



Proposed Design Guidelines for Historic Districts of Covington, Georgia

Prepared for the City of Covington by the
Spring 2015 Preservation Planning class at
Georgia State University

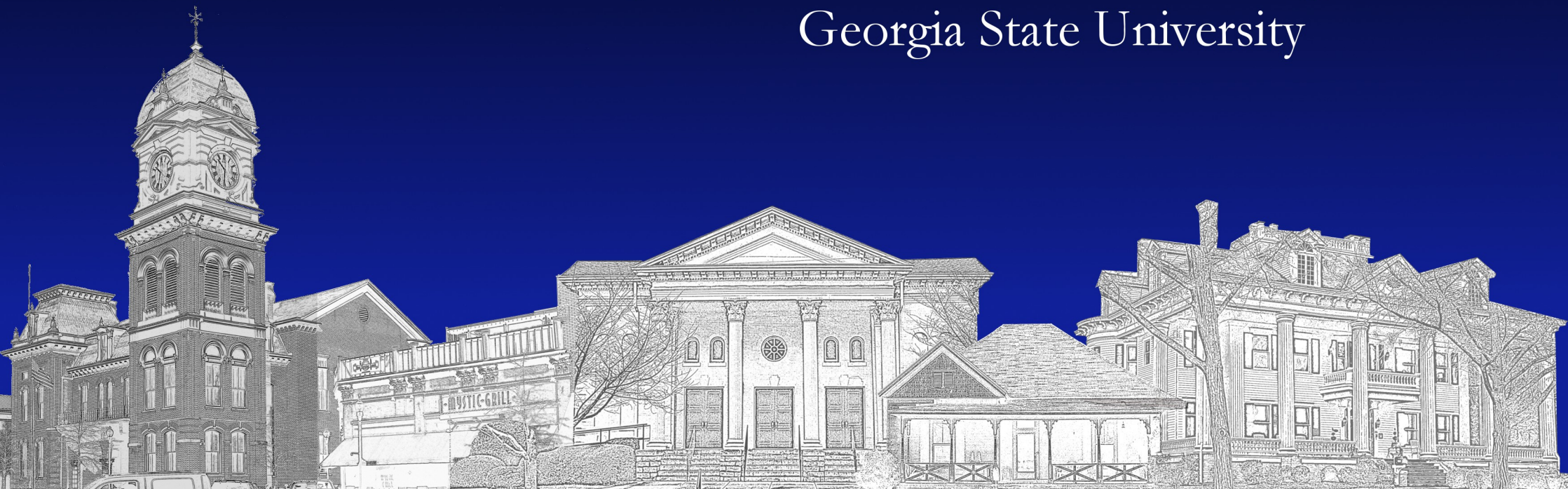


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Acknowledgements

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Preservation Planning Class, Spring 2015

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Newton County Courthouse.
Covington Historic District

Introduction

Welcome to Covington, Georgia! Incorporated in 1821, the city was named after Leonard Covington, who was a hero of the War of 1812. Covington initially served as a center for education and transportation, with the establishment of nearby Oxford College and the railroad in the mid-nineteenth century. Covington experienced further growth in the late nineteenth and early twentieth centuries, with the founding of the Porterdale and Covington Mills. While the mills have since closed, Covington retains much of its nineteenth and twentieth century commercial and residential architecture. Today, the entertainment industry and tourism are driving forces in the city's economy, attracting tourists from all over the world and serving as an increasingly popular setting for film production.

Thanks to its historic small town feel, Covington continues to attract new residents. Therefore, it is critical that the city preserve its historic built environment and unique character. With that goal in mind, Covington has designated two local historic districts (See local historic district map on page 18): the Covington Historic District and the North Covington Historic District.

These design guidelines are intended to assist the Historic Preservation Commission and property owners during the review process of properties within these local districts. The guidelines ensure that any alterations and new development will be compatible with, and complementary to, the integrity of Covington's historic commercial and residential neighborhoods. Covington's Historic Preservation Commission adheres to the Secretary of the Interior's *Standards for Rehabilitation* when reviewing proposals for alterations, additions, and new construction.

These guidelines are also intended to inform property owners regarding proper maintenance, rehabilitation, and construction within the local historic districts. With proper care and oversight, Covington's historic character will be protected well into the future.

If a property is determined to be within one of the local historic districts, these guidelines will (1) help to determine the style, age, and features that define the building's historic character, (2) direct the property owner through the process to obtain a Certificate of Appropriateness, and (3) help ensure that any exterior alterations are accomplished in the most appropriate manner for preserving the character of the historic building and neighborhood.

The Secretary of the Interior's *Standards For Rehabilitation*

The Secretary of the Interior's *Standards for Rehabilitation* were published in the Code of Federal Regulations in October 1977. They serve as professional standards for evaluating appropriate and inappropriate rehabilitation practices on historic buildings, and provide a model upon which state and local governments may base their own standards. They are documented in the Code of Federal Regulations and are used by the National Park Service in evaluating the rehabilitation of historic properties eligible for the Rehabilitation Investment Tax Credit (RITC). The *Standards* also serve as the foundation for decisions made by Covington's Historic Preservation Commission. Please see the appendix for the *Standards for Rehabilitation*.

How to Use This Document

These guidelines are organized as a series of chapters that are divided by residential, commercial, and mixed-use development. Property owners are encouraged to research the section that is applicable to their specific project.

These Guidelines Apply to:

- Properties locally designated within the Covington or North Covington Historic Districts
- Alterations, additions, and new construction that require the granting of a Certificate of Appropriateness (COA)



**Commercial building off of the Square.
Covington Historic District**



**Private residence along Floyd Street.
Covington Historic District**

What these guidelines are intended to do:

- Assist the Covington Historic Preservation Commission in reviewing additions, alterations, and new construction proposals within the Covington and North Covington local historic districts
- Guide property owners and developers in maintaining and rehabilitating historic structures in a way that does not compromise the buildings' historic integrity
- Provide architects, developers, and contractors with information to assist with the design of new construction and additions that will complement the historic districts' existing built environment
- Provide Covington with continuity, stability, and predictability as to how the local historic districts will grow and change.
- Promote a sense of unity and pride in Covington's neighborhood and commercial districts

What these guidelines are NOT intended to do:

- Affect the actual use of the property
- Regulate a property's paint color
- Regulate a property's interior
- Apply to property outside the Covington or North Covington locally-designated districts.



**First United Methodist Church.
Covington Historic District**

Legal Basis for Preservation

National Historic Preservation Act of 1966

The National Historic Preservation Act of 1966 (NHPA) established the federal government's role in the preservation of America's historic resources. The Act created the National Register of Historic Places, which recognizes structures and sites as historically and culturally significant, and serves as the initial requirement for property owners applying for Federal Rehabilitation Tax Credits. The Act also gives states the authority to establish State Historic Preservation Offices (SHPOs), and encouraged preservation initiatives within state and local governments.

Georgia Historic Preservation Act of 1980

The Georgia Historic Preservation Act is the statewide legal authority enabling preservation in Georgia's municipalities. The Act gives local governments the authority to pass a Historic Preservation ordinance and establish a Historic Preservation Commission that can:

- Review and designate a historic property or district within its locality
- Survey areas of historic significance
- Notify property owners of the historic properties survey
- Hold public hearings relating to the proposed designation of local historic districts
- Accept and review Applications for Certificates of Appropriateness (COAs) with the authority to approve, reject, or approve with conditions
- Conduct an educational program on historic properties located within its historic preservation jurisdiction
- Seek federal and state funds for preservation initiatives
- Submit a list of historic properties and districts to the Historic Preservation Division (HPD) of the Georgia Department of Natural Resources for their proposed inclusion on the National Register

Certified Local Government Status

In 1980, amendments to the National Historic Preservation Act established the Certified Local Government (CLG) program, which allows a local government to apply for preservation funding. In particular, CLG status qualifies local governments for specific grants from the Georgia Historic Preservation Division. Eligibility for the CLG program requires that local governments (1) establish a historic preservation commission that conducts reviews, (2) enforce state and local preservation ordinances, and (3) maintain a historic properties survey.

Covington was designated as a Certified Local Government in 1999. For more information, please refer to the Historic Preservation Division's fact sheet, "Certified Local Government Program: Preservation through Local Planning" in the appendix.



Historic Covington Woman's Club.
Covington Historic District

Covington Historic Preservation Ordinance

In 1999, the City of Covington decided “that the historical, cultural and aesthetic heritage of the city is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people.” To protect these assets, the city passed the Historic Preservation Ordinance, which was formally adopted in 2000. This ordinance led to the creation of Covington’s Historic Preservation Commission, which is tasked with designating and protecting the historic character of Covington. The ordinance grants the commission the power to review all proposed material changes to the exterior of a structure within a locally-designated historic district. Such changes can only be made once the commission issues a Certificate of Appropriateness to the property owner. For further information, please refer to the Certificate of Appropriateness section on page 15.



1140 Stallings Street.
Covington Historic District

History

Early Settlement

The city of Covington is located on land that belonged to the Creek Indian Nation until January of 1821, when the Treaty of Indian Springs ceded the land from the Creeks to the United States. Late in 1821, a land lottery was held awarding Joab Crutchfield a 202 ½ acre land lot, number 254, in the Ninth District. Crutchfield sold the property to Leonard Fretwell in January of 1822, and on April 15, the Justices of the Inferior Court selected the Fretwell property for the seat of the Newton County government. The place was named Newtonsborough, and established the town limits as one mile in all directions from the future location of the courthouse. The designation of Newtonsborough was short-lived as the name was changed to Covington when the city was incorporated on December 8, 1822. The town was named for Leonard Covington, a hero of the War of 1812.

Covington had at least four stagecoach lines passing through the city, one of which crossed the state from Augusta to Atlanta. This route was to be followed very closely by the line of the Georgia Railroad when it reached Covington in 1844. Greek Revival, as seen here to the right, was a popular architectural style of this period, therefore many of Covington's first residential structures were constructed in this style.



**The oldest house still standing in Covington, “Swanscombe”, was the first clapboard house and the first frame house in Covington. It was built in 1828 by Cary Wood, one of the first settlers.
Covington Historic District**

Early Development

One of the earliest railroads to organize in this part of Georgia was founded by Newton County residents. The rapid commercial growth of Covington's business district during the 1850s was due in large part to the presence of the railroad that gave farmers and plantation owners the ability to transport their goods to market quickly and inexpensively.

In 1864, the Civil War came to Covington as General Sherman and his army marched to the sea. The railroad, along with a new hospital capable of caring for thousands of soldiers, made Covington a viable military target. The rails were destroyed and the hospital burned, but fortunately most of the residences were spared. A number are still standing today.

Covington's antebellum residential development was mainly to the east and south of downtown, primarily along the road to Madison, which is now Floyd Street, and down Monticello Road. The fire of 1883 destroyed seven buildings in the square; this tragedy was a catalyst that spurred new economic development. One of these buildings was the Newton County Courthouse. Store owners, as well as the county commission, moved quickly to rebuild the square and erected a new Second Empire style courthouse in 1885. The 1880s were a very important decade for Covington, particularly for the physical development of the commercial district. The downtown business district is characterized by its high number of Victorian styled commercial buildings, which were popular at the turn of the century.

The town continued to prosper and grow with the founding of Porterdale Mills in 1890, and Covington Mills in 1901, which proved to be significant factors in the economic development of Covington and Newton County. The mills operated successfully until the 1960s, when they eventually closed. With these new industries, Covington's residential development expanded into what is now called North Covington. Many of the workers' homes are still present in the area.

The Covington and Oxford Street Railroad, completed in 1888, provided mule-drawn street car transportation between downtown Covington and the Georgia Railroad Depot.



Later Development

In the first half of the 20th century, the town paved the sidewalks and the streets, thus spurring an increase in residential development of homes in North Covington. Victorian architecture, especially the Queen Anne style, was popular in this period and many of the residences still remain, today.

In 1952, the community experienced a major change when U.S. Highway 278 was constructed just south of the Georgia Railroad. This highway divided the northern half of the city from the southern half. Next, was the construction of Interstate 20, which provided industry access to a major transportation corridor and a connection to Atlanta.

