



**BRUNSWICK  
OLD TOWN HISTORIC  
DISTRICT DESIGN REVIEW  
GUIDELINES**

**Part 8: Appendix, Glossary of  
Terms, and useful information**

**CITY OF  
BRUNSWICK, GEORGIA  
2020**



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# APPENDIX A - NATIONAL PARK SERVICE PRESERVATION BRIEFS

The National Park Service's **Preservation Tech Notes** provide practical information on traditional practices and innovative techniques for successfully maintaining and preserving cultural resources. The Tech notes are available at the National Park Service's page <https://www.nps.gov/tps/how-to-preserve/tech-notes.htm>.

The following Preservation Briefs are made available by the National Park Service. The links will take you to the National Park Service's website (<http://www.nps.gov/hps/tps/briefs/presbhom.htm>).

1. [Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings](#)
2. [Repointing Mortar Joints in Historic Masonry Buildings](#)
3. [Improving Energy Efficiency in Historic Buildings](#)
4. [Roofing for Historic Buildings](#)
5. [Preservation of Historic Adobe Buildings](#)
6. [Dangers of Abrasive Cleaning to Historic Buildings](#)
7. [The Preservation of Historic Glazed Architectural Terra-Cotta](#)
8. [Aluminum and Vinyl Sidings on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings](#)
9. [The Repair of Historic Wooden Windows](#)
10. [Exterior Paint Problems on Historic Woodwork](#)
11. [Rehabilitating Historic Storefronts](#)
12. [The Preservation of Historic Pigmented Structural Glass \(Vitrolite and Carrara Glass\)](#)
13. [The Repair and Thermal Upgrading of Historic Steel Windows](#)
14. [New Exterior Additions to Historic Buildings: Preservation Concerns](#)
15. [Preservation of Historic Concrete](#)
16. [The Use of Substitute Materials on Historic Buildings Exteriors](#)
17. [Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character](#)
18. [Rehabilitating Interiors in Historic Buildings: Identifying and Preserving Character-Defining Elements](#)
19. [The Repair and Replacement of Historic Wooden Shingle Roofs](#)
20. [The Preservation of Historic Barns](#)
21. [Repairing Historic Flat Plaster Walls and Ceilings](#)
22. [The Preservation and Repair of Historic Stucco](#)
23. [Preserving Historic Ornamental Plaster](#)
24. [Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches](#)
25. [The Preservation of Historic Signs](#)
26. [The Preservation and Repair of Historic Log Buildings](#)
27. [The Maintenance and Repair of Architectural Cast Iron](#)

28. [Painting Historic Interiors](#)
29. [The Repair, Replacement & Maintenance of Historic Slate Roofs](#)
30. [The Preservation and Repair of Historic Clay Tile Roofs](#)
31. [Mothballing Historic Buildings](#)
32. [Making Historic Properties Accessible](#)
33. [The Preservation and Repair of Historic Stained and Leaded Glass](#)
34. [Applied Decoration for Historic Interiors: Preserving Composition Ornament](#)
35. [Understanding Old Buildings: The Process of Architectural Investigation](#)
36. [Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes](#)
37. [Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing](#)
38. [Removing Graffiti from Historic Masonry](#)
39. [Holding the Line: Controlling Unwanted Moisture in Historic Buildings](#)
40. [Preserving Historic Ceramic Tile Floors](#)
41. [The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront](#)
42. [The Maintenance, Repair and Replacement of Historic Cast Stone](#)
43. [The Preparation and Use of Historic Structure Reports](#)
44. [The Use of Awnings on Historic Buildings: Repair, Replacement and New Design](#)
45. [Preserving Historic Wood Porches](#)
46. [The Preservation and Reuse of Historic Gas Stations](#)
47. [Maintaining the Exterior of Small and Medium Size Historic Buildings](#)



# APPENDIX B - Maintenance Recommendations

## ***MATERIALS***

1. Prevent water from making contact with exterior wood siding. Of particular importance is keeping all gutters and downspouts in good repair to keep water from infiltrating the wood surface.
2. All exposed wood should be kept painted, stained or treated with preservatives.
3. Repairs for wood siding such as cracks can be made through the use of waterproof glue. Large cracks may be filled with caulk followed by putty. The surface should then be sanded, allowed to dry, and painted.
4. Where exterior siding has to be replaced the use of siding to match in dimension, size and profile is recommended.
5. Use paints consistent (oil or latex) with the existing paint surface for exterior siding.
6. Keep exterior brick clean of mildew, efflorescence and dirt. Also keep exterior brick clean of vines, ivy, and other plant materials. Washing with detergents and water are best for exterior masonry and mortar. Sandblasting, water-blasting and other abrasive cleaning methods are detrimental to historic buildings and should not be used.
7. Re-pointing of historic mortar should be with a mortar which matches the original in appearance and composition. Most mortar from before 1900 was composed of lime and sand and a mortar with similar content should be applied. The use of Portland cement is not appropriate due to the hardness of the mortar versus the softness of the brick.
8. Most silicone based or waterproof coatings have limited effectiveness and may actually add to moisture problems by not allowing the brick to breathe. The use of these products is not appropriate.

