presented to the HPC
Storm Doors	Install “Full view” type white or complimentary trim color Removal of aluminum storm doors		Install “Non-full view” door

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Awnings			Removal of residential awnings not considered integral to its historical significance
Gutters and Downspouts:	Installation of gutters, downspouts in white or matching trim house trim color. This includes roof ventilators on rear sloe and chimney caps		
Roofing	Repair or replace asphalt or fiberglass with similar color texture or appearance; Repair or replace slate, tile or tin, “like for like” .	New roof coverings when not the same as original	Changes to pitch and style of roof
Fencing:	Repair existing fences/walls (wood, cast iron, stone, brick or concrete) “like for like”	Installation of new side or rear fences or walls	Installation of front yard fences and walls
Walkways and/or Patios:	Repair or replace “like for like”	Replace when new material must be used	Removal of concrete block walkways and steps
Driveways:	Repair “like for like”		Creation of new Driveway and/or Parking lot
“Temporary Mechanical Equipment” – Window Air Conditioners, TV Antennas, etc.	Installation where equipment is NOT easily visible from street view or is screened by shrubs of fencing. <i>Note: Corner lots have 2 streets views</i>		Install on front street façade

Work/ Repair on	Maintenance No COA	Minor COA Required	Major COA Required
Exterior Lights	Repair existing exterior light fixtures and/or street or yard lights	Installation of new exterior lighting compatible with era of house.	
Landscaping			
Flower Gardens	General plantings	Changes to elevation, addition of raised bed	
Shrubbery	Trimming, replacing shrubs “like for like”	Removal and replacement of well-established shrubs with different type	
Trees	Trimming of trees or removal of trees less than 18” diameter		Removal of trees 18” in diameter
Vegetable Gardens	In side or rear yard only <i>Note: Corner lots have 2 streets views</i>		
Yard Signs	Temporary Real Estate, Political or Construction signs	Historical Identification Signs	Permanent Advertising Signs
Accessory Buildings	Removal of non-contributing buildings of aluminum, plastic or without “block foundations.”	Removal of wooden structures when not original to site	New construction of accessory building, including garages and carports
Items Not Covered			Minor works not approved by HPC’s Designated Agent Exterior works shown under Maintenance or Minor Works Expired COAs MUST resubmitted to be reapproved