

REHABILITATING HISTORIC PROPERTIES FOR FEDERAL INVESTMENT TAX CREDITS



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Historic Preservation Certification Application and Instructions
<https://www.nps.gov/tps/tax-incentives/application.htm> (Available in PDF)

All links provided in this manual can be found online at
<http://www.okhistory.org/shpo/taxcredits.htm>

INTRODUCTION

To qualify for the Federal rehabilitation tax incentives, requirements of both the Internal Revenue Service and the U.S. Department of the Interior must be met. To qualify for the Oklahoma State tax incentives, projects must qualify for the Federal tax credits. The State Historic Preservation Office (SHPO) participates in the determination that a building is a "certified historic structure" and the review of rehabilitation work and is the initial point of contact for applicants. The U.S. Department of the Interior, National Park Service (NPS), is the agency responsible for certifying historic structures and rehabilitation work. The Oklahoma Tax Commission (OTC) addresses taxpayer questions regarding the State tax return, State statutes, and OTC rules for using the State tax credits.

Carefully review the following guidance for completing the Historic Preservation Certification Application (HPCA), Parts 1, 2, and 3. The three-part certification process begins with the SHPO's review of the taxpayer's HPCA, and the SHPO transmits the HPCA with its comments to NPS for formal action (36 CFR Part 67). The federal regulations specify the timeframes for SHPO and NPS reviews, and it is important to remember that rehabilitation work initiated before you receive written NPS certification may jeopardize your eligibility for the tax credit.

For questions about what properties qualify as historic structures, about project work that meets the Secretary of the Interior's Standards for Rehabilitation (certified rehabilitation), and about the HPCA review process, contact the SHPO. For questions concerning tax consequences of a project, consult your tax advisor, the Internal Revenue Service, or the Oklahoma Tax Commission.

National Park Service publications provide additional guidance. For example:

- "Preservation Tax Incentives for Historic Buildings"
- "Catalog of Historic Preservation Publications"
- "Preservation Briefs 1-50"

These publications are available from the U.S. Department of the Interior, National Park Service, Cultural Resources, Washington, D.C. Individual copies of "Preservation Briefs" are available from the SHPO, and a list of them is provided at the end of this manual.

Many publications are available at the National Park Service, Cultural Resources web site at <https://www.nps.gov/tps/education/print-pubs.htm>

<https://www.nps.gov/tps/tax-incentives/before-you-apply.htm> (Tax Credit General Info)

HISTORIC PRESERVATION CERTIFICATION APPLICATION

INSTRUCTIONS

<http://www.nps.gov/tps/tax-incentives/taxdocs/hpca-instructions.pdf>

PART 1 – Evaluation of Significance

<http://www.nps.gov/tps/tax-incentives/taxdocs/hpca-part1.pdf>

PART 2 – Description of Rehabilitation

<http://www.nps.gov/tps/tax-incentives/taxdocs/hpca-part2.pdf>

PART 3 – Request for Certification of Completed Work

<http://www.nps.gov/tps/tax-incentives/taxdocs/hpca-part3.pdf>

Amendment/Advisory Determination

<http://www.nps.gov/tps/tax-incentives/taxdocs/hpca-amendment.pdf>

PHOTOGRAPHS

Applications must include photographs documenting the appearance and condition of the building's exterior, interior, site and environment prior to the start of rehabilitation (Parts 1 and 2) and after rehabilitation is complete (Part 3). Where such documentation is not provided, review and evaluation cannot be completed, resulting in denial of the requested certification.

Number of photographs

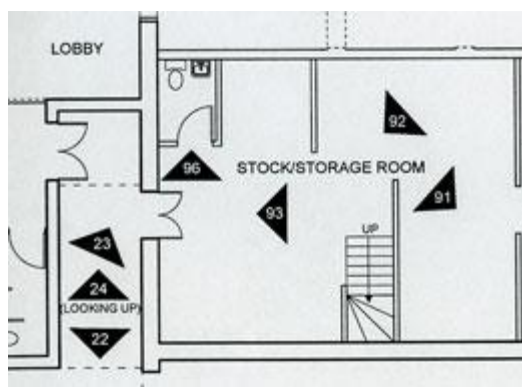
Applicants must use their judgment as to how many photographs adequately "tell the story" of their building. Large or complex projects often require more photographs to illustrate the various elements and areas of the building and site.

Labeling photographs

Photographs must be labeled with the following information:

- Building name and/or address;
- View shown (e.g., north side);
- Description of the view (e.g., plaster damage in dining room, north wall);
- Date taken.
- Photograph number to correspond with locations shown on the Photo Key Plans.

Photographs must be numbered and keyed to both the description of proposed work in the application and to photo key plans for the building and site.