## ***ROOFS, CORNICES, CHIMNEYS***

1. Check the roof regularly for leaks, deterioration of flashing, and worn roof surfaces such as rolled or asphalt shingles. An inspection of the upper floor or attic space during or following a rainstorm can also assist in detection of water related problems.
2. Know what metals are used in the cornice or roof flashing and use only similar metals during replacement or repair. Different metals should not touch each other or a galvanic reaction may occur leading to corrosion.
3. Metal roofs and cornices should be kept painted to prevent rust and deterioration. Appropriate paints include those with an iron oxide oil base. Asphalt based paints and aluminum paints should not be used on historic metals as they could accelerate the rusting process.
4. Chimneys should be regularly checked for cracking, leaning, spalling, and infestation by birds and insects. The use of chimney caps over chimneys or flue openings is recommended to keep out moisture. Refer to the chimney section – only certain types of caps and colors are acceptable.

## ***PORCHES AND EXTERIOR ORNAMENTATION***

1. Keep all porch and trim elements painted.



## **GUTTERS AND DOWNSPOUTS**

1. Keep gutters and downspouts in good repair. Make sure they are properly connected, are clean of leaves and other debris, and channel water effectively away from the building. Seal all cracks in downspouts with silicone caulk or sealants.
2. Deteriorated gutters and downspouts should be replaced with new gutters and downspouts. Half-round gutters and round downspouts are preferable to corrugated designs.

## **FOUNDATIONS**

1. All water should drain away from a building and should not enter the foundation.
2. Trees, shrubs, and other plants should be kept well away from the foundation to prevent damage from moisture and root movement. Typically a minimum distance of 2' between the plantings and the foundation wall is recommended.
3. The use of splash blocks (slanted trays placed at the bottom of a downspouts to drain water away from the foundation) is recommended.

## **ENTRANCES**

1. Doors, transoms, and sidelights should be kept clean.
2. Original locks and hardware should be kept oiled and in good repair. If original hardware is missing or is deteriorated, the use of reproduction locks and hardware suitable for the building is recommended.
3. Doors with a stained wood finish should be kept varnished; painting over the wood finish is not recommended.

## **WINDOWS**

1. Windows should be kept clean and free of dirt and grime. Wood sash surfaces should be painted regularly.
2. Windows should be kept caulked and sealed to aid in energy conservation.
3. Shutters should be kept painted and in good repair.

## **AWNINGS**

1. Fabric awnings should be washed periodically and kept in good repair.
2. Awning hardware should be regularly checked for rust or loose mechanisms.
3. Awnings which become torn or otherwise deteriorated should be replaced.

## **SIGNS**

1. Abandoned signs and sign hardware should be removed from buildings, unless historic.
2. Signs should be kept painted, and mounting bolts should be checked periodically to make sure they are secure.
3. Light fixtures, conduits, and wiring for signs should be inspected and replaced when necessary.

## APPENDIX C - Glossary of Terms

**Adaptive Re-Use** Recycling an old building for a use other than that for which it was originally intended when constructed. Adaptive re-use may involve a sympathetic rehabilitation that retains much of the building's original fabric or character, or it can involve a more extensive remodeling.

**Addition** New construction added to an existing building or structure.

**Alignment** The linear relationship of structure creating a visual line and a sense of continuity along a streetscape.

**Alteration** Work which impacts any exterior architectural feature including construction, reconstruction, or removal of any building or building element.

**Aluminum siding** Sheet of exterior wall covering fabricated from aluminum to resemble wood siding.

**American bond** A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" end exposes, to structurally tie the wall together.

**Appropriate** Suitable to or compatible with what exists. Proposed work on historic properties is evaluated for "appropriateness" during the design review process.

**Apron** A decorative, horizontal trim piece on the lower portion of an architectural element.

**Arch** A curved construction of wedge-shaped stones or bricks which spans an opening and supports the weight above it. (see flat arch, jack arch, segmental arch and semicircular arch)

**Architectural Conservation** The method of maintaining and/or repairing the materials of a building or structure to lessen or reverse the physical deterioration such as cleaning, repointing masonry joints and reattaching any loose elements.

**Architectural Style** Showing the influence of shapes, materials, detailing or other features associated with a particular architectural style.

**Architrave** The lowest of three main sections of a classical entablature resting directly on the capital of a column.

**Asbestos Shingle** Shingles composed of cement reinforced with asbestos fibers, manufactured in various sizes and shapes.