Covington has been featured in television shows and movies and because of this has been appropriately nicknamed “Hollywood of the South.” Some of the movies and television shows that have been filmed in Covington include: *Dukes of Hazard*, *In the Heat of the Night*, *My Cousin Vinny*, *Sweet Home Alabama*, *I’ll Fly Away*, *Remember the Titans*, and *The Vampire Diaries*. Strong economic growth and prosperity has continued in Covington during recent years, as a significant corporate presence continues to increase.

The city and the county have retained the small town and rural atmosphere of its beginnings, and an abundance of historic treasures can be found. The downtown business district is alive and vibrant, as evidenced by the thriving merchants and the groups of people seen frequenting the various places of business.

**The Newton County Courthouse
as viewed from the Square.
Covington Historic District**



Preservation in Covington

The Historic Preservation Commission

The nine Covington Historic Preservation Commission (HPC) members are appointed from the community by the Mayor and the City Council, and each member serves a term of three years.

The HPC is responsible for protecting the architectural integrity of the historic districts through the review of proposed repairs, alterations, additions, or new construction. An application for a Certificate of Appropriateness must be made when property owners are considering substantial alterations to their property. Commission members will then review the applications to determine if proposed changes are consistent with the Secretary of the Interior's *Standards for Rehabilitation* and also consistent with locally adopted design guidelines.

The HPC can seek funds for historic preservation from local, state, federal, and private sources. Although the commission is tasked with a variety of duties, it considers the ongoing review of buildings, landscapes, structures, sites, and works of art for designation and listing on the National Register of Historic Places to be one of its chief duties.

Certificate of Appropriateness

In order to protect the defining character of its historic districts, Covington's Historic Preservation Ordinance requires that a Certificate of Appropriateness (COA) be obtained for any material changes to the exterior architectural features of any structure, site, or work of art within a historic district. Material changes are defined as follows:

- A reconstruction or alteration of the size, shape, or facade of a historic property, including relocation of any doors or windows, or removal or alteration of any architectural features, details, or elements, including the roof
- Demolition of a historic property
- Commencement of excavation
- A change in the location or size of advertising on historic property visible from the public right-of-way
- The erection, alteration, restoration, or removal of any building or other structure within a designated historic district, including walls, fences, steps, and pavements, or other appurtenant features of a building or structure, except exterior paint alterations

Requires COA	Does NOT Require COA
Any exterior material change, such as wood clapboard siding to vinyl or cement based siding	Replacement in-kind, such as wood clapboard siding with wood clapboard siding of the same reveal
Erection of a fence	Any interior alterations
Exterior illumination	Painting the exterior or interior
Major landscape improvements such as the removal of a large historic tree or the construction of a new driveway	Minor landscaping such as planting shrubs, trees, or gardens
The addition to a structure	Routine maintenance, repair or replacement in-kind
Construction of a new porch	Installation of a satellite dish
Erection of signage such as ground signs, wall signs, or roof signs	Erection of a retaining wall (May require a building permit)
The relocation of a structure to or from a historic district	Installation of an A/C unit
The demolition of a structure, or part of a structure, if not condemned by the city	The demolition of a structure if condemned by the city and Municipal Court

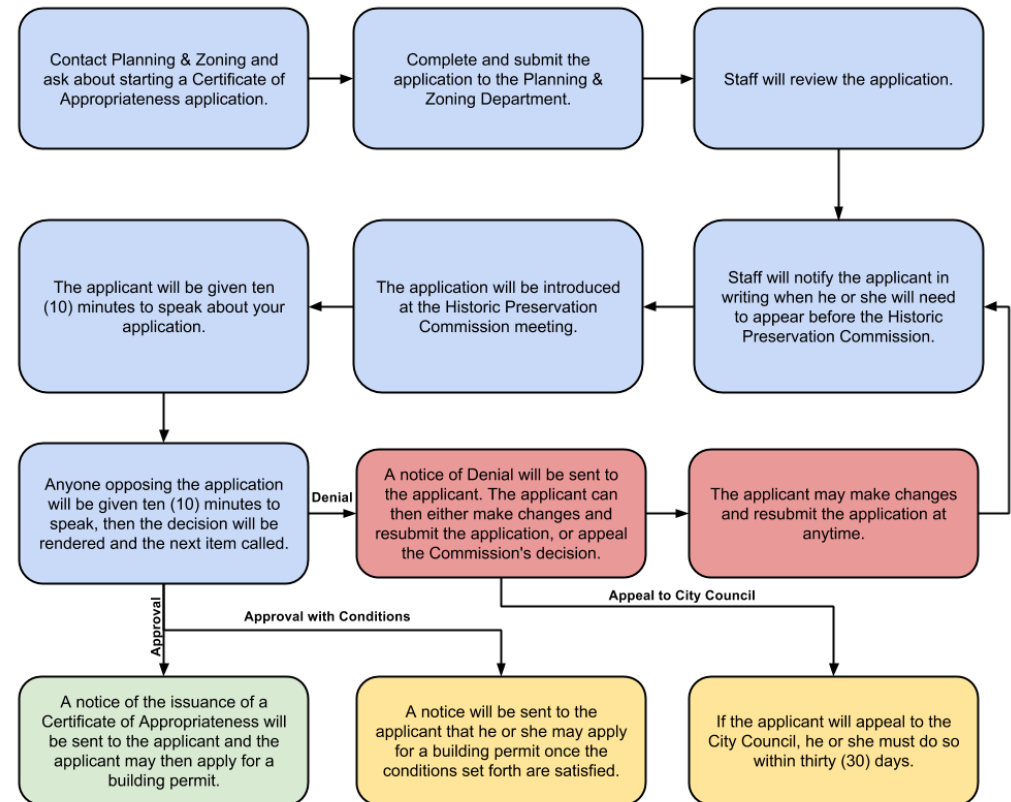
The Historic Preservation Ordinance also allows for some changes to be approved administratively by the staff, without going through a COA approval. For example, replacing asphalt shingle roofing with asphalt shingle roofing, as long as the roof line does not change, can be approved administratively. Exterior additions required by the Americans with Disabilities Act, or life safety additions required by the Fire Marshal (such as a metal fire escape) can also be approved administratively.

Documents Required for a COA Application

- One boundary survey of the entire property and site plan showing the location of all site improvements (buildings, parking areas, pools).
- One elevation drawing or picture of the existing structure and one elevation drawing or picture of the proposed changes.
- A list of finished materials being proposed for the project.
- If exterior lighting is proposed, please provide a photo and description of the lighting direction.
- If the request is for the relocation of a building, structure, site or object(s), please provide photographs and a narrative explaining how the criteria of Section 16.52.280© of Covington’s Historic Preservation Ordinance are met.
- If the request is for a demolition permit, please provide photographs and a detailed narrative explaining how the criteria of Section 16.52.280(D) of Covington’s Historic Preservation Ordinance are met. Also include a narrative description and supporting documents of the proposed use for the site after demolition.
- If the request is for new construction, please provide photographs and an explanation as to how the criteria of Section 16.52.280(E) of Covington’s Historic Preservation Ordinance are met.
- The application fee of \$100.00 is accepted in cash, check or money order payable to the City of Covington.

Certificate of Appropriateness Application Procedure

- The property owner contacts the Planning and Zoning office and discusses whether a Certificate of Appropriateness is required for the proposed alterations
- An application for the Certificate of Appropriateness (available in the appendix) is filled out by the property owner and submitted to the Historic Preservation Commission (HPC) with all required drawings, photographs, plans, and documentation within a minimum of thirty (30) days before the next meeting.
- At least fifteen (15) days before reviewing the application, the HPC will erect a sign on the applicant's property informing the community of the time, date, and location of the public hearing. Also, notices of the hearing will be mailed to the applicant and any owners of property within 300 feet of the applicant's property.
- At the public hearing, the applicant and all interested parties will be given an opportunity to be heard before the commission.
- The HPC will make a decision to approve, reject, or approve the application with conditions within forty-five (45) days of the filing of the application.
- A notice of the issuance or denial of the Certificate of Appropriateness will be sent to the applicant. In the case of a denial,



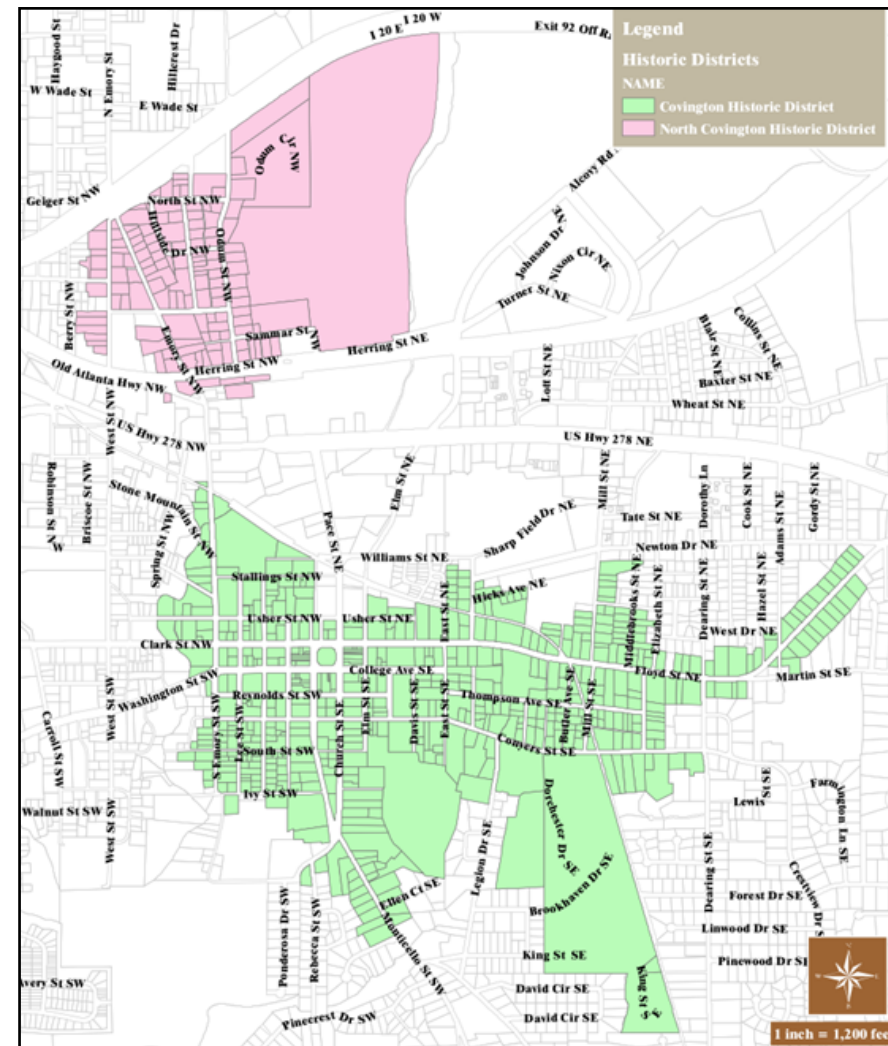
Covington's Local Historic Districts

Covington's Locally-Designated Districts

A local historic district is designated by a local ordinance and falls under the jurisdiction of a local historic preservation commission. A local historic district generally overlays existing zoning classifications in a community.

Therefore, a local historic preservation commission deals only with the appearance of the district, not with the uses of those properties.

Historic preservation plays an important role in protecting the numerous and valuable historic resources found in Covington. The importance of this role cannot be overemphasized.



The Covington Historic District

The Covington National Register Historic District was designated in August of 1998 by the National Park Service. The district is significant in architecture for its large variety of intact examples of commercial structures, residential structures, community landmarks, and transportation-related buildings. These reflect a number of types and styles constructed from the 1820s to the 1940s, some designed by prominent Georgia architects such as the Atlanta architectural firm Bruce and Morgan and J. W. Golucke and Company. The Covington Historic district was locally designated by the Historic Preservation Commission in April of 2000.