Clarity of photographs

Photographs must be clear and must have sufficient resolution to show the details required for review of rehabilitation work. Photographs must be:

- In color;
- Taken at a high resolution;
- Taken with ample lighting to convey construction detail;
- Printed on photographic, not photocopy, paper. Professional printing is recommended for best results; and
- Printed at least 4" x 6" in size.

Format of photographs

Photographs must be printed. Photocopied photographs (black and white or color), instant photographs, and photographs smaller than 4" x 6" are not accepted. Applicants may submit disks of digital photographs, *only if* printed photographs meeting all of the above criteria are also included in the application materials submitted for review.

Applications with photographs that are not adequate for review will be placed on hold, and applicants will need to submit better quality photographs before NPS can complete review of the application.

Drawings

Drawings or sketches are required for proposed work to show planned alterations or new construction. They must be sufficiently detailed to show existing wall configurations and anticipated changes. Documentation should include floor plans and, where necessary, sections and elevations. All drawings and sketches submitted with the application should be numbered and should be keyed to the application narrative. Normally one set of drawings will convey existing conditions information, identify any proposed demolition, and key the application photographs to the camera station points. The second set of drawings will convey the location and size of the new work proposed.

Do not include unnecessary drawings. Typically, mechanical, plumbing and electrical plans generally do not contain information that is pertinent to this review. However, the placement and size of these features often impacts the character of historic buildings. A detailed description of the location, size, and finish of these features should be included in the narrative. SHPO staff can assist with the determination as to what drawings would be helpful in a particular project.

Maps and Site Plans

A map of the historic district, clearly identifying the lot on which the building is located, is required in Part 1 of the application. If certification is being sought for one or more of a group of buildings that are listed together in the National Register or seeking a preliminary determination of eligibility, a site plan for the group is necessary.

Information from <http://www.nps.gov/tps/tax-incentives/app-process/documentation.htm>
June 2014

CHECKLIST FOR COMPLETING THE “HISTORIC PRESERVATION CERTIFICATION APPLICATION”

The "Historic Preservation Certification Application" is composed of three parts. The following checklists are intended to assist the applicant with the submission requirements for each part of the Historic Preservation Certification Application.

GENERAL ITEMS

NOTE: Incomplete forms and inadequate documentation will cause delay in the review of an application. If additional information is requested, it should be provided as quickly as possible to minimize delays. Certification can be denied on the basis of inadequate project documentation.

❑ **Part 1 must be completed for...**

Structures that are located within a historic district and for individual structures **not** already listed in the National Register of Historic Places. A draft National Register of Historic Places (NRHP) nomination is **required** with the Part I submittal for those structures which are not listed. See <http://www.okhistory.org/shpo/nominationrequirements.htm> online for guidelines pertaining to the NRHP nomination requirements. NOTE: The draft NRHP nomination has separate requirements for maps and photographs.

❑ **Part 1 is not required for...**

Projects involving structures individually listed in the National Register of Historic Places **unless** major alterations have occurred since the structure was listed in the Register.

❑ **Part 2 must be completed for every project.**

❑ Part 1 (if required) and Part 2 can be submitted together.

❑ **Part 3 must be completed after** the rehabilitation work is finished to obtain final NPS certification.

❑ **Read the instructions** carefully before completing any part of the "Historic Preservation Certification Application."

❑ **Incomplete applications** will delay review of your project.

❑ **Use the Checklists** for each part of the application to assure that the application is complete and your project is well documented.

❑ **Authorized Application Signatures:** It is the responsibility of the applicant to ensure that the person who signs the Historic Preservation Certification Application, Part 1, Part 2, Part 3, and Amendment/Advisory Determination is authorized to do so. If it is determined that the person who signed the application was not authorized, delays in the review and certification of project work may result. For HPCA applications involving properties owned by religious

institutions, please be advised that for some religious institutions only certain individuals are authorized to sign on behalf of the owner – e.g., an Archbishop for property owned by the Roman Catholic Archdiocese and not another church official without evidence of their expressed authorization. As properties must income-producing to use the tax credits, the most typical instance for involvement of a religious institution is when an HPCA application is submitted by a lessor or intended purchaser of a property owned by a religious institution. NPS regulations require a written statement from the fee-simple property owner(s) indicating that they are aware of the tax incentive application by the applicant and has no objection.

- **For additional information contact:** State Historic Preservation Office, Oklahoma Historical Society at 800 Nazih Zuhdi Drive, Oklahoma City, OK 73105; **(405) 521-6249**

(End of General Items Checklist)

CHECKLIST FOR COMPLETING THE “HISTORIC PRESERVATION CERTIFICATION APPLICATION”

Part 1 – Evaluation of Significance

- ❑ One completed and signed **original** "Historic Preservation Certification Application, Part 1 - Evaluation of Significance" with all line items completed.
- ❑ One **photocopy** of the completed and signed original "Historic Preservation Certification Application, Part 1 - Evaluation of Significance" with all line items completed.
- ❑ Draft NRHP nomination, if applicable. See General Items checklist (page 5) for details.
- ❑ **Good quality photographs**, 35 mm, no smaller than 4 X 6, including...
NOTE: Separate sets of photographs must be provided with each part of the Historic Preservation Certification Application as submitted. Photographs will become a permanent part of the project record. Two (2) copies of each set of photographs must be provided. One set will be retained at the National Park Service offices in Washington DC and the other will be retained at the SHPO.
 - ❑ One view of each elevation of the building
 - ❑ Views that show the building in relation to others on the street (streetscape)
 - ❑ Exterior views of each elevation and important elements, features, and details. Outbuildings and functionally related buildings should also be photographed, labeled, and submitted.
 - ❑ Interior views of all spaces and important elements, features, and details. This includes outbuildings or functionally related buildings.
 - ❑ Outdoor siting, if applicable. Some properties have large expanses of land associated with its historic function. These must be photographed and keyed to the site plan.
 - ❑ Copies of historic photographs, if available, which are useful in demonstrating the retention of historic materials and character
 - ❑ Photocopies of photographs that have **not** been submitted
 - ❑ Photographs are labeled with the following information:
 - ❑ Building name
 - ❑ Building address
 - ❑ The date the photograph was taken
 - ❑ A description of what is shown in the photograph
 - ❑ Each photograph is numbered in sequence
- ❑ **A photograph key** indicating where each photograph was taken on the site plan (exterior and property) and floor plan(s) (Interior views for each floor).
- ❑ **A map** showing the location of the building in the city within which it is located. For a building that is located in a National Register Historic District the map shows the entire district and the location of the building in the district. ***If you do not have easy access to National Register Historic District maps, please contact the SHPO. We can provide a copy of the map of National Register listed districts.***
- ❑ **A site plan** indicating illustrating the historic property boundaries (including functionally related buildings), the current ownership boundaries, and the proposed project boundaries.

This can be illustrated on the same site plan used for the photograph key. If the historic, current ownership, and proposed project boundaries are the same, then they still need to be indicated on the site plan.

- **Additional information** may be required in cases where a building is considered an exception to National Register criteria, including moved buildings, buildings less than fifty years old, and other special circumstances. Additional information may also be required if the Part 1 requests "decertification" of a "certified historic structure". **Contact the SHPO for further instructions.**

(End of Part 1 Checklist)

CHECKLIST FOR COMPLETING THE “HISTORIC PRESERVATION CERTIFICATION APPLICATION”

Part 2 – Description of Rehabilitation

- ❑ One completed and signed **original** "Historic Preservation Certification Application, Part 2 - Description of Rehabilitation" with all line items completed. Any information omitted from the information requested may cause the application to be considered incomplete and returned to the owner for completion. ***If there is more than one owner, a complete list of owners must be provided using a “Continuation/Amendment Sheet”. The listing must include the name, address, daytime telephone number, and Social Security Number or Taxpayer Identification Number for each owner.***
- ❑ One **photocopy** of the completed and signed original "Historic Preservation Certification Application, Part 2 - Description of Rehabilitation" with all line items completed.
- ❑ **Checklist for Section 5**, “Detailed Description of Rehabilitation/Preservation Work”:
 - ❑ Clear and complete description of the proposed rehabilitation work
 - ❑ Phasing is described
 - ❑ Site work is described
 - ❑ Exterior work is described
 - ❑ Interior work is described
- ❑ **Good quality photographs**, 35 mm, no smaller than 4 X 6, including...
NOTE: Separate sets of photographs must be provided with each part of the Historic Preservation Certification Application as submitted. Photographs will become a permanent part of the project record. Two (2) copies of each set of photographs must be provided. One set will be retained at the National Park Service offices in Washington DC and the other will be retained at the SHPO. Reference the Historic Preservation Certification Application Instructions, page 5.
 - ❑ One view of each elevation of the building
 - ❑ Views that show the building in relation to others on the street (streetscape)
 - ❑ Exterior views of important elements, features, and details
 - ❑ Interior views of important elements, features, and details
 - ❑ Copies of historic photographs, if available, which are useful in demonstrating the retention of historic materials and character
 - ❑ Photocopies of photographs that have **not** been submitted
 - ❑ Photographs are labeled with the following information:
 - ❑ Building name
 - ❑ Building address
 - ❑ The date the photograph was taken
 - ❑ A description of what is shown in the photograph
 - ❑ Each photograph is numbered in sequence