**Asbestos Slate** An artificial roofing slate manufactured with asbestos-reinforced cement.

**Ashlar** Finished stonework or quarried block often used in the foundation. Ashlar has a smooth or tooled finish.

**Asphalt Shingles** Shingles manufactured from saturated roofing felt that is coated with asphalt, with mineral granules on the side that is exposed to the weather.

**Asymmetrical** Not symmetrical, with the parts not arranged correspondingly identical on both sides of a central axis.

**Attic** The upper level of a building, not of full ceiling height, directly beneath the roof.

**Awning** A roof-like cover of canvas or other lightweight material that extends over a doorway or windows to provide protection from the sun and rain.

**Baluster** One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade.

**Balustrade** An entire rail system with top rail and balusters.

**Bargeboard** A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

**Bay** The portion of a facade between columns or piers providing regular divisions and usually marked by windows.

**Bay window** A projecting window that forms an extension to the floor space of the internal rooms; usually extends to the ground level.

**Belt course** A horizontal band usually marking the floor levels on the exterior facade of a building.

**Board and batten** Siding fashioned of boards set vertically and covered where their edges join by narrow strips called battens.

**Bond** A term used to describe the various patterns in which brick (or stone) is laid, such as "common bond" or "Flemish bond."

**Bracket** A projecting element of wood, stone or metal which spans between horizontal and vertical surfaces (eaves, shelves, overhangs) as decorative support.

**Building Type** A definition based on floor plan, height, and sometimes roof shape of a house, having nothing to do with architectural style. Most houses that can be identified as a particular house type are of vernacular design meaning that their designs are based on regional tradition and utilize regional materials.

**Bungalow** Common house form of the early twentieth century distinguished by horizontal emphasis, wide eaves, large porches and multi-light doors and windows.

**Capital** The head of a column or pilaster.

**Casement window** A window with one or two sashes which are hinged at the sides and usually open outward.

**Casing** The finished visible framework around a door or window.

**Caulking** A soft material compound used to seal joints and cracks, prevent leakage, provide waterproofing, or provide a seal at expansion joints.

**Certificate of Appropriateness** A document giving approval to work proposed by the owner of a property located within a locally-designated historic district or designated as a local landmark. Specific conditions, set forth by the Historic Preservation Board and to be followed during the project, may be specified in the document. Possession of a Certificate of Appropriateness does not remove any responsibility on the part of the property owner to acquire a building permit prior to beginning the project.

**Certified Local Government** Any city, county, parish, township, municipality, or borough or any other general purpose subdivision enacted by the National Preservation Act Amendments of 1980 to further delegate responsibilities and funding to the local level.

**Chamfer** The grooved surface made when an edge or corner is beveled or cut away, usually at a 45-degree angle.

**Character** Those individual qualities of buildings, sites and districts that differentiate and distinguish them from other buildings, sites and districts.

**Cladding** Any exterior wall covering, including masonry.

**Clapboards** Horizontal wooden boards, thinner at the top edge, which are overlapped to provide a weather-proof exterior wall surface.

**Classical order** Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite.

**Clipped gable** A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface.

**Colonial Revival** House style of the early twentieth century based on interpretations of architectural forms of the American colonies prior to the Revolution.

**Column** A circular or square vertical structural member.

**Compatible** Not detracting from surrounding elements, buildings, sites or structures; appropriate given what already exists.

**Complex Roof** A roof that is a combination of gable and hip forms and may include turrets and towers. Most commonly found on Queen Anne-style houses.

**Component** An individual part of a building, site or district.

**Contemporary** Of the current period; modern.

**Contributing** Contributes to the architectural or historic significance of a historic district. (A “contributing building” in a historic district is one that may be of limited individual significance but nevertheless functions as an important component of the district.)

**Context** The setting in which a historic element or building exists.

**Coping** The capping member of a wall or parapet.

**Corbel** In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member.

**Corinthian order** Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.

**Corner Board** A narrow vertical board placed in corners of buildings to terminate the wooden clapboards.

**Cornice** The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.

**Course** A horizontal row of bricks, stones, or other masonry units.

**Cresting** A decorated ornamental finish along the top of a wall or roof, often made of ornamental metal.

**Cross-gable** A secondary gable roof which meets the primary roof at right angles.

**Demolition** Any act or process that destroys a structure in part or in whole.

**Deck** A roof-less porch, usually located at the rear of a building.

**Demolition by Neglect** The result of a prolonged lack of significant maintenance; the preventable demise of a historic building due to deliberate lack of maintenance.

**Dentils** A row of small tooth-like blocks in a classical cornice.

**Doric order** A classical order with simple, unadorned capitals, and with no base.

**Dormer** A structure projecting from a sloping roof, most commonly housing a vertical window with its own roof; may also contain a ventilating louver.