Excellent examples of "high style" and vernacular architecture can be seen within this district. House styles include Greek Revival, Italianate, Queen Anne, Folk Victorian, Neoclassical Revival, Craftsman, Colonial Revival, English Vernacular Revival, and Mediterranean Revival. House types include Georgian cottage, Queen Anne cottage, New South Cottage, Gabled Ell, Bungalow, Shotgun, Double Shotgun, Saddlebag, Central hall, Side hall, Pyramidal, Hall-Parlor, and I-House. The historic commercial buildings include Commercial Vernacular Victorian, Italianate, Greek Revival, and Beaux Arts. A focal point of downtown Covington is the Second Empire style courthouse constructed around 1885.

West of Monticello Street is the predominantly African American neighborhood known as "Harristown." The most common house type in the neighborhood is the saddlebag. Harristown is also the residential section of Covington with the most regular grid street pattern.



**Sands Hill Cottage located off of Floyd Street.
Covington Historic District**



**A significant architectural building within the Harristown
neighborhood is New Hope Baptist, built in 1897.
Covington Historic District**

The North Covington Historic District

With the arrival of the Georgia Railroad in 1844, and the later construction of the first Georgia Railroad Depot, the area known as Midway began to develop. This area is now known as the North Covington Historic District which was locally-designated in April 2000.

The North Covington Historic District is a small residential area located three quarters of a mile northwest of downtown Covington, just north of U.S. Highway 278. Architectural styles found within the district are Greek Revival, Queen Anne, Gothic Revival, Craftsman, and Mid-century modern. House types include Georgian cottage, Queen Anne cottage, I-house, New South cottage, gabled ell cottage, bungalow, and ranch. The earliest house in the district was constructed around 1855.

Although primarily residential, there are some commercial and institutional structures of note. These include the Georgia Railroad Depot, the two cotton warehouses, and the North Covington United Methodist Church, formerly Midway Methodist Church.



**Railroad Depot off of Emory Street.
North Covington Historic District**



**I-House off of Herring Street.
North Covington Historic District**

Architectural Overview: Residential Buildings

This section provides descriptions of various historic types and styles of architecture that are found in the Covington and North Covington historic districts. A basic history of the types and styles and their characteristics is provided on the following pages.

Differences Between Types and Styles

Architectural types and styles are two of the best ways to characterize a historic building. Not only do they characterize individual buildings, but they also identify character-defining areas.

A house type can be defined as the overall form of a building and its floor plan. The easiest way to determine type is to analyze the interior plan and the height of the house. Roof type, and the location of doors, chimneys, and porches must also be considered when identifying a house type.

Style refers to exterior decoration or ornamentation that has been put on a house in a systematic pattern or arrangement. This also translates to the overall form of a house and how it is described in: proportion, scale, massing, symmetry, or asymmetry, and the relationships among parts such as solids and voids or height, depth and width.

Residences that are one to one-and-a-half stories high are considered cottages, and those that are two stories or higher are considered houses.

Many of the houses in Covington are simple, vernacular structures with great integrity of design. A useful way of describing them is by house type, following the guidelines of *Georgia's Living Places: Historic Houses In Their Landscaped Settings*, a publication by the Historic Preservation Division of the Georgia Department of Natural Resources. This document, and additional information regarding types and styles, can be found at www.gashpo.org. It is imperative to observe and consider surrounding buildings when rehabilitations, additions or new construction are executed. Many of the houses in the districts are of approximately the same size and scale, but a number of house types and styles are represented. The most common of these are illustrated on the following pages through drawings and photographs. The types and styles are roughly listed in chronological order, based on their construction period. Recognizing these types and styles is important because they reveal much about the period in which each house was built, and what building forms the residents found practical and desirable at the time.

Types

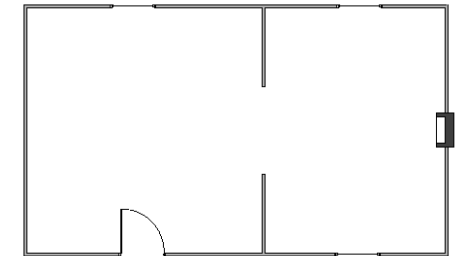
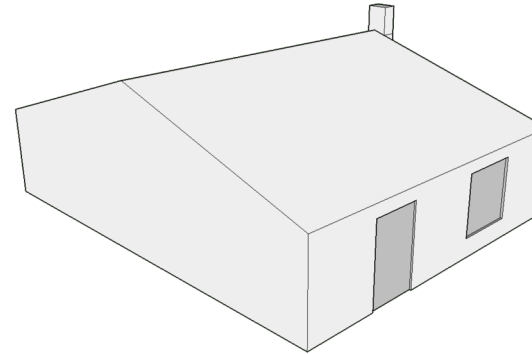
Hall-Parlor

Most of the remaining examples in Georgia were built between 1850 and 1930.

This vernacular type can be found in the North Covington district.

Characteristics

- Consists of two unequally sized rooms
- Entry is into the larger of the two rooms, the hall, which served multiple functions
- Typically gabled, heated with one or two flues or exterior end chimneys



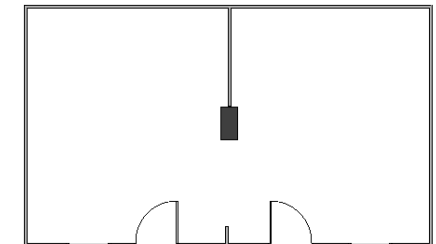
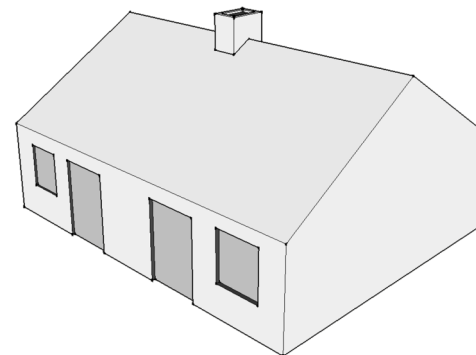
Saddlebag

Common in rural areas and mill villages from approximately 1840 until 1930

This vernacular type can be found within both of Covington's historic districts.

Characteristics

- A central chimney flanked by two rooms, which are typically square
- Gabled roofs

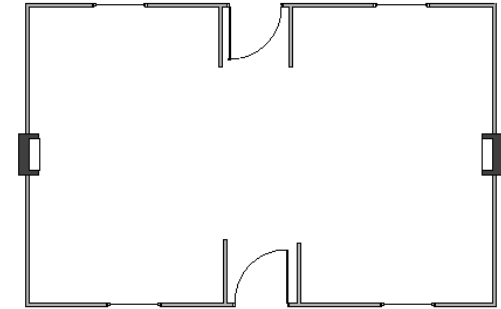
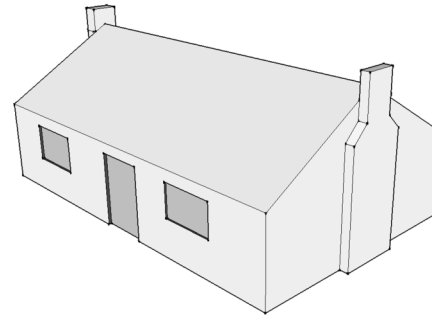


Central Hallway

Generally, most examples were built between 1830-1930, however Covington's examples date to between approximately 1870 and 1890.

Characteristics

- Distinguished from other types with central hallways by being only one room deep
- Typically gabled, heated with one or two flues or exterior end chimneys



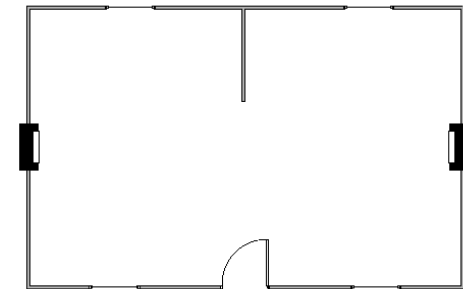
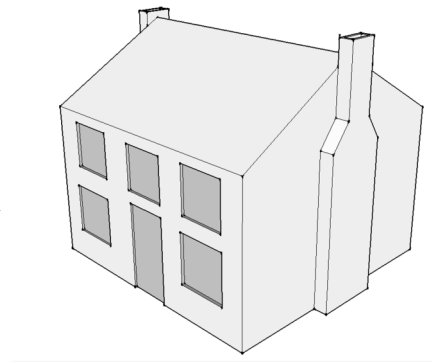
I-House

Constructed between 1840s and 1880s

The I-House is not common in Georgia, but can be found in small towns in the Piedmont and Upper Coastal regions of the state. North Covington has one example of this type, found on Herring Street.

Characteristics

- One room deep and at least two rooms wide, with a gabled roof and exterior end chimneys
- Often this type has a full length porch



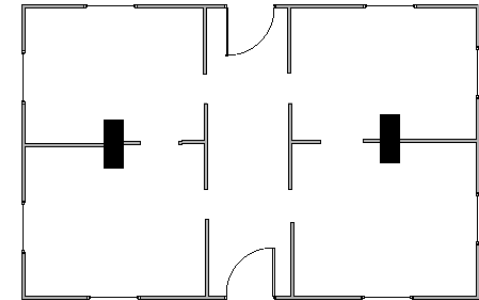
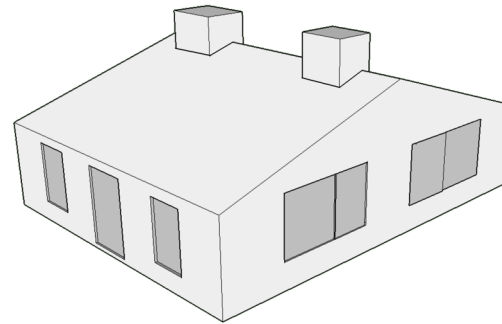
Georgian Cottage

Greatest concentration of construction dates between 1850s and 1890s

The Georgian Cottage is the most popular and long-lived house type found in the state. This type is closely associated with Colonial Revival or Neoclassical Revival stylistic elements, but they are not always present. This type can be found throughout both of Covington's districts.

Characteristics

- Symmetrical floorplan with two rooms on either side of a central hallway
- Plan shape is square or nearly square, and the roof is usually hipped, but can be gabled.
- Chimneys are usually in the interior of the house.



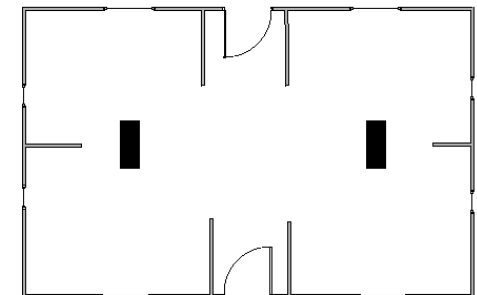
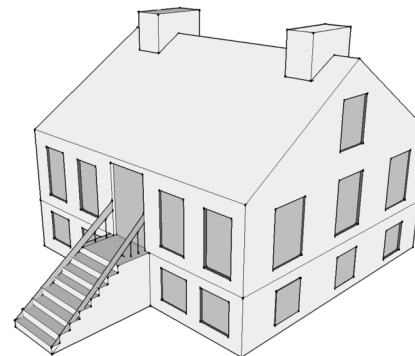
Sand Hills Cottage

Constructed between 1900s and 1930s

This is a regional architectural type that is often associated with the Augusta, Georgia area. There is one example of a Sands Hill Cottage in Covington found on Floyd Street.