(Part 2 Checklist is continued on other side)

CHECKLIST FOR COMPLETING THE “HISTORIC PRESERVATION CERTIFICATION APPLICATION”

Part 2 – Description of Rehabilitation (Continued)

- **A photograph key** which indicates where each photograph was taken on a floor plan or plot plan
- **Drawings:** Two sets of drawings complete enough to show...
 - Existing conditions of the building
 - Wall placement: existing and proposed
 - Window and door openings: existing and proposed
 - Major interior features, such as staircases, lobbies, elevators, and corridors: existing and proposed
 - Designs for proposed door, window, and/or storefront replacements must be illustrated in accordance with “*Specification Requirements*” provided in this manual
- **Special Rehabilitation Concerns:** If proposed work involves any items listed under "Special Rehabilitation Concerns" (Page 6 of the *Instructions for the "Historic Preservation Certification Application"*), provide the additional documentation required per the instructions.
- If a **discrepancy** exists between the project description presented in Item #6 of the application and drawings, specifications, or other materials, the project review at the SHPO and the NPS will be based on the description in Item #6 of the "Historic Preservation Certification Application, Part 2." The applicant will be responsible for making any necessary revisions.

(End of Part 2 Checklist)

CHECKLIST FOR COMPLETING THE “HISTORIC PRESERVATION CERTIFICATION APPLICATION”

Part 3 – Request for Certification of Completed Work

- ❑ One completed and signed **original** of the "Historic Preservation Certification Application, Part 3 - Request for Certification of Completed Work" with all line items completed.
- ❑ One **photocopy** of the completed and signed original "Historic Preservation Certification Application, Part 3 – Request for Certification of Completed Work” with all line items completed
- ❑ **Ownership Information:** If there are multiple property owners, provide the information required for each owner on the reverse side of the "Part 3" application form.
- ❑ **Good quality photographs**, 35 mm, no smaller than 3 X 5, including...
NOTE: Separate sets of photographs must be provided with each part of the Historic Preservation Certification Application as submitted. Photographs will become a permanent part of the project record. Two (2) copies of each set of photographs must be provided. One set will be retained at the National Park Service offices in Washington DC and the other will be retained at the SHPO. Reference the Historic Preservation Certification Application Instructions, page 5.
- ❑ Photographs must clearly show the completed rehabilitation work consistent with the project description outlined in the Part 2 of the application. Photographs should be taken from the same place and angle as the photographs submitted with the Part 2 application that illustrated the condition of the building before work began.
 - ❑ One view of each elevation of the building
 - ❑ Views that show the building in relation to others on the street (streetscape)
 - ❑ Exterior views of important elements, features, and details
 - ❑ Interior views of important elements, features, and details
 - ❑ Photocopies of photographs have **not** been submitted
 - ❑ Photographs are labeled with the following information:
 - ❑ Building name
 - ❑ Building address
 - ❑ The date the photograph was taken
 - ❑ A description of what is shown in the photograph
 - ❑ Each photograph is numbered in sequence

(End of Part 3 Checklist)

CHECKLIST FOR COMPLETING THE “HISTORIC PRESERVATION CERTIFICATION APPLICATION”

Amendment/Advisory Determination

- ❑ One completed and signed **original** of the "Historic Preservation Certification Application, Amendment/Advisory Determination" with all line items completed.
- ❑ One **photocopy** of the completed and signed original "Historic Preservation Certification Application, Amendment/Advisory Determination" with all line items completed
- ❑ **Good quality photographs**, 35 mm, no smaller than 4 X 6, including...
NOTE: Separate sets of photographs must be provided with each part of the Historic Preservation Certification Application as submitted. Photographs will become a permanent part of the project record. Two (2) copies of each set of photographs must be provided. One set will be retained at the National Park Service offices in Washington DC and the other will be retained at the SHPO. Reference the Historic Preservation Certification Application Instructions, page 5.
- ❑ Photographs must clearly show the completed rehabilitation work consistent with the project description outlined in the Part 2 of the application. Photographs should be taken from the same place and angle as the photographs submitted with the Part 2 application that illustrated the condition of the building before work began.
 - ❑ One view of each elevation of the building
 - ❑ Views that show the building in relation to others on the street (streetscape)
 - ❑ Exterior views of important elements, features, and details
 - ❑ Interior views of important elements, features, and details
 - ❑ Photocopies of photographs that have **not** been submitted
 - ❑ Photographs are labeled with the following information:
 - ❑ Building name
 - ❑ Building address
 - ❑ The date the photograph was taken
 - ❑ A description of what is shown in the photograph
 - ❑ Each photograph is numbered in sequence

(End of Amendment/Advisory Determination Checklist)

SECRETARY'S STANDARDS FOR REHABILITATION

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Excerpted from <http://www.nps.gov/tps/standards/rehabilitation.htm>

SPECIFICATION REQUIREMENTS FOR PROPOSED DOOR REPLACEMENT IN HISTORIC BUILDINGS

*State Historic Preservation Office
Oklahoma Historical Society
800 Nazih Zuhdi Drive
Oklahoma City, Oklahoma 73105*

Doorways are often major character defining features of historic buildings. Historic Doorways are more than just the doors themselves. Historic doorways are comprised of significant elements which include the number and placement of doors, the architectural detailing and finish of the doors, the design of the sidelights and transoms, and the surrounding moldings and trim. Because of the importance of historic doorways, rehabilitation projects must address surviving historic doorways with sensitivity.

Criteria to follow when determining appropriate treatments for historic doorways are:

1. If the historic doorway exists, in total or in part, it should be retained, damaged parts repaired, and missing parts replaced.
2. If inspection reveals that it is not feasible to retain the historic doorway due to deterioration, replacement elements must replicate the historic features and detailing.
3. If the historic door(s) or surrounding features are missing, in total or in part, new elements must be based on historic documentation, such as historic photographs of the building itself, or must be compatible with the building. To choose a compatible doorway, the design must be based on doorways used for buildings of the same style, character, and age.

For multiple rehabilitation projects within historic districts, two mistakes are common: 1) choosing a new doorway style which never existed in the district, thereby introducing a new element and altering the district's cohesiveness and 2) choosing a single doorway style which is typical to the district, and applying the doorway throughout the district, thereby diminishing the district's diversity.

When replacement of historic doorways is warranted because of deterioration or missing features, the following minimum documentation must be provided in order to review proposed doorway treatments for conformance with the secretary of the Interior's "Standards for Rehabilitation."

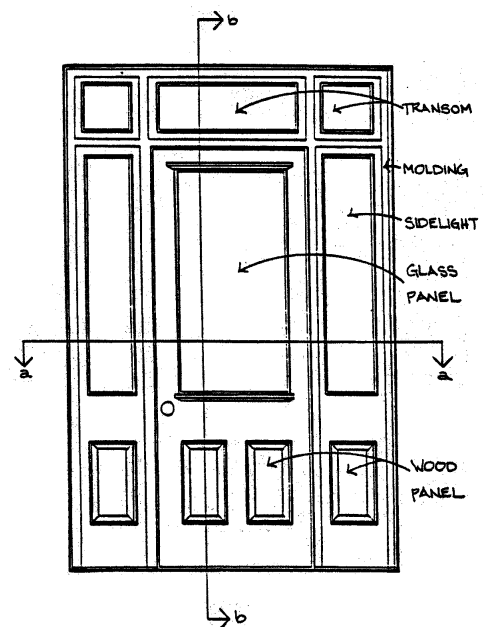


Figure 1
(Continued on other side)

1. Exterior photographs of existing doorways that clearly show doors, sidelights, transoms, and surrounding moldings and trim. If existing doorways are boarded over, it will be necessary to remove the boards in order to take the photographs.
2. Same scale full horizontal (a) and vertical (b) sections of existing doorways (Figure 1).
3. Full horizontal and vertical sections of proposed replacement doorways. Drawings should be at the same scale as existing doorway sections. If historic doorway features do not exist, horizontal and vertical sections of proposed replacements are required.

Doorway sections must show the profiles of all door elements, such as recessed or raised panels, decorative trim, and glass panels. The sections should also show treatments to transoms and sidelights. The placement of the door within the opening and its relationship to the wall plane must be illustrated in the sections. The figures below are examples of vertical door sections of an existing door (Figure 2) and a replacement door (Figure 3). Horizontal sections should be drawn similarly to these vertical sections. Since the sections are the same scale, the two doors can be compared. The replacement door, in this case, closely resembles the design of the existing door and therefore meets the Secretary's

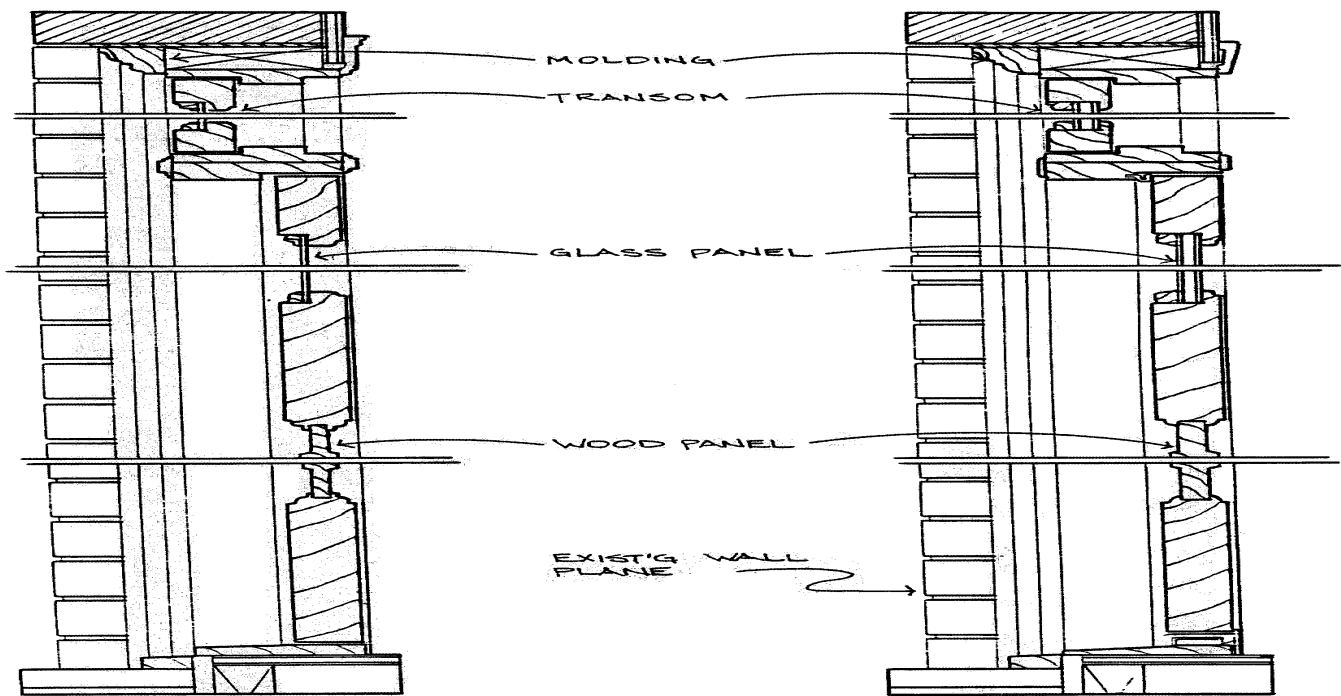


Figure 2

"Standards for Rehabilitation."

Figure 3

SPECIFICATION REQUIREMENTS FOR PROPOSED STORM WINDOWS IN HISTORIC BUILDINGS

State Historic Preservation Office
Oklahoma Historical Society
800 Nazih Zuhdi Drive
Oklahoma City, Oklahoma 73105-7917

Energy conserving features are often proposed as part of a rehabilitation project. Such decisions are encouraged, provided the proposed treatments meet the ***Secretary of the Interior's "Standards for Rehabilitation."***

The installation of storm windows is often proposed as an energy conservation feature. This treatment can be beneficial when it saves energy ***and*** when it results in retaining the historic windows. The preservation of original windows is preferred over replacing them with new double-glazed units. Appropriate storm windows must be visually compatible with the historic windows over which they will be installed. The following criteria should be taken into consideration when choosing storm windows:

1. ***Interior versus Exterior:*** Interior storm windows are often preferable because they may be the least visually obtrusive. Also, maintenance is easier and installation is less expensive from the interior.
2. ***Material:*** Ideally, the material used for storm windows should match the material of the windows over which they will be installed.
3. ***Finish:*** The color of the proposed storm windows should match the color of the existing windows, unless documentation shows an alternate color scheme is historically appropriate. Shiny or

metallic finishes are usually not appropriate.

4. ***Glass:*** Storm window glass should be clear.
5. ***Design:*** Storm windows should match the size and overall design of the historic windows. This can be accomplished by lining up major divisions of the storm windows with major divisions of the historic windows. If historic storm windows exist, they should be retained, or used as a basis for the design of replacement storm windows.
6. ***Placement:*** Storm windows cannot cover significant historic trim or moldings, and should be as flush as possible within the opening. Storm windows that radically step outward from the existing plane of the moldings are not appropriate.

In order to review proposed storm windows for conformance with the ***Secretary of the Interior's "Standards for Rehabilitation,"*** the following documentation should be prepared and submitted for review:

1. Specifications for the material, finish, color, and type of glass for the proposed storm windows.
2. Complete sections of:
 - a. The proposed storm windows including how the windows will be placed within the wall opening,
 - b. Existing or historic windows,

c. Moldings and trim.

Figure 1, below, represents an example of a window section showing both an exterior window and a storm window. Note that the relationship of the storm window to the existing wall plane is illustrated. The major

subdivisions of the storm window, such as the meeting rail, line up with the major subdivisions of the existing window. This storm window appears to meet the Secretary of the Interior's "Standards for Rehabilitation."

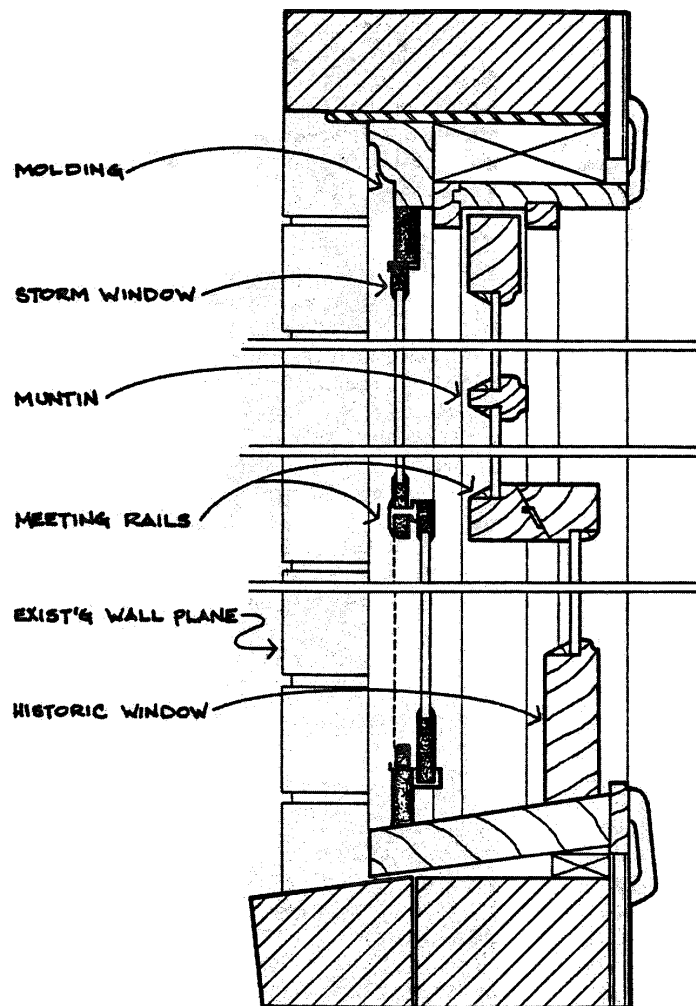


Figure 1

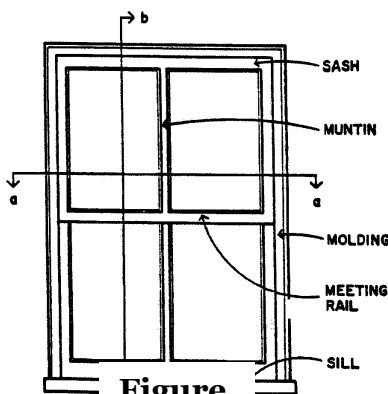
SPECIFICATION REQUIREMENTS FOR PROPOSED WINDOW REPLACEMENT IN HISTORIC BUILDINGS

*State Historic Preservation Office
Oklahoma Historical Society
800 Nazih Zuhdi Drive
Oklahoma City, Oklahoma 73105*

Property owners and developers undertaking historic rehabilitation projects are encouraged to repair and retain existing historic windows. In some cases, replacement windows may be justified. In order to review replacement windows for conformance with the Secretary of the Interior's Standards for Rehabilitation the following minimum documentation should be provided:

1. Clear photographs of existing windows. When windows are boarded over, remove boards from typical windows in order to take photographs. If the rehabilitation work is complete, take additional photographs of the replacement windows.
2. Drawings illustrating the horizontal and vertical sections of existing windows. These drawings should include the head, jamb, sill, and muntin section details.
3. Drawings illustrating the horizontal and vertical sections of proposed replacement windows. These drawings should include the proposed head, jamb, sill, and muntin section details.
4. When historic windows do not exist, sections of proposed replacement windows should still be provided. For information about appropriate window design in this case, contact the State Historic Preservation Office.

Replacement windows should accurately replicate the appearance of existing historic windows. All too frequently, the profiles of muntins, sash, frames, and moldings in replacement windows are different than those of historic windows. For example, the muntins in a new double-glazed window may be much wider and flatter than the existing window muntins. Even though the new window may duplicate the number of existing window panes, the character of the historic window is lost due to the change in design and relief. This can alter the overall character of the building.



Another problem with many replacement windows is the use of panning, a metal molding which is installed over the molding that surrounds a window, or which replaces the existing molding altogether. When panning does not match the existing molding, the design of the historic window is further altered. Additionally, replacement windows of materials different from the materials of the historic windows may also vary the dimensional interpretation of the windows in the historic context of the rest of the building, thus compromising the historic character of the entire building.

Because of the potential problems in choosing an appropriate replacement window, window sections should be drawn. Cut

both horizontal and vertical sections (“a” and “b” in Figure 1). The sections must be carefully detailed so that all parts of the window are shown and materials are specified

Window sections must show the profiles of muntins, meeting rails, sash, frames, and moldings. Treatments such as replacement moldings or panning, as well as the window’s relationship to the existing wall plane, must also be detailed. Below are examples of vertical window sections of a historic wood window with single glazing (Fig. 2) and a wood replacement window with insulated glazing (Fig. 3). Horizontal sections should be drawn similar to the vertical sections. Because the sections are at the same scale, the two windows can be compared. The replacement window and the detail of how the window fits into the exterior wall in this case closely resembles the existing window’s design and therefore meets the Secretary of the Interior’s Standards for Rehabilitation.

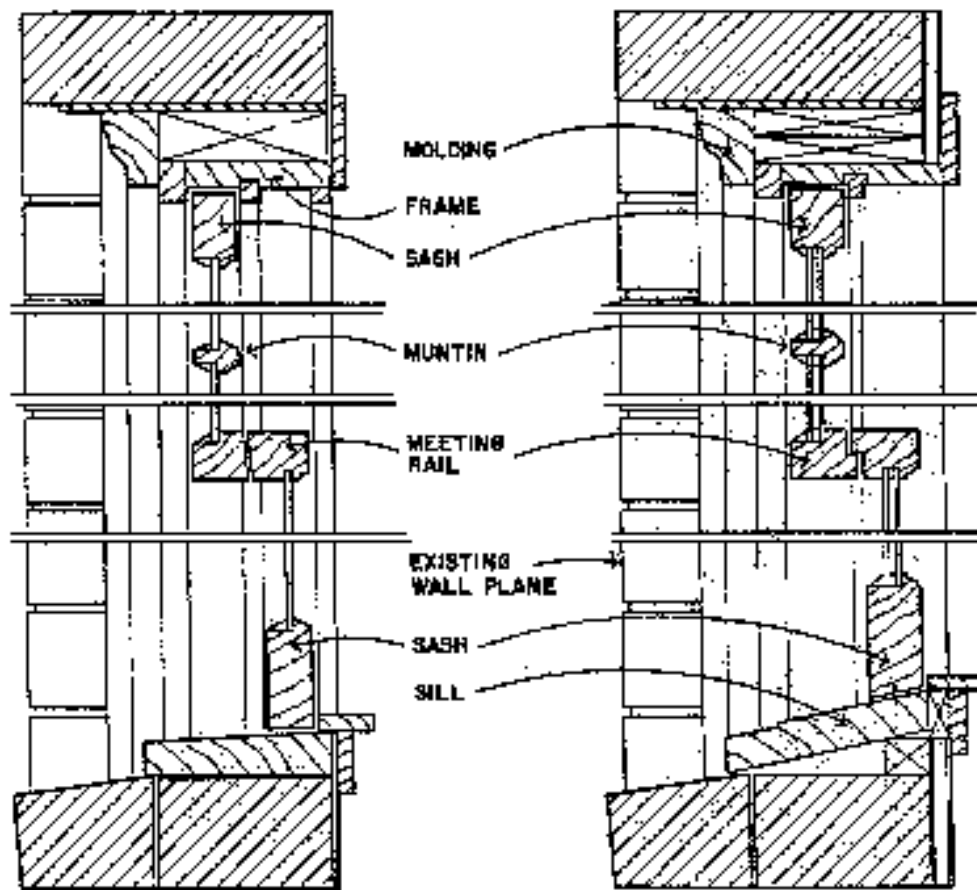


Figure 2

Figure 3

ADDITIONAL RESOURCES

Historic Preservation Tax Incentives (the brochure):

<http://www.nps.gov/tps/tax-incentives/taxdocs/about-tax-incentives-2012.pdf>

Before you begin the Application:

<http://www.nps.gov/tps/tax-incentives/before-you-apply.htm>

Historic Preservation Certification Application:

<http://www.nps.gov/tps/tax-incentives/application.htm>

The Standards for Rehabilitation:

<http://www.nps.gov/tps/standards/rehabilitation.htm>

Illustrated Guidelines for Rehabilitating Historic Buildings:

<http://www.nps.gov/tps/standards/rehabilitation/rehab/index.htm>

<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

NPS Preservation Briefs Online:

<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

<http://www.okhistory.org/shpo/presbriefs.htm>