**Dormer window** A window that projects from a roof.

**Double-hung window** A window with two sashes, one sliding vertically over the other.

**Eave** The edge of a roof that projects beyond the face of a wall.

**Easement** An amendment to the deed of a piece of property granting rights to others to use the property in a specified manner; might include restrictions for use or development on the property.

**Element** An individual defining feature of a building, structure, site or district.

**Elevation** Any of the external faces of a building.

**Ell** The rear wing of a house, generally one room wide and running perpendicular to the principal building.

**Engaged column** A round column attached to a wall.

**Entablature** A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

**Façade** The primary or street face of a building.

**Fanlight** A semi-circular window usually over a door with radiating muntins suggesting a fan.

**Fascia** A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also part of a classical entablature.

**Fence** A structural barrier consisting of wood, iron, or other materials used to define, separate, or enclose areas such as yards, gardens, fields, and cemeteries.

**Fenestration** The arrangement of windows on a building.

**Finial** A projecting decorative element, usually of metal, at the top of a roof turret or gable.

**Fishscale shingles** A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends.

**Flashing** Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.

**Flat arch** An arch whose wedge-shaped stones or bricks are set in a straight line; also called a jack arch.

**Flemish bond** A brick-work pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness.

**Fluting** Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface.

**Footprint** The outline of a building's ground plan from an overhead view; a projected area of a building on a horizontal surface.

**Foundation** The lowest exposed portion of the building wall, which supports the structure above.

**Frame Construction** A building constructed with wood frame rather than masonry.

**Frieze** The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.

**Front-gabled** Describes a building with a gable end on its façade.

**Gable** The triangular section of a wall to carry a pitched roof.

**Gable roof** A pitched roof with one downward slope on either side of a central, horizontal ridge.

**Gambrel roof** A ridged roof with two slopes on either side.

**Garage** A building attached or detached where the motor vehicle is kept.

**Gazebo** A small structure that is usually octagonal in plan with a steeply pitched roof that is topped by a finial. The sides of the structure are usually left open. It is usually found in a garden or yard.

**Gingerbread** The highly decorative woodwork applied to Victorian-style houses such as a Queen Anne.

**Green Space** Space that is planted with grass, plants, shrubs, or trees. Sometimes, this land is set aside and cannot be built on.

**Half-timbering** A framework of heavy timbers in which the interstices are filled with plaster or brick.

**Header** A brick laid with the short side exposed, as opposed to a “stretcher.”

**High Style** A completely authentic or academically correct interpretation of an architectural style; a “textbook” example of one particular style and not a composition of several different styles.

**Historic District** A geographically definable area designated as possessing a concentration, linkage, or continuity of sites, buildings, structures, or objects of historic, archaeological, architectural or aesthetic value.

**Historic Site** A site worthy of protection or preservation, designated as historic for its historic, archaeological or aesthetic value.

**Historic Structure** A structure worthy of preservation, designated as historic for its historic, archaeological, architectural or aesthetic value.

**Hipped roof** A roof with uniform slopes on all sides.

**Hood molding** A projecting molding above an arch, doorway, or window, originally designed to direct water away from the opening; also called a drip mold.

**Infill** New construction where there had been an opening before, such as a new building between two older structures; or block infill between porch piers or in an original window opening.

**In-kind** Denotes a replacement element that replicates a deteriorated or missing element.

**Integrity** Authenticity of a property’s historic identity, evidence by the survival of physical characteristics that existed during a property’s historic period.

**Ionic order** One of the five classical orders used to describe decorative scroll capitals

**Jack arch** (see Flat arch)

**Keystone** The wedge-shaped top or center member of an arch.

**Knee brace** An oversize bracket supporting a cantilevered or projecting element.

**Landmark** A building, structure, object or site worthy of preservation, designated as historic for its historic, archaeological, architectural or aesthetic value.

**Lattice** An openwork grill of interlacing wood strips used as screening.

**Light** A section of window; a single pane of glass.

**Lintel** The horizontal top member of a window, door, or other opening.

**Louver** A small opening, usually with wood slats, used for ventilating attics or other spaces.

**Maintenance** Routine care for a building, structure or site that does not involve design alterations.



**Mansard roof** A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

**Masonry** Exterior wall construction of brick, stone or adobe laid up in small units.

**Massing** The three-dimensional form of a building.

**Materials** The quality of integrity applying to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

**Metal standing seam roof** A roof composed of overlapping sections of metal such as copper-bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams for which the roof are named.

**Modillion** A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

**Mortar** A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.

**Mothballing** When all means of finding a productive use for a historic building have been exhausted or when funds are not currently available to put a deteriorating structure into a useable condition, it may be necessary to close up the building temporarily to protect it from the weather as well as to secure it from vandalism.

**Mullion** A heavy vertical divider between windows or doors.

**Multi-light window** A window sash composed of more than one pane of glass.

**Muntin** A secondary framing member to divide and hold the panes of glass in multi-light window or glazed door.

**National Park Service** A bureau of the U.S. Department of the Interior whose purview includes the historic and cultural resource in the National Park system and the National Historic Preservation Programs.

**National Register of Historic Places** The official federal list of districts, sites, buildings, structures, and objects significant to American history, architecture, archaeology, engineering, and culture.

**Neglect** The failure to care for a property in such a manner as to prevent its deterioration. Neglect is often not intentional, but may lead to very serious deterioration of materials and even structural systems.

**Neo-classical style** Early twentieth-century style which combines features of ancient, Renaissance, and Colonial architecture; characterized by imposing buildings with large columned porches.

**New Construction** The construction of a new element, building, structure or landscape component; new construction involves the introduction of designs not original to the building, structure or site.

**Noncontributing** Does not contribute to the architectural or historic significance of a historic district. (Some noncontributing resources are not yet fifty years of age, and therefore do not meet the age requirement for contributing resources. Other noncontributing resources may be historic but have lost their architectural integrity due to extensive changes or alterations.)

**Oriel window** A bay window which emerges above the ground floor level.

**Ornamentation** Any accessory or detail used to adorn, decorate, or embellish the appearance of an object.

**Overhang** The horizontal distance that the upper level/story or roof projects beyond the level immediately below.

**Paired brackets** Two brackets spaced close together to form a pair.

**Paired columns** Two columns supported by one pier, as on a porch.

**Palladian window** A window with three openings, the central one arched and wider than the flanking ones.

**Panelled door** A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

**Parapet** A low horizontal wall at the edge of a roof.

**Patio** An outdoor area, usually paved and shaded, adjoining or enclosed by walls of a house.

**Pattern** The rhythm of architectural elements in a space.

**Pediment** A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

**Pergola** An outdoor structure with an open wooden-framed roof, often latticed, supported by regularly spaced supports or columns.

**Pier** A vertical structural element, square or rectangular in cross-section.

**Pilaster** A square pillar attached, but projecting from a wall, resembling a classical column.

**Pitch** The degree of the slope of a roof.

**Pointing or "Tuck pointing"** The process of scraping out failing mortar between bricks back to the stable point and re-troweling new mortar that matches the makeup, color, and mixture of the original mortar.

**Porch** A roofed entrance.

**Porte-Cochere** A large covered entrance porch through which a vehicle can drive or park. An exterior structure usually used to shelter a driveway area in front or on the side of a building.

**Portico** A roofed space, open or partly enclosed, forming the entrance and centerpiece of the facade of a building, often with columns and a pediment.

**Portland cement** A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.)

**Preservation** The act of maintaining the form, details, character, and integrity of a building as it presently exists. Preservation stops deterioration and stabilizes the structure, but does not involve reconstruction to any significant degree.

**Pressed tin** Decorative and functional metalwork made of molded tin used to sheath roofs, bays, and cornices.

**Proportion** The relationship between buildings or elements of a building. For example, the combination of elements in one building is said to be proportionate if they are of like size or dimension to those of an adjacent or neighboring building.

**Pyramidal roof** A roof with four identical sides rising to a central peak.

**Queen Anne style** Popular late nineteenth century revival style of early eighteenth century English architecture, characterized by irregularity of plan and massing and a variety of texture.

**Quoins** A series of stone, bricks, or wood panels ornamenting the outside of a wall.

**Recess** Receding parts or space, such as a cavity in a wall for a door, an alcove, or niche.

**Reconstruction** The accurate recreation of a vanished or irreplacably damaged structure, or part thereof; the new construction recreates the building's exact form and detail as they appeared at some point in history.

**Rehabilitation** The act of returning a building to usable condition through repair, alteration, and/or preservation of its features.

**Relocation** The process of moving a building or structure to a new location.

**Remodel** To alter a building in a way that may or may not be sensitive to the preservation of its significant architectural forms and features.

**Renovation** The process of repairing and changing an existing building for modern use to make it functionally equivalent to a new building.

**Repair** Any minor change to a property that is not construction, removal, demolition or alteration and that does not change exterior architectural appearance.

**Restoration** The process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

**Retaining Wall** A brace of free-standing wall that bears against an earthen backing.

**Retro-fit** The process of installing new mechanical, fire protection, and electrical systems or equipment in an existing building.

**Return** The continuation of a molding from one surface onto an adjacent surface.

**Ridge** The top horizontal member of a roof where the sloping surfaces meet.

**Risk Assessment** An environmental survey of an existing building to determine the extent of hazardous materials that may be present, such as lead paint or asbestos.

**Rusticated** Roughening of stonework of concrete blocks to give greater articulation to each block.

**Sand-blasting** An abrasive method of cleaning brick, masonry, or wood by directing high-powered jets of sand against the surface.

**Sash** The moveable framework containing the glass in a window.

**Scale** The proportions of a building in relation to its surroundings.

**Segmental arch** An arch whose profile or radius is less than a semicircle.

**Semi-circular arch** An arch whose profile or radius is a half-circle the diameter of which equals the opening width.

**Sense of Place** The general feelings of locality.

**Setback** The distance a building is located from the street or sidewalk; the distance between a building and the property line.

**Setting** The immediate physical environment of a building, structure, site or district.

**Sheathing** An exterior covering of boards of other surface applied to the frame of the structure. (see Siding)

**Shed roof** A gently-pitched, almost flat roof with only one slope.

**Shutter** One of a pair of movable panels used at window openings to provide privacy and protection when closed over the window; also used as a decorative element.

**Sidelight** A vertical area of fixed glass on either side of a door or window.

**Siding** The exterior wall covering or sheathing of a structure.

**Significant** Possessing importance to a particular building, structure, site or district; essential to maintaining the full integrity of a particular building, structure, site or district.

**Sill** The bottom crosspiece of a window frame.

**Site** A place or plot of land where an event occurred or where some object was or is located.

**Soffit** The exposed underside surface of entablature, archways, balconies, beams, lintels, or columns.

**Spall** In stone, to flake or split away though frost action or pressure.

**Spindles** Slender, elaborately turned wood dowels or rods often used in screens and porch trim.

**Stabilization** The essential maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.

**Streetscape** The general appearance and configuration of the many buildings which define the street.

**Stretcher bond** A brickwork pattern where courses are laid flat with the long "stretcher" edge exposed.

**String Course** A projecting band of masonry running horizontally around the exterior of a building; also known as a "belt course."

**Structure** Anything constructed or erected which has, or the use of which requires, permanent or temporary location on or in the ground, or which is attached to something having a permanent location on the ground, including, but not limited to, the following: buildings, gazebos, signs, billboards, tennis courts, radio and television antennae and satellite dishes (including supporting towers), swimming pools, light fixtures, walls, fences and steps.

**Stucco** An exterior fine plaster finish consisting of a mixture of Portland cement, sand, lime, and water; usually textured.

**Style** A given type of architecture made of specific character-defining elements.

**Surround** An encircling border or decorative frame, usually at windows or doors.

**Swag** Carved ornament on the form of a cloth draped over supports, or in the form of a garland of fruits and flowers.

**Symmetry** The exact correspondence of forms of similar size and arrangement of parts, intermediate or opposite sides of a dividing line or plane.

**Transom** A horizontal opening (or bar) over a door or window. (see Overlight)

**Trim** The decorative framing of openings and other features on a facade.

**Turret** A small slender tower.

**Veranda** A covered porch or balcony on a building's exterior.

**Vergeboard** The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving.

**Vernacular** A regional form or adaptation of an architectural style and utilizing regional materials.

**Wall dormer** Dormer created by the upward extension of a wall and a breaking of the roofline.

**Water table** A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.

**Weatherboard** Wood siding consisting of overlapping boards usually thicker at one edge than the other.

**Weatherstrip** A piece of wood, metal, or other material installed around a door or window opening to prevent air infiltration and moisture penetration.

**Wrought Iron** Decorated iron that is hammered or forged into shape by hand, as opposed to cast iron, which is formed by a mold.

**Zoning** Areas divided into geographic zones with different mixtures of allowable use, size, siting and form of real estate property. Zoning is typically applied in conjunction with a zoning code or review of permit application for development and variance.

For additional terms, see [https://en.wikipedia.org/wiki/Glossary\\_of\\_architecture](https://en.wikipedia.org/wiki/Glossary_of_architecture).

## APPENDIX D

# Sources of Information

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**Brunswick Historic Preservation Board**  
Application for Certificate of Appropriateness

**NOTE: Incomplete applications may incur approval delays.** Applications involving demolition or relocation plans shall be accompanied by post-demolition or relocation plans for the site.

***Applicant Information:***

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

***Project Information:***

Property Address: \_\_\_\_\_  
Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Applications for Certificate of Appropriateness, along with **all required support materials**, must be submitted to the City Building Inspector's office, 4<sup>th</sup> floor, 777 Gloucester Street, or the HP Board Secretary, 1229 Newcastle Street fifteen (15) calendar days prior to the first Monday of each month. The Brunswick Historic Preservation Board meets to consider all applications submitted by the deadline on the first Monday of each month, 6:00 PM, 2nd floor, Old City Hall, 1229 Newcastle Street. A sub-committee of the BHPB meets on the Monday two weeks prior to the scheduled first Monday meeting to evaluate all applications. This meeting is held at Old City Hall, 1229 Newcastle Street at 6:00 PM. **All applicants are encouraged to attend both of these regularly scheduled meetings to respond to questions by the BHPB regarding the application. Not attending could result in a delay of certificate approval.**

**Please check the following:**    New Build:  Yes  No                      Applied for Building Permit:  Yes  No

Repair Only:  Yes  No                      Changes to exterior:  Yes  No                      Restoration:  Yes  No

Brief Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_ Signature of Contractor/Representative \_\_\_\_\_ Date \_\_\_\_\_

**Support Material:**                      **Received by/ date:** \_\_\_\_\_ **Workshop date:** \_\_\_\_\_

- \_\_\_\_\_ Site plan showing lot lines, street names, setbacks, building location, etc. Show all trees and state types of trees over 10" in diameter that are proposed for removal.
- \_\_\_\_\_ Prepared plans showing the scope of work and specifications of design and improvements. The information that is most crucial is anything that affects the exterior appearance.
- \_\_\_\_\_ Before photographs of the building or site and include photos of adjacent and /or nearby property to establish context.
- \_\_\_\_\_ Elevation drawings of the proposed work, including notes and details pertaining to specific materials.
- \_\_\_\_\_ Material samples if appropriate.

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Initials \_\_\_\_\_

*Approval is valid for a period of 18 months from authorization date, project construction must begin within 6 months of that date.*  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Authorization By: \_\_\_\_\_ Date: \_\_\_\_\_

**The signature below indicates the undersigned will comply with the conditions and/or changes to the application as noted and will abide by all City codes and ordinances. The Brunswick Historic Preservation Board and the City Building Official must be notified of any alterations or modifications after initial approval.**

Property owner(s) or representative's signature \_\_\_\_\_ Date \_\_\_\_\_

# APPENDIX F

## Tax Credits for Rehabilitation

### **Federal Rehabilitation Tax Credit**

Since 1976, more than 42,000 buildings have been rehabilitated across the country, generating over \$84 billion in private investment in historic buildings nation-wide. The Federal Tax Credit for Rehabilitation reduces the cost of restoration and rehabilitation to the owner of an income producing historic property as an income tax credit. The credit is 20% of what an owner spends rehabilitating the building, not including acquisition costs or costs of site work or new construction.

#### To qualify for the 20% Credit:

1. The building must be listed in the National Register of Historic Places, or listed as a contributing structure within a National Register Historic District. Not every building in a district is contributing. The applicant building must be designated by the National Park Service as a structure that retains historic integrity and contributes to the historic character of the district, thus qualifying as a "certified historic structure." Your Certification by the National Park Service may be initiated by completing and submitting Part 1 of the Historic Preservation Certification Application.
2. The rehabilitation project must meet the "substantial rehabilitation test," which means that the cost of rehabilitation must exceed the pre-rehabilitation cost of the building. Generally, this test must be met within two years or within five years for a project completed in multiple phases. The cost of a project must exceed the greater of \$5,000 or the building's adjusted basis. The following formula will help you determine if your project will be substantial:  
A — B — C + D = adjusted basis  
A = purchase price of the property (building and land)  
B = the cost of the land at the time of purchase  
C = depreciation taken for an income-producing property  
D = cost of any capital improvements made since purchase
3. After rehabilitation, the structure must be income producing for five years (e.g., commercial, rental, B&B). Owner-occupied residential properties do not qualify for the federal rehabilitation tax credit. The 20% credit is available only to properties rehabilitated for income-producing purposes, including commercial, industrial, agricultural, rental residential or apartment use. The credit cannot be used to rehabilitate your private residence. However, if a portion of a personal residence is used for business, such as an office or a rental apartment, in some instances the amount of rehabilitation costs spent on that portion of the residence may be eligible for the credit.
4. The rehabilitation must meet *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings.*

## **Georgia State Income Tax Credit Program for Rehabilitated Historic Property**

In May 2002, the Georgia State Income Tax Credit for Rehabilitated Historic Property was signed into law (Ref. O.C.G.A. Section 48-7-29.8). The credit is a dollar for dollar reduction of State of Georgia income taxes and is meant to serve as an incentive to those who own and want to improve their historic properties by completing a rehabilitation project. The tax credit program is administered by the Georgia Department of Natural Resources' Historic Preservation Division (DNR-HPD) and the Georgia Department of Revenue. Owners of historic residential and commercial properties who plan to start a substantial rehabilitation on or after January 1, 2004 are eligible to apply for the credit. As amended effective January 1, 2009, the program provides owners of historic residential (principal residence) properties who complete a DNR-approved rehabilitation the opportunity to take 25% of the rehabilitation expenditures as a state income tax credit, capped at \$100,000 (if the home is located in a target area, as defined in O.C.G.A Section 48-7-29.8, the credit may be equal to 30% of rehabilitation expenditures, also capped at \$100,000). For any other income producing, certified historic structure, the credit is 25% of rehabilitation expenditures, capped at \$300,000. As further amended effective January 1, 2016, two additional program categories became available providing income tax credits capped at \$5 million and \$10 million per project and with a \$25 million annual program cap (the \$10 million cap category has annual employment and/or wage requirements).

### **What properties are eligible?**

The property must be listed or eligible for listing in the Georgia Register of Historic Places, either individually or as a contributing building within a historic district. To find out if a property qualifies, please contact the Historic Preservation Division's National Register specialist at 770-389-7842.

### **Requirements to Participate**

- ◆ The cost of rehabilitation must meet the substantial rehabilitation test. The substantial rehabilitation test is met when the qualified rehabilitation expenses exceed the following amounts:
  - ◆ For a historic home used as a principal residence, the lesser of \$25,000 or 50% of the adjusted basis of the building.
  - ◆ For a historic home used as a principal residence in a target area, \$5,000.
  - ◆ For any other certified historic structure, the greater of \$5,000 or the adjusted basis of the building.

At least 5% of the qualified rehabilitation expenditures must be allocated to work completed to the exterior of the structure. Acquisition costs and costs associated with new construction are not qualified rehabilitation expenses. For more information about Qualified Expenditures see the National Park Service - Technical Preservation Services definitions (<https://www.nps.gov/tps/tax-incentives/before-apply/qualified-expenses.htm>)

- ◆ The property owner must obtain preliminary and final certification of the project from HPD.
- ◆ Rehabilitation must be in accordance with the Department of Natural Resources' Standards for Rehabilitation and must be completed within two years.

## **How is the Credit Awarded?**

Applicants applying for the tax credit under the historic home used as a principal residence (\$100K cap) category will use IT-RHC 2017, which is filed with their annual income tax return. For any other certified historic structure project, applicants will electronically submit form ITRHC-AP and an approved Part A – Preliminary Certification application (new form) through the Georgia Tax Center to receive an allocation. The \$5 million and \$10 million cap categories are allocated on a first come first serve basis. Applicants apply for the credit for the year the project will be completed, subject to pro rata when applicable, and with a rollover provision to the next year where credits are still available. Questions about the Georgia Tax Center, DOR forms, and allocation of tax credits should be directed to tax specialist at 404-417-2441.

## **Application Process**

The application is a two-part process: Part A and Part B, with supplemental information and amendments when necessary. The program is designed to review projects before work begins; therefore, the earlier application materials are submitted to HPD for review, the better.

### **Part A – Preliminary Certification**

Part A is submitted to HPD to determine if the property is listed or eligible for listing in the Georgia Register of Historic Places, and to determine if the proposed work meets the Standards for Rehabilitation. Ideally this is submitted to HPD before rehabilitation begins. Once all application materials are submitted and the review fee is paid, HPD generally takes 30 days to review and comment on the rehabilitation project. After HPD completes its review, the signed Part A form is mailed to the applicant. Certified historic structure (non-historic home) project applicants are then responsible for electronically submitting the approved Part A to the Georgia Tax Center to receive an allocation.

### **Part B – Final Certification**

Part B is submitted to HPD after the project is completed. Once all application materials are submitted and the review fee is paid, HPD generally takes 30 days to review and certify the rehabilitation project. HPD is the final certification authority concerning all state rehabilitation applications. After HPD completes its review and approves the rehabilitation, the certified Part B form is mailed to the applicant. The applicant is then responsible for submitting IT-RHC 2017 (historic home projects) form or Part B – Final Certification form electronically to the Georgia Tax Center (other certified structure projects) with their annual tax return.

## **Amendments**

Amendments are submitted to HPD when there is a change in the scope of work submitted in the Part A application. This allows a certain amount of flexibility as the project continues to be developed. Upon request, HPD will offer technical assistance to rehabilitation tax projects by meeting with individuals at HPD's office or on-site of the project to discuss specific rehab issues. HPD encourages early communication with our office.

## **Fees**

Fees are charged for reviewing the Part A and Part B applications. They are based on a percentage of the qualified rehabilitation expenditures and will be invoiced upon receipt of an application. A cashier's check, money order, or official bank check, made payable to the Georgia Department of Natural Resources, are the only acceptable forms of payment. Personal checks are not accepted. The fees are non-refundable.

**For more information, visit our website [georgiashpo.org](http://georgiashpo.org), Tax Incentives Program Manager, at 770-389-7849.**