Characteristics

- One-story house on a raised basement
- Two rooms deep, with a central hallway or hall-parlor plan
- Roof is usually gabled with chimneys located along exterior walls.
- Prominent flight of stairs to the front entry



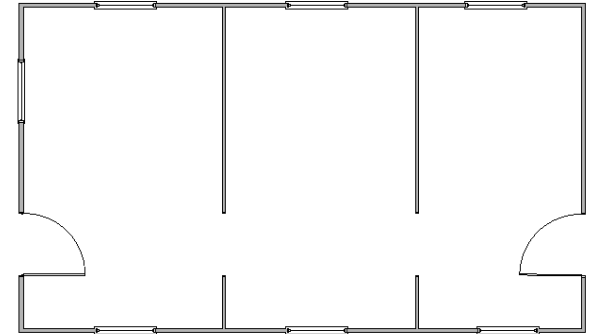
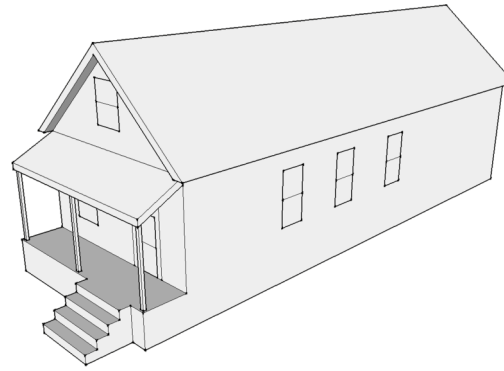
Shotgun House

Constructed between 1870s and 1920s

Predominantly found in urban areas, this type is common in Harristown.

Characteristics

- One room wide and two or more rooms deep, usually three
- There is no hallway, and all doors typically line up front to back.
- Roofs are typically gabled, but can be hipped.



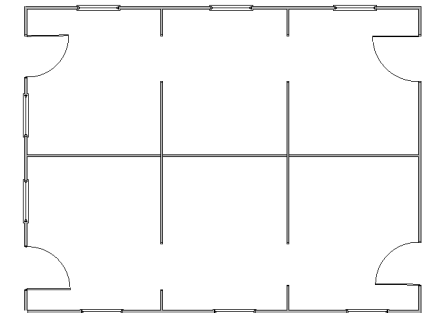
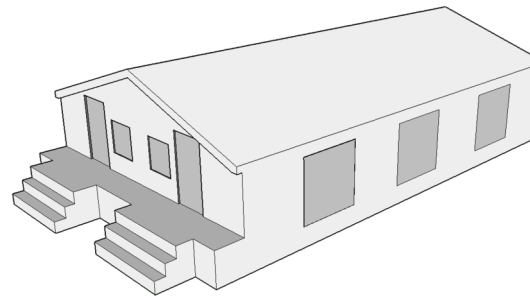
Double Shotgun

Constructed between late nineteenth and early twentieth centuries

Like the shotgun, the double shotgun is predominantly found in urban settings. There are only a few remaining Double Shotgun types in Covington, one of which is on Thompson Avenue.

Characteristics

- Two-family dwelling created by placing two shotgun houses side by side, with no openings in the party wall.
- Usually a single hipped or gabled roof covers both halves.



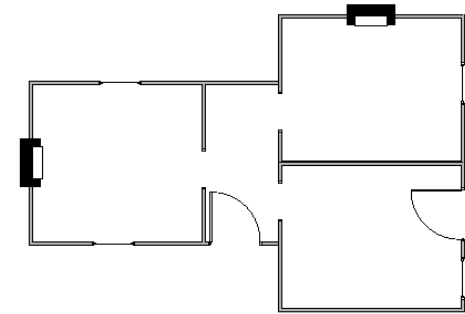
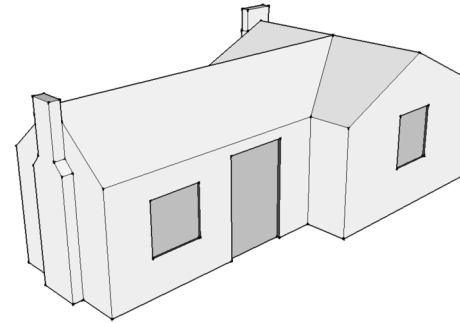
Gabled Ell Cottage

Period of greatest popularity in Georgia was 1875-1915

The Gabled Ell Cottage was popular in both modest and wealthy neighborhoods in Georgia. The type is often also referred to as a gabled wing or gable-front-and-wing house type. This type is predominantly found in the North Covington District, but is also frequently found in the Covington District.

Characteristics

- T-or-L-shaped plan; roof is usually gabled
- Gable-front at one end of a recessed wing parallel to the façade
- Front door located in the recessed wing; may lead into a hallway or directly into wing



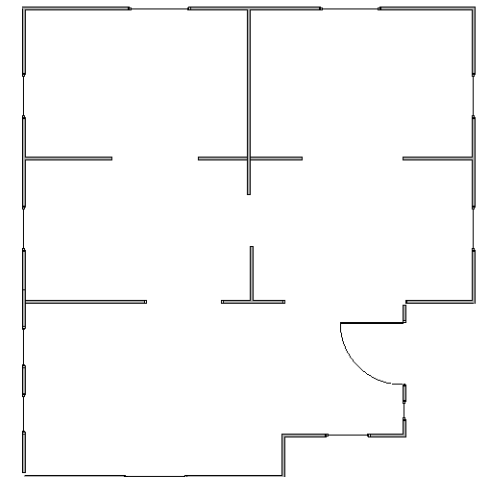
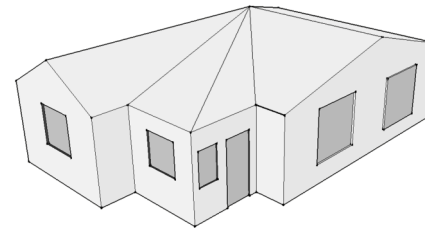
Queen Anne Cottage

Appears in both rural and urban areas as popular middle-class housing of the 1880s and 1890s

Although the type can be linked to the Queen Anne style, the type can also occur with elements from other styles, or no style at all. Examples of the Queen Anne cottage are found in both the Covington and North Covington Historic Districts.

Characteristics

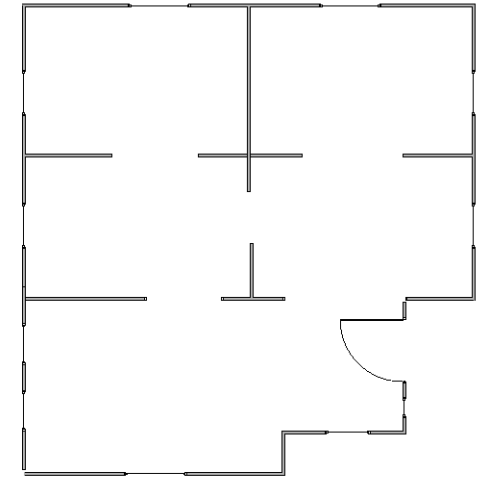
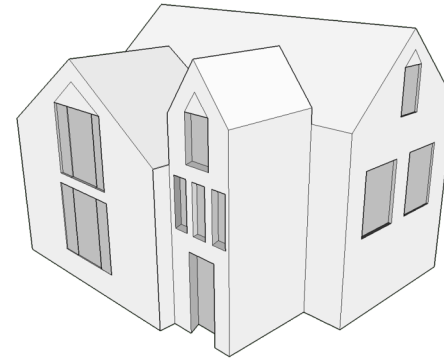
- Square mass with projecting gables on front and side
- Rooms are asymmetrical with no central hallway.
- Roof is either pyramidal or hipped with interior chimneys.



Queen Anne House

Appears in both rural and urban areas as popular middle-class housing of the 1880s and 1890s

Although the type can be linked to the Queen Anne style, the type can also occur with elements from other styles, or no style at all. One example of a high style Queen Anne house is in the North Covington District, but there are many in the Covington District as well. The Queen Anne cottage is found in both.



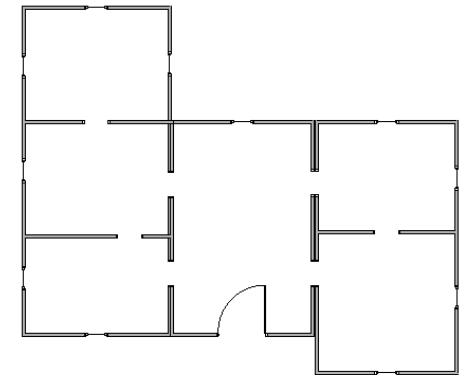
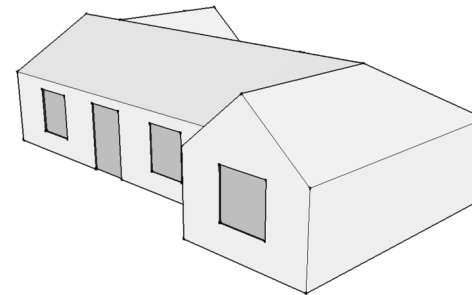
Characteristics

- Square mass with projecting gables on front and side
- Rooms are asymmetrical with no central hallway.
- Roof is either pyramidal or hipped with interior chimneys.
- Two-story version of the Queen Anne Cottage is the Queen Anne House; the only difference being the height.

New South Cottage

Constructed between the 1890s and 1920s

Named after the period of great economic growth and regional confidence at the turn of the twentieth century, the New South cottage was a popular house type for middle- and upper-middle-income Georgians. This house type is common along Floyd Street and elsewhere throughout Covington.



Characteristics

- Has a central square mass, usually with a hipped roof and gabled projections
- Strong emphasis on symmetry
- Pair of gables in the façade

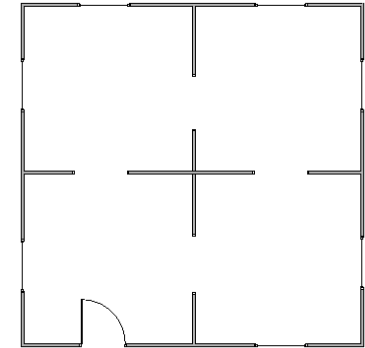
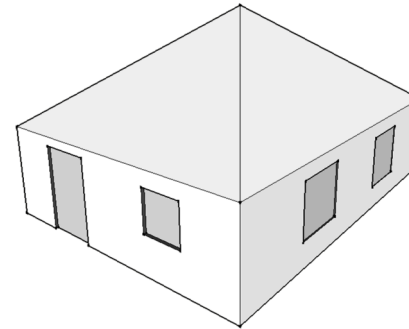
Pyramid Cottage

Most built between 1910 and 1930

Named for its roof shape, there is one example in the Covington Historic District on Thompson Avenue.

Characteristics

- Square mass, typically with four principle rooms and no hallway
- Most identifiable feature is the steeply-pitched roof



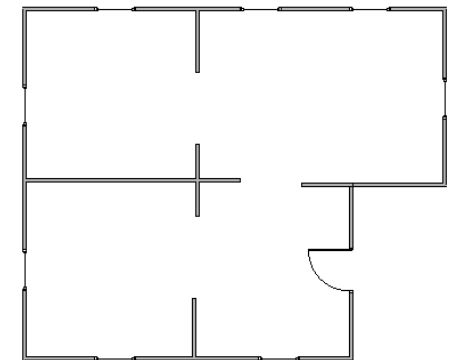
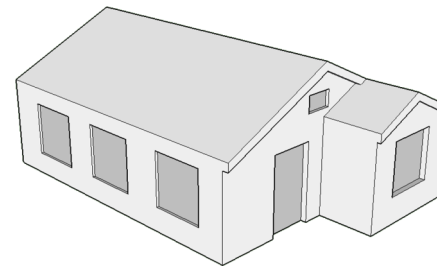
Bungalow

Very popular in the US and Georgia between 1900s and 1930s

Often mistakenly referred to as a style rather than a type, the Bungalow was popular in both rural and urban areas of Georgia. There are a few examples of bungalows in the Covington District, but many are found throughout Covington as a whole.

Characteristics

- Long and low with irregular floor plans
- Can feature several different roof forms
- Integral porches are common.
- Low-pitched roofs with wide overhangs



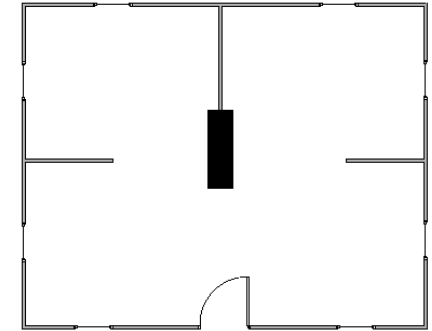
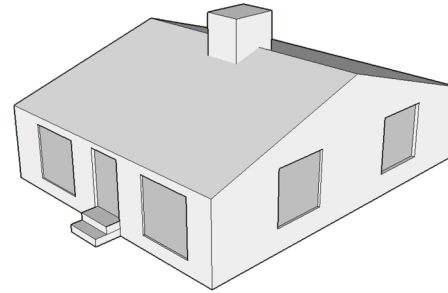
American Small House

Built in Georgia between approximately 1935 and 1950

This type is based on traditional precedents, but lacks extensive traditional detailing.

Characteristics

- Form varies widely, but is typically one or one-and-a-half stories.
- Compact, often nearly square, and may have projections
- Typically 900 to 1500 square feet
- Moderately pitched roof
- Narrow eaves and a usually gabled roof, providing space for an attic



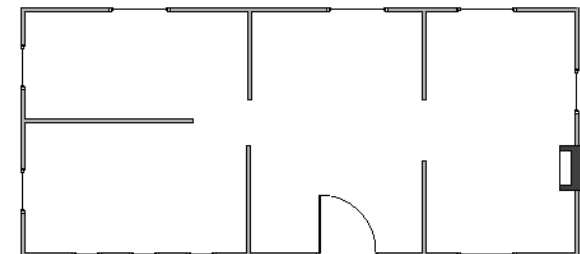
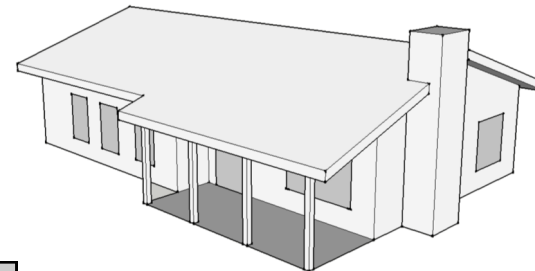
Ranch House

Became popular during the mid-twentieth century

There are only a few examples of Ranch Houses in Covington's historic districts. One can be found on Floyd Street, while others are on the periphery of the Covington Historic District.

Characteristics

- Five or more rooms make up the long, narrow, rectangular shape.
- Bedrooms are clustered at one end, the principal entry and living spaces near the center, and the garage or carport at the other end.
- Roof is typically very low-pitched with projecting overhanging eaves
- Front doors are typically central on the front façade
- Chimneys often make an architectural statement.



Residential Styles

Greek Revival

Popular in Georgia between the 1840s and 1860s

An iconic style not unique to Georgia, Greek Revival is the first popular style to appear across the state. It is characterized by large columns, pilasters, and a symmetrical facade with a central entrance. Door surrounds of the entrance are often elaborate with rectangular transoms, sidelights, and classically themed pilasters. A triangular pediment is also common. This style is predominantly found along Floyd Street.



**House located on Floyd Street.
Covington Historic District**

Gothic Revival

Constructed during the last half of the nineteenth century

Gothic Revival is not a commonly found style within the state of Georgia, however there is one example in Covington. The style was popularized in the United States as an alternative to Greek Revival. The style uses the characteristics of traditional gothic architecture of Medieval Europe, emphasizing verticality with board and batten siding, and contrasting earth tones and dark colors to blend with the environment. Gothic Revival houses have gabled roofs with steep pitches. Windows and doors rely on pointed arch tops or molded hoods, and porches are supported by slender posts and sawn woodwork forming brackets or arches.



**House located on College Avenue.
Covington Historic District**

Italianate

Built between 1850 and 1870

Like Gothic Revival, the Italianate provided an alternative to the popular Greek Revival style. As a style, it too is not found very often within the state. The style can have a symmetrical or asymmetrical facade with a gabled ell or other irregular shape. Houses have wide overhanging eaves with brackets, tall windows, with two over two or one over one panes and are arched with elaborate hoods. Bay windows are also popular. Porches are wide with slender columns or posts separated by decorative brackets. Asymmetrical houses can have a square tower. Formal houses also rely on classical elements like cornices with dentils or corner quoins. The elements of Italianate structures come together to emphasize verticality. The image to the right is one of the few existing examples of this style in Covington.



**House located on Pennington Street.
Covington Historic District**

Folk Victorian

Popular during the mid-to-late nineteenth century

Folk Victorian houses were popular in Georgia because they integrate high styles into simple house forms and types. This style contained popular Victorian forms such as Queen Anne and Italianate, using spindlework, bracketing, or gingerbread. Most ornamentation is added to gables, porches, columns and around windows and doors. This is one of the more common styles found in North Covington.



**House located on Pennington Street.
Covington Historic District**

Queen Anne

Constructed between the 1880s and 1910s throughout the United States

Popular in England during the nineteenth century, the Queen Anne style was adapted in the United States as a residential style using wood framed structures. This style is considered to have been the most popular form in Georgia around the turn of the twentieth century. The form is characterized by an asymmetrical facade because of its floor plan. Roofs are often cross and side gabled with steep hips. Walls use projecting bays and materials like shingles to prevent smooth surfaces. Windows are generally one over one or have multiple panes around the top sash. Porches, like the facades, are asymmetrical and usually wrap around two sides of the house. Porches are also adorned with slender columns, spindle work and sawn decorative ornamentation. Similar ornamentation is used to adorn the gables. Large chimneys with patterned, and corbeled brick can be a key feature. The more elaborate houses have classical elements such as Palladian windows and cornices with dentils. Most examples of this style in Covington are located close to the town square.



**House located on Emory Street.
Covington Historic District**

Neo-Classical Revival

Popularized between the 1890s and 1930s throughout the United States

This style draws from classical forms like Greek Revival, Georgian and Federal Styles. The form quickly became an alternative to the Victorian Style. Neo-Classical styles appeared all across the state, emulating the great white columns of the earlier Greek Revival houses. Commonly, the style is characterized by its full height porticos with large classical columns, covering the entry or the full facade and may have a triangular pediment. There are usually porte-cocheres flanking the facade with similar columns and a full facade balcony above the entry. These houses have somewhat symmetrical facades and a full story, full facade porch. Entry ways are usually adorned with pilasters and columns, as well as fanlights, sidelights, and transoms. Cornices may include dentils or modillions. The roof is usually hipped. These houses are much larger in scale than the styles from which they draw their inspiration. Most examples can be found along Floyd Street.



**House located on Floyd Street.
Covington Historic District**

English Vernacular Revival

A popular suburban style during the 1920s and 1930s throughout the United States

This style relies heavily on the English residential styles of the Middle Ages. English Vernacular Revival houses have predominantly masonry facades with steep roof pitches and front facing gables with exposed timbers. There is often patterned brick work. Most houses have massive chimneys with decorative tops. Windows are tall, narrow and grouped together. Windows are multi paned and usually casement windows rather than double hung. Facades are asymmetrical. This style is not very common in the City of Covington, but a few existing examples can be found in the Covington Historic District.



**House located on Conyers Street.
Covington Historic District**

Craftsman

Popular during the early twentieth century throughout the United States

Considered the most popular style of the early twentieth century in Georgia, the Craftsmen style developed from the Arts and Crafts movement in California and moved rapidly through the U.S. The style proved a popular alternative to the revival styles of the day. Craftsman houses have low pitched roofs with wide eaves and exposed rafter tails. They generally have a large gabled roof and in some cases roofs are hipped giving a horizontal effect. Occasionally these houses have dormers. Walls generally have a mixture of materials, including wood, brick and shingles. Porches have short, square columns set on heavy masonry piers. Craftsmen houses are associated with bungalows because of their open floor plans, but the ornamentation and use of materials make Craftsmen distinctive. The Craftsman style can be found sporadically throughout both of Covington's local districts.



**House located on Church Street.
Covington Historic District**

Mediterranean Revival

A popular suburban style in the 1920s and 1930s in Georgia

This style combines Italian and Spanish vernacular styles. Stylistic characteristics include a low pitched, hipped or gabled roof covered with clay tiles. Spanish influenced houses have little to no overhanging eaves, whereas Italian influenced houses have wide eaves. Open porches are common and windows are typically arched with pilasters used as ornamentation. One example can be found in Covington.



**House located on Floyd Street.
Covington Historic District**

Colonial Revival

A popular revival form from approximately 1890 to 1940 in the United States

This style was popular in the suburban areas of Georgia in the first half of the twentieth century, and is heavily reliant on the English form of design from the colonial period of American history. Most Colonial Revival details are added to another type or style. However, houses of this style are symmetrical, with a central entrance way and are often highlighted by pilasters, broken pediments, fanlights and side lights. Classical cornices accompany these ornamentations. Windows are usually double hung with six over six or nine over nine panes. Walls are always masonry, masonry veneer, or wood.



**House located on Floyd Street.
Covington Historic District**

Residential Rehabilitation

This section addresses the rehabilitation of Covington's historic residential buildings. Though the Covington Historic District is known more for its high style buildings, and North Covington for its vernacular ones, all historic houses should be maintained and preserved following similar principles.

The integrity of a historic residential building is upheld by the identification, maintenance, and preservation of its character-defining features. Covington's residential buildings have undergone changes over time in order to meet the needs of modern living and adaptive use. The lifetime of a historic residential building is extended through thoughtful rehabilitation. Rehabilitation of a building's exterior should ensure its visual integrity and be compatible with the overall historic architectural character of the district. Repairs or alterations that retain historic features, materials, and finishes enhance a building's historic character and make it compatible with surrounding structures. Keeping buildings in good repair positively affects the appearance of the area as a whole.

General Design Guidelines

- Repair is always preferred over replacement. Repair damaged areas with elements and materials of the same kind and type.
- Replacement or reconstruction is only appropriate if a historic feature is damaged beyond repair. If so, reconstruct the historic elements as accurately as possible using appropriate materials and the design of the historic building. Replication, if done with care, helps maintain the historic integrity of the building.
- If a historic feature is missing, use pictorial documentation of the building's historic form to replicate it. If no such information exists, a simplified interpretation of similar features should be considered.



Dixie Manor: 1890s and 2015.
Covington Historic District

Roofing

The roof is one of the main identifying elements of a historic structure. Altering the roofline's pitch, shape, or materials greatly affects the integrity and overall appearance of an individual structure, as well as disrupting the streetscape. Nineteenth-century roofing materials in Covington included wood or slate shingles, or standing seam metal. Twentieth-century roofing materials in Covington included wood, slate, metal, asphalt and asbestos shingles.

Guidelines for Roofing

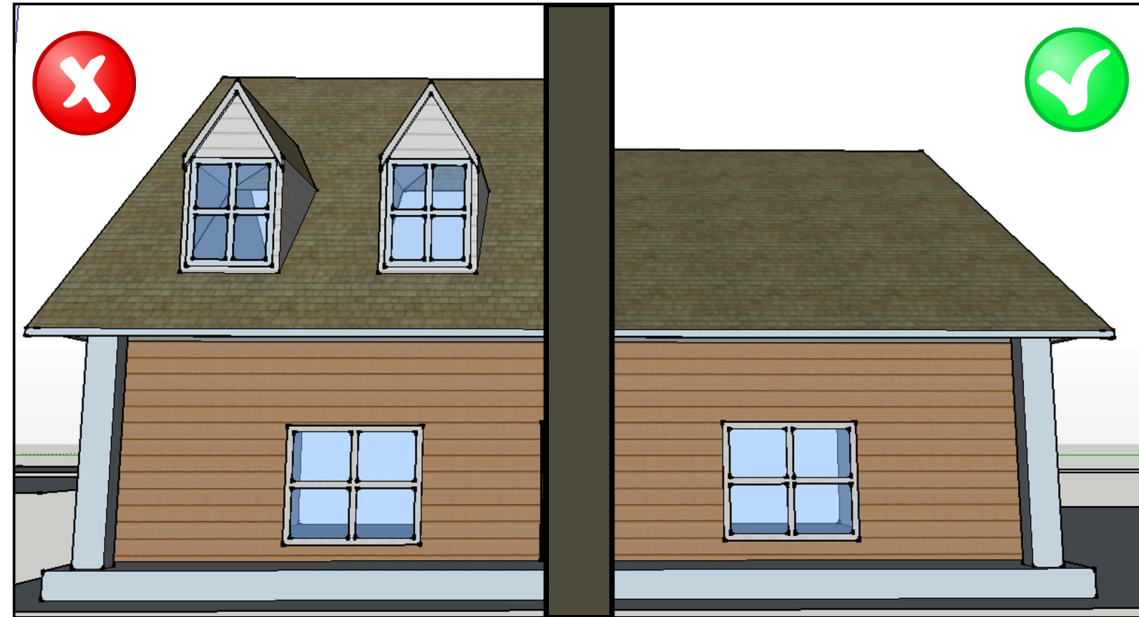
- Retain and preserve the original shape, line, and pitch of overhang of historic roofs.
- Retain and preserve historic stylistic elements such as cupolas, dormers, chimneys, turrets, brackets and cresting.
- New roof features should not diminish the original design as seen from the public right-of-way. This includes, but is not limited to: dormers, skylights, solar panels, and satellite dishes.
- If historic roofing materials are removed, always replace in kind.
- Preserve and retain historic materials whenever possible.
- Use compatible roofing materials, such as composition shingles, if there is no evidence to identify historic roofing material.
- Installation of new gutters or downspouts should not detract from the historic integrity of the structure.



**An example of an English Vernacular roofline. A sweeping gable with historic dormers and jerkin head gables combine to create this distinctive appearance.
Covington Historic District**



**Cross gabled roof with projecting central gable and pent roof over porch are character-defining features of this house.
Covington Historic District**



The raised roofline and added dormers would significantly change the historic character of this house.

For more information see the following National Park Service Briefs:

- No. 4, "Roofing for Historic Buildings"
- No. 14, "The Repair and Replacement of Historic Wooden Shingle Roofs"
- No. 29, "The Repair, Replacement, and Maintenance of Historic Slate Roofs"
- No. 30, "The Preservation and Repair of Historic Clay Tile Roofs"

Façades

The primary and secondary façades cover the exterior of a building. This includes all elements that contribute to the face of the building, such as fenestration, materials, architectural details and porches. All of which will be covered in the following pages. The façade is a combination of these elements. The materials that comprise a building's façade can be dictated by the overall architectural style and or predominate climate of the area.

Guideline for Façades

- Historic building materials should be maintained and preserved.
- Replacement of materials should be in-kind and should match historic size, shape, visual quality, and grain.
- Appropriate replacement materials should not obstruct or cover up decorative elements such as soffits and cornices.
- The covering of historic siding or masonry with aluminum, vinyl, bricktex or asphalt shingles or other synthetic materials is not permitted.
- Unpainted masonry should not be painted.
- Adding elements to a building to give a false historic appearance is not appropriate.
- When repairing brick, similar color and strength of materials should be used and the mortar joint profile should be maintained.
- When repairing or replacing damaged wood siding, use material that matches the reveal width, thickness, texture, placement and design of historic material.



**Historic shingle siding, large brackets, and chippendale railing all define this Craftsman Bungalow. Removal or change in material would detract from the historic integrity of this residence.
Covington Historic District**



Replacing the historic clapboard façade with brick would significantly alter the character of the structure.

- For more information see the following National Park Service Briefs:**
- No. 2, “Repointing Mortar Joints in Historic Buildings”
 - No. 8, “Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wooden Frame Buildings”
 - No. 10, “Exterior Paint Problems on Historic Woodwork”
 - No. 16, “The Use of Substitute Materials on Historic Building Exteriors”
 - No. 47, “Maintaining the Exterior of Small and Medium Size Historic Buildings”



*Replacement of materials should be in kind.
Covington Historic District*

Architectural Detail

Architectural details, such as ornamentation, add defining characteristics to the facade of a building and can help determine its historic style and time period. Details are made from an assortment of materials such as iron, wood, and stone. These details can take the form of spindlework, gingerbread, pinnacles, and chimneys.

Guidelines for Architectural Detail

- Historic architectural details should be maintained and preserved.
- Repair rather than replace architectural details. Repair damaged areas with elements and materials of the same kind and shape.
- Architectural details provide a context for time and style and should be maintained using like materials, design and craftsmanship.
- Architectural details should not be obscured by additions.
- Historic chimneys should be maintained and preserved.
- Architectural details that give a false historical appearance should not be added.



**Columns, capitals and brackets are character-defining elements of this porch.
Covington Historic District**



***The intricate wood carving in the gable and wood shingles are distinctive features.
Covington Historic District***

For more information see the following National Park Service Briefs:

- No. 27, “The Maintenance and Repair of Architectural Cast Iron”
- No. 17, “Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character”
- No. 42, “The Maintenance, Repair, and Replacement of Historic Cast Stone”

Windows and Shutters

Windows are character-defining elements on the façade of a building. Maintaining their size and location, the shape of the opening, the number of lights and arrangement, window surrounds and molding, and type are key to the integrity of a property.

Guidelines for Windows

- Existing wood windows should be maintained
- Windows should only be replaced when they cannot be rehabilitated.
- If windows must be replaced, replacements should be the same size, style and materials as the historic window.
- Snap in muntin windows are inappropriate. Windows should retain their historic frames, mullions and muntins.
- Additions such as storm windows, screens or security bars should not obscure the character of the historic window, nor should they detract from it.
- Filling in or altering the size of historic openings, especially on primary facades, is inappropriate.



**Intact true divided lights are integral to the historic character of this house.
Covington Historic District**



**Tripartite windows with varying lights are character-defining to the façade.
Covington Historic District**



**This house features appropriately-scaled shutters and 6 over 6 windows.
Covington Historic District**



These decorative shutters are too small to serve their historic function.

Guidelines for Shutters

- Shutters should be proportional and similar in size to the window opening.
- Historic shutters should be maintained. If historic shutters must be replaced, the replacement shutters should be of wood and an appropriate style. Other materials such as vinyl are not appropriate.
- Shutters should not be added if the building did not have shutters historically.

For more information see the following National Park Service Briefs:

- No. 3, “Improving Energy Efficiency in Historic Buildings”
- No. 9, “The Repair of Historic Wooden Windows”
- No. 13, “The Repair and Thermal Upgrading of Historic Steel Windows”
- No. 33, “The Preservation and Repair of Historic Stained and Leaded Glass”

Doors

The material and locations of doors are often character-defining elements and are important to the integrity of a building. Their location should remain consistent with the historic design. Not only the door, but also the door surrounds greatly contribute to the character of a historic façade. Historic doors should be maintained and preserved.

Guidelines for Doors

- Openings should be retained, and the orientation of the opening to the street should not be altered or moved.
- Historic doors and their surrounds such as sidelights, fanlights and transoms should be maintained and preserved.
- The installation of non historic doors with ornate details and/or window features is not permitted.
- The installation of door surrounds is not appropriate unless there is sufficient historic evidence supporting their existence.
- Key characteristics of doors should be retained. Do not alter the size of the door or door frame.
- Materials and hardware, such as knobs and hinges, of a door should be maintained and repaired if necessary.
- Maintain and repair doors and entrances to retain historic characteristics.
- Do not use storm doors or screen doors that obscure the historic door and avoid using non-historic materials.



**This residence possess character-defining door surround elements.
Covington Historic District**

- For more information see the following National Park Service Brief:**
- No. 47, “Maintaining the Exterior of Small and Medium Historic”

Porches

Porches are an extension of the house and provide additional living space. Size and location of porches help define the character, style, and era of a building. It is important to note that not all historic styles included porches. A porch may be a principle component of a building's façade: this historic feature should be maintained.

Guidelines for Porches

- Historic materials shall be maintained and preserved.
- Repair rather than replacement is recommended . If historic elements must be replaced, replace in-kind.
- Similar historic materials should be used to preserve the historic character of the porch.
- Decorative architectural details shall be preserved. Incompatible decorative architectural details are prohibited.
- Enclosing porches is permitted, but will be considered on a case by case basis.
- If enclosure is permissible, solid materials that detract or obscure the façade should be avoided.



**The porch is a significant feature of the facade.
Covington Historic District**

For more information see the following National Park Service Brief:

- No. 45, "Preserving Historic Wood Porches"

Foundation

The foundations of historic buildings often vary. Foundations may help in identifying the style and period of a structure. The height, materials, features and details of the foundation all contribute to a building's unique historic character.

Guidelines for Foundations

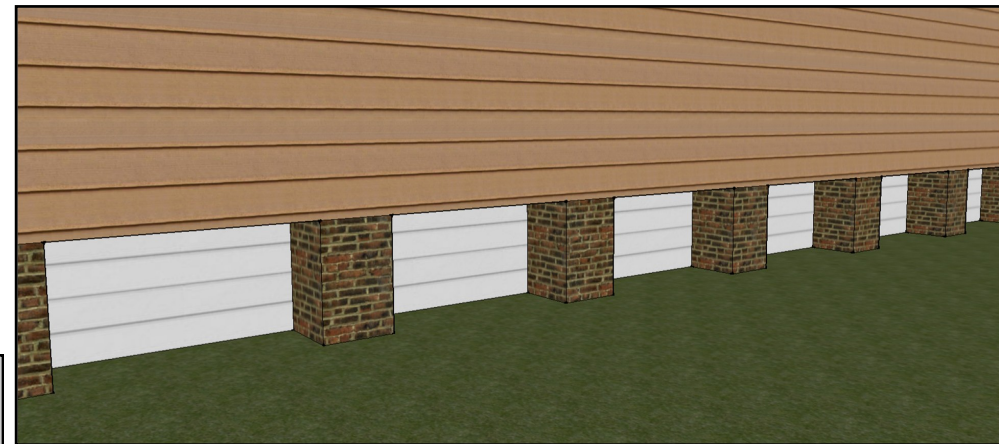
- Historic materials shall be maintained and preserved.
- Focus shall be placed on maintaining the original character of the foundation by selecting compatible materials for repair. Compatible materials should be in-kind to existing materials in matters such as shape, color, texture and substance.
- Brick or other masonry foundations should be repointed with a mortar similar to the historic mortar, both in strength and color to preserve historic integrity. Do not use Portland cement when rehabilitating historic mortar.
- If necessary, open foundations may be enclosed with material compatible with the foundation, siding and porches. The materials used to fill in the foundation should be recessed several inches to delineate the piers from the new infill.
- Previously unpainted foundations shall not be painted or covered with non-historic materials such as stucco or vinyl.

For more information see the following National Park Service Briefs:

- No. 1, "Cleaning and Water-Repellent Treatments for Historic Masonry Buildings"
- No. 15, "Preservation of Historic Concrete"
- No. 47, "Maintaining the Exterior of Small and Medium Historic Buildings"



**This foundation features an appropriate delineation between historic piers and new infill.
North Covington Historic District**



If infilled, historic foundations should have recessed new material to provide delineation between the historic material.

Residential Additions

In order to minimize potential impact on the historic character of an existing building, careful consideration should be taken when designing new additions. While the adaptive reuse of interiors can help those involved in the design process avoid alterations to the original form of a historic residence, there are times when additions are a necessary element for the practical preparation of a house for modern use. Though each property is unique, there are a few general approaches when constructing additions that can aid homeowners in the preservation of a building's historic character.

General Design Guidelines

- New additions should preserve historic materials, forms, and features. Material loss, while inherent to the attachment of a new addition, should be kept at a minimum.
- Additions should not impact primary elevations, in other words: after constructing an addition, the original building should not have a different appearance when viewed from the public street or sidewalk.
- New additions should be compatible in massing, size, scale, and architectural features to the original house. The easiest way to ensure that an addition will be considered appropriate is to design it to be smaller in proportion to the original building.
- New additions should be differentiated from the original building. A new addition should not attempt to be a part of the historic house's design plan.
- A viewer should be able to easily distinguish between the original building and any new construction.



Front



Rear

**An addition placed on the rear of this house is not visible from the public right-of-way and does not impact the building's primary facade.
Covington Historic District**

For more information see the following National Park Service Brief:

- No. 14, "New Exterior Additions to Historic Buildings: Preservation Concerns"

Room and Wing Additions

Additional rooms and wings should be placed, whenever possible, to the rear or along a secondary elevation of a historic building. It is recommended that these additions have minimal impact to a building's primary facade as viewed from the street or sidewalk. Additions generally extend beyond the building's historic footprint. Care should be taken to ensure that these additions do not greatly impact the historic spacing between adjacent properties.

Guidelines for Room and Wing Additions

- Use similar or compatible materials, as approved on a case-by-case basis by the HPC, in the construction of new additions.
- Ensure that additional rooms and wings do not impact the height, scale, or visual impact of the historic structure.
- Minimize damage to historic materials, and allow for future reversibility when planning for new additions.
- Ensure that the roofs of new additions are similar in both style and pitch to those on the historic building.
- Orient room and wing additions to be consistent with historic properties throughout the district.



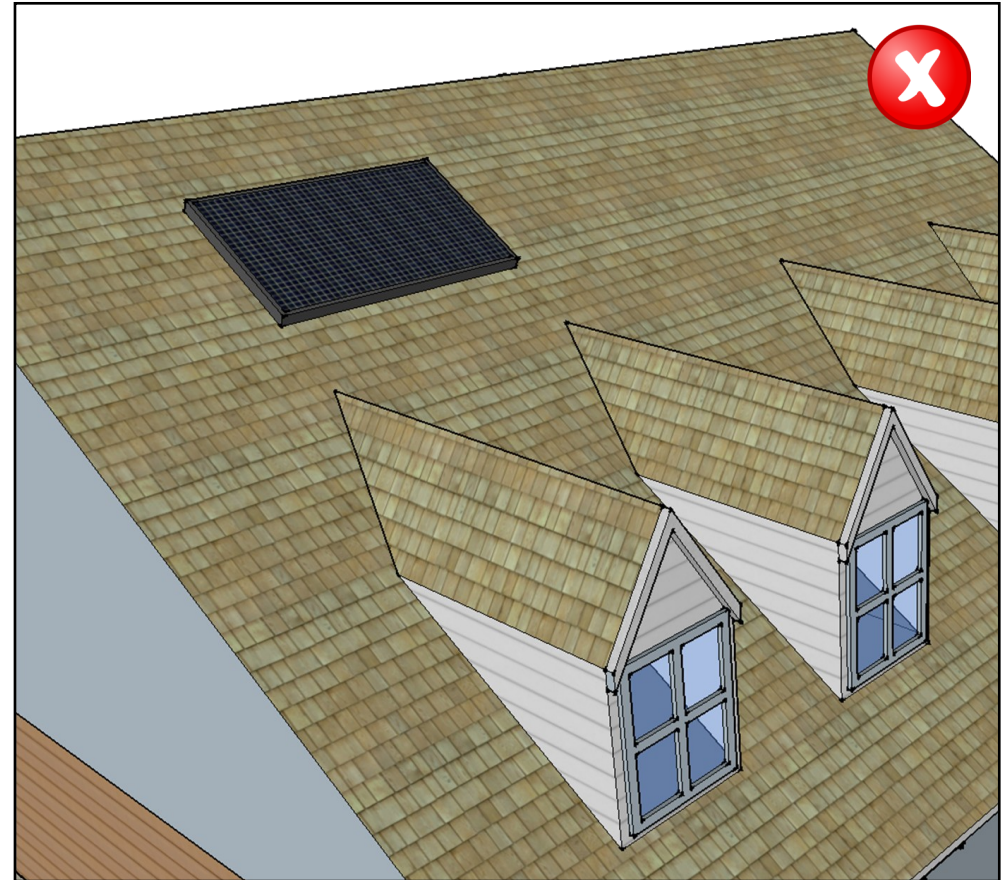
**A wing addition placed along the rear of this house is appropriate in material use, massing, scale, roofing, and orientation.
Covington Historic District**

Roof Additions

There are a number of different representative roof types found throughout Covington's historic districts. The shape, pitch, materials, and heights of historic roofs are crucial aspects of properties within the districts.

Guidelines for Roof Additions

- The shape and pitch of a roof should not be altered as to disturb the integrity of the historic property.
- In-kind historic or compatible materials (as approved in a case-by-case basis by the HPC) should be used for all roof additions.
- Rooftop additions must be compliant with the height restrictions established by Section 16.16.030 of the Covington Municipal Zoning Code. Additions at the building's rear or set back from the original roofline are recommended.
- Dormers should be placed on rear or side elevations of roofs, and should not extend above the original roofline.
- Flat profile skylights are preferred. Skylights should be placed along the roof at the rear of the building, and should not be visible from the street.
- Solar panels should also be of a flat- or low-profile design, and placed along the roof at the building's rear. Solar panels should not be installed along street-facing portions of any roof.
- New gutters, eaves, and soffits on roof additions should be similar in design and materials as those in place along existing rooflines. Changes or additions to gutters or roofline overhang features should not be constructed in such a way as to detract from the historic character of a building.



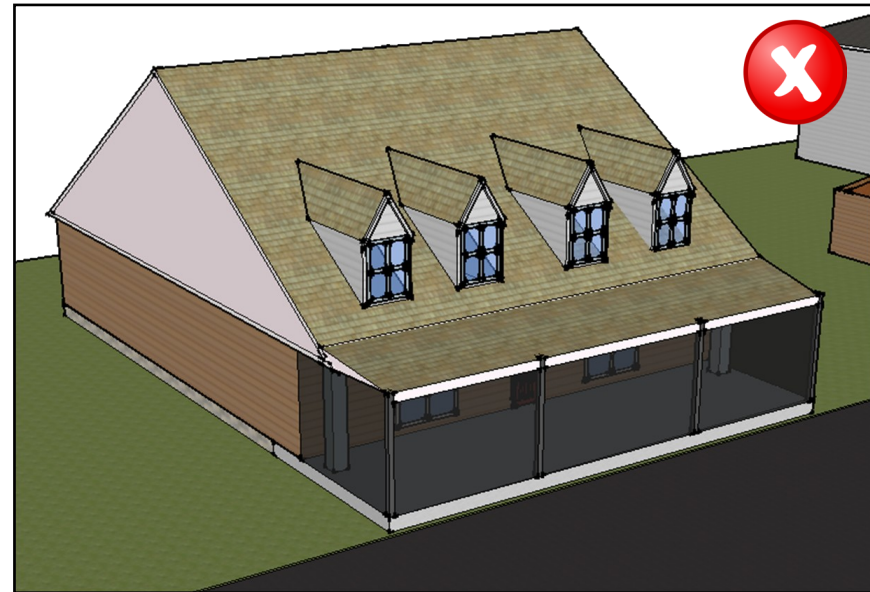
The inappropriate solar panel addition to this roof faces the street, significantly altering the building's historic character. An appropriate placement would be on the building's rear (non-street facing) elevation.

Porch Additions

As is the case with many nineteenth-century American cities, Covington's houses often feature porches which can shelter entrances from the elements and extend living spaces to the outdoors. The addition of new or reconstructed porches should reflect the historic design and character of the house.

Guidelines for Porch Additions

- Porches, decks, or raised patios which affect the historic footprint of a house are considered additions, and should not compete with or affect the scale or setback of the existing construction.
- Porch additions should not impact the primary, front-facing façade of a building. Rear and side porch additions are recommended. Porch additions should complement existing buildings in design and materials. Covered porches should not impact the shape or pitch of the existing roofline.
- The reconstruction of porches historically located along the front of buildings is permissible. This reconstruction should be based on photographic documentation or historic evidence.
- Porch foundation should be consistent with those of the original building in both materials and height.
- As is the case with all additions, new porch construction should be performed with minimal impact on historic materials, and should be reversible.



This porch has been extended and enclosed with mesh, altering the building's historic footprint and character

Height and Width

Height and width refer to the size of structures and their additions in relation to lot size and adjacent structures. While these two aspects vary depending on type of architecture, the scale of a house in relationship to its surroundings is important when trying to maintain continuity within a historic district.

Guidelines for Height and Width

- Additions, like new construction, to historic residences, should conform with that of adjacent residential structures.
- Heights and widths of residences should maintain existing lot coverage regulations.
- Spacing between buildings, called sideyard setbacks, should remain consistent with that of adjacent structures.



This addition's height and width does not complement the surrounding structure and has a negative impact on the neighborhood's historic character.

New Residential Construction

Historic districts are defined by the design and visual characteristics of the historic properties they contain. However, opportunities for new construction within historic districts is possible. When planned appropriately, new construction does not pose a threat to historic districts. In fact, a well-executed design may benefit the neighborhood by complementing the existing site and setting, highlighting character-defining design elements, and creating new visual interest.

These guidelines are not intended to encourage the mimicry of a particular historic type or style. New construction should be easily discernable from the historic structures within the districts. By following these guidelines, new residences can respect the history around them while embracing the present and future of the neighborhood. Modern building materials can provide houses with improved energy efficiency, sustainability, and durability. With careful consideration, these modern materials can remain complementary to their historic surroundings.

In order to ensure a successful project that offers the benefits of modern construction while maintaining the historic character of the districts, early consultation with the City of Covington Historic Preservation Commission staff is highly encouraged.

General Design Guidelines

- New construction projects are considered on a case-by-case basis.
- The Covington Historic Preservation Commission does not maintain a list of specific building materials that should or should not be used in historic districts, and will consider any material proposal.
- Because the types and styles of residential buildings in Covington's historic districts vary significantly, only historic properties that are visible from the new construction lot should be taken into consideration when determining the new construction's compatibility. This will allow the design guidelines to accurately inform the decision making process when determining a new house's location, size, materials, and architectural details.

Site and Setting

The site and setting of new residential construction is critical to preserving the character of a street or neighborhood. Many considerations should be considered when planning a new residential structure, including but not limited to: setback, spacing, and orientation. Setback refers to the distance between the street and the primary facade. Spacing is the distance between structures on adjoining lots. Orientation refers to the placement of the primary facade in relation to the street. New designs that are informed by the historic precedents for these elements in will complement the neighborhood, and not detract from it.

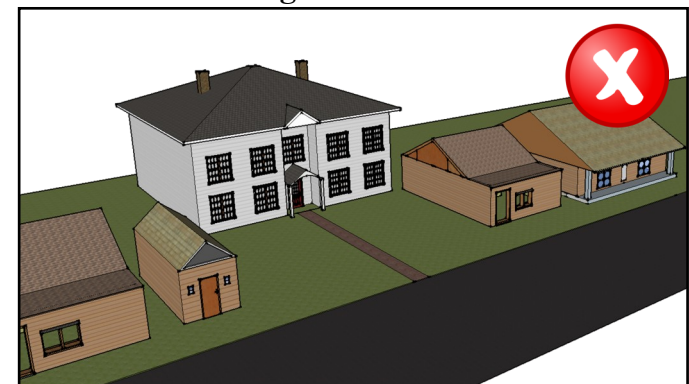
Guidelines for Site and Setting

- New residential construction shall be compatible with existing streetscape setbacks.
- In areas where the setbacks are varied, new construction shall be sited within the limits of the largest setback and smallest setback in the vicinity.
- New structures shall maintain similar spacing between historic buildings and lot lines (also called side-yard setbacks).
- Orientation of the new structure's primary facade shall correspond to the orientation of existing buildings. In nearly all instances, the primary facade should face the street.
- Mature landscape features, particularly trees, shall be preserved if possible.
- Traditional views and sight lines shall be maintained.
- Private parking in front of residences is discouraged. Therefore, semi-circular driveways, or concrete pads in front of residential buildings are inappropriate.

New Residential Construction



A newly constructed house on Monticello St. (center) fits in with its historic neighbors due to appropriate setback and spacing.
Covington Historic District



The setback of this house is inconsistent with the established, smaller setback in the area

Mass and Scale

The massing and scale of new residential construction refers to the height, width, and proportions of the buildings themselves, as well as design features that make up the facades. The mass and scale of historic homes depends on type, style, and era of construction. New infill construction should not overwhelm the neighboring buildings, and should contribute to the human scale of Covington's historic residential neighborhoods.

Guidelines for Scale and Massing

- Appropriate new construction should relate in massing to surrounding historic buildings.
- The total height and width of new buildings should not be greater than surrounding historic buildings.
- Appropriate new construction shall be scaled to accurately reflect its surroundings.
- Individual design elements, including but not limited to: front entrances, front porches, and fenestration should also accurately reflect the scale of surrounding historic buildings.



New construction (right) diminishes the historic character of this Atlanta neighborhood when compatible mass and scale are ignored.

Materials

The exterior materials used in new residential construction can go a long way in helping to enhance the historic districts. Many modern building materials have been created to imitate the appearance of historic materials while providing increased durability or sustainability, however traditional materials are encouraged when possible. The Covington Historic Preservation Commission will consider all materials presented to them on a case-by-case basis.

Guidelines for Materials

- All materials used in new construction should be visually compatible with local historic materials.
- Materials that are character defining for the district may be incorporated into the new design.
- The scale, pattern, and texture of new materials should be compatible with surrounding historic materials.
- Use of modern materials is appropriate, as long as they are compatible with the surrounding historic buildings.
- Specifically, cement board siding can be a suitable substitute to wood siding, as long as it is a minimum of $\frac{3}{8}$ " thick.
- Vinyl and aluminum siding are strongly discouraged.



In this scenario, the newly-constructed brick building would not be appropriate in light of the surrounding wood-clad buildings.

Style and Details

The styles and details of Covington's historic residential houses vary greatly depending on era of construction and location in town. Many have distinct styles and details. Many others were simply constructed and unadorned. New residential construction should appropriately reflect the architectural components of the surrounding historic buildings.

Guidelines for Style and Details

- Roof profiles, slopes, and materials should be consistent with historic houses in the vicinity. If, for example, all visible historic structures feature a gable roof, it would be appropriate for the new construction to incorporate a gable in its design.
- Windows and doors shall be consistent with those used in nearby historic buildings in size, scale, and construction.
- Particular attention must be paid to the use of true divided light in modern windows.
- Front porches are only appropriate on new construction if there is historic precedent on nearby buildings. The inclusion of a porch should not disrupt appropriate setbacks.
- Shutters are appropriate if there is historic precedent in the vicinity. Shutters should be fully functional, and sized to fit the window opening.



**The use of six-over-six double hung windows and detailed architectural shingles help this newly constructed house to complement the historic character of the neighborhood.
Covington Historic District**

Residential Site and Setting

Site and Setting refers to the physical arrangement of character defining elements within a single residential property, as well as in their relation to the public spaces of a historic district. The needs of property owners, as balanced with the following guidelines, will ultimately reflect a neighborhood's historic character and will rely on these two elements as fundamental to their preservation and cohesion.

Site elements, such as driveways, landscaping and fences, refers to the individual structures and elements on a particular property.

Setting characteristics represent the visual relationships that these individual elements have to corresponding properties, as well as the historic district in general.

General Design Guidelines

- Retain historic elements and replace in kind when repairs are necessary.
- With any design change, always consider the potential for adverse impact on neighboring properties and the district as a whole.
- While preservation and maintenance of these elements is an integral part of the site definition, it is also important to recognize spatial relationships and the use of materials and scale to ensure a complementary relationship between contributing features.

Walkways

While the principle function of walkways is to direct pedestrian traffic to entrances of private residences, they also help define the character of historic properties whether by their configuration and/or the

Guidelines for Walkways

- Existing walkways should be routinely inspected to ensure regular maintenance.
- Repair of walkways should be localized to areas of concern, or damaged areas only.
- Any new material added or used to repair walkways should be in-kind to the original materials in color, character, size and scale.
- New walkways should be consistent with existing walkways in the visible proximity. They should be constructed so as not to overwhelm the character of the structure or landscape with which they are associated.



This sidewalk, reflects appropriate use of materials and scale in sidewalks.

Covington Historic District

Driveways

The alignment of driveways has changed over time. Transportation methods evolved throughout the twentieth century and increased the use of driveways and parking spaces as they apply to private residences. The driveway came to function as the link between private and public spaces. For this reason, driveways are an important element as they relate to historic residences.

Guidelines for Driveways

- Existing historic driveways should be preserved.
- Repairs to driveways should be performed using material in-kind to the existing fabric's texture, pattern, and color.
- New driveway construction should be limited to the side and rear of historic properties.
- New driveway construction should use materials that are consistent with driveways existing in visible proximity. Traditional perpendicular driveways are encouraged whenever possible so as not to detract from a historic property's character.



**This driveway is situated to the side of its property, and ends toward the rear of the house.
Covington Historic District**

Landscapes

Landscape elements provide a context for historic houses, complementing a property's overall character. Landscapes include trees, shrubs, annual and perennial plantings, and hardscapes not connected to structural components of the house. Since landscaping and residences have a traditional relationship that enhances not only each individual property, but also the visual aspects of the shared historic district in general, landscapes and their elements should be sensitive to a house's style, size, and setting.

Guidelines for Landscapes

- It is recommended that trees, shrubs and other plantings within existing landscapes be maintained to promote health and longevity of specimens.
- Native species should be used since they represent the traditional character associate with historic properties and districts. While the use of exotic and non-native vegetation is not regulated, it is discouraged.
- While the city of Covington's Historic Preservation Commission does not regulate residential landscapes, all efforts should conform to the City of Covington's Tree Ordinance located in Chapter 18, Section 45 of the Code of Ordinances.



**This landscape represents the appropriate use of plant material. It is appropriate in scale and does not obscure the historic residence.
Covington Historic District**

Exterior Lighting

The arrival of electrical lighting in the early twentieth century allowed for significant updates to Covington's historic residences. Improvements in home safety and security, as well as the ability to enjoy extended hours of outdoor entertaining and recreational activities, can be provided with the installation of exterior lighting fixtures. Design changes, including the removal or addition of exterior lighting fixtures, require review by the Historic Preservation Commission.

Guidelines for Exterior Lighting

- Use original fixtures where possible. If new lighting fixtures are to be installed, choose models consistent and compatible with the building's historic character.
- As with any residential addition, ensure that new lighting installations cause minimal or no impact to the building's historic materials.
- Install lights on existing buildings or light poles in non-intrusive areas. Where new lighting features such as poles and lower/ground-level lights are necessary, use compatible or historically appropriate equipment.
- Direct spotlights or floodlights are inappropriate. Raking lighting which highlights architectural and landscape features is preferable. The area impacted by lighting design should be restricted to the individual property where it is installed. Excessive lighting which impacts adjacent properties or the public right-of-way is inappropriate.



Many of Covington's historic homes feature prominent decorative exterior lighting fixtures such as these.
Covington Historic District

Mechanical Systems

Like exterior lighting fixtures, both historic and new mechanical systems are considered integral aspects of a building's design and changes are subject to review. The installation of mechanical systems such as fuel tanks, utility meters, air conditioning or HVAC units, and trash containers are common updates that allow residents to enjoy modern conveniences within historic dwellings. As with all design changes, the installation of modern mechanical systems should have limited or no impact on the structural integrity or character of a historic property.

Guidelines for Mechanical Systems

- The reuse or upgrading of existing mechanical systems should be considered prior to the installation of new systems.
- Modern mechanical systems should have no impact on a building's primary elevation. Systems should be placed to the side or rear of the building. Window air conditioning units should be placed along discrete sections of a historic building and not visible from public right-of-ways. Consider concealing exterior elements with compatible awnings and decorative framework.
- Screen new mechanical systems from the public view with landscaping or other methods when visible from the public right-of-way. Permanent trash and recycling containers must be obscured from public view by three decorative walls or opaque fencing as required by Covington Municipal Zoning Ordinance 16.32.160. Walls or fences must also adhere to the recommendations contained within these guidelines.
- Decorative elements of historic mechanical systems such as vent covers, registers, or grilles, must be preserved. Consider integrating these features into modern systems.

For more information see the following National Park Service Brief:

- No. 24, "Heating, Cooling, and Ventilating Historic Buildings"



In this situation, the air conditioning unit visible from the street would be an inappropriate addition.

Fences

Fences provide a context for historic residences and structures, often helping to identify the period and function. In Covington, there are a few types of fences that are appropriate for use on historic houses. The following guidelines suggest appropriate fencing found in historic Covington, ensuring that the original character of the site and setting is preserved.

Guidelines for Fences

- Historic fences will be preserved and maintained.
- Fences should practice a 50:50 visibility ratio; having 50% of the fence area being covered by fencing material and 50% left void.
- Fences must be no taller than 42 inches in front yards and no taller than 8 feet in side or rear yards, as required by Covington Municipal Zoning Ordinance 16.32.220.
- Appropriate material and design considerations must be made when deciding on a fence. Traditionally, wood and iron fences were used in Covington.
- Chain link fencing is discouraged, but will be evaluated on a case by case basis.



This is an appropriate example of the suggested 50:50 visibility ratio. Covington Historic District

Parking

Parking in Covington has traditionally been a mix of on-street parking, external garages, or under carports. Size, placement and type of residential parking varies on a case-by-case basis. The historic relationship of parking within a residential site and setting should be maintained.

Guidelines for Parking

- Parking should be located in the rear of residences or on the street.
- Carports are discouraged, but will be reviewed on a case by case basis.
- Installing parking in the front yard is not allowed
- Use materials in keeping with the historic character of the neighborhood.



This is an example of improper parking in a front yard.



Designated parking areas should be on the side and/or rear, rather than the front as seen here.
Covington Historic District

Garages, Outbuildings, and Carports

As secondary structures, garages and outbuildings complement the history of residences by providing examples of the needs of rural living as well as those associated with automobiles in the twentieth century. Many garages and outbuildings were constructed at the same time as historic residences, while others were added later. In both instances, these adjacent structures are contributing features that should be maintained and preserved.

Guidelines for Garages, Outbuildings and Carports

- Historic garages, outbuildings and carports should be maintained and preserved using the same guidelines associated with other residential structures.
- New garages, outbuildings and carports should respect the scale and materials of the houses with which they are associated.
- New construction of garages, outbuildings and carports should respect the historic integrity and be sensitive to the corresponding scale and materials.
- New garages, outbuildings and carports should be constructed toward the rear of a property, behind the principle structure, or in a manner that designates it as a secondary structure on the property.



**As a secondary structure, this garage is situated to the rear of this property. This represents an appropriate location of a detached building on a historic property.
Covington Historic District**

Architectural Overview: Commercial and Institutional Buildings

The historic commercial buildings in the Covington Historic District convey a variety of architectural styles that reflect its historical development and represent different time periods, particularly the 1870s through the 1890s. Despite an 1883 fire that destroyed seven buildings on Covington Square, many historic commercial buildings have retained their architectural features which contribute to the character and vitality of the Covington Historic District. It is important that these features be taken into account when performing a rehabilitation, restoration, or new construction project. The majority of the Covington Historic District's commercial buildings are located within a 1-2 block radius centered around Covington Square.

The Vernacular Victorian style is the most common architectural style found among commercial buildings in the Covington Historic District. However, other styles are present as well. These include Italianate, Greek Revival, Beaux Arts, Colonial Revival, and Mission Revival. Covington's historic commercial buildings, especially those located on Covington Square, attract tourists from a wide range of places and contribute to a dense, vibrant "main street" atmosphere within the historic district.

When performing a rehabilitation, restoration, or new construction project, it is essential that the architectural elements and characteristics of the Covington Historic District's historic commercial buildings be considered. This will ensure that the new or rehabilitated project will be compatible with the district's existing historic buildings. Maintaining the unique styles of historic commercial centers such as Covington Square is important because these areas serve as a gathering place for residents and tourists to enjoy the historical pedestrian-friendly atmosphere.

Respecting the architectural integrity of the commercial buildings within the Covington Historic District will ensure the continued existence of its vibrant, historic downtown core.

Commercial and Institutional Styles

Italianate

Italianate commercial construction was popular between the 1870s to 1890s in the United States. Buildings are generally constructed of brick and characterized by long flat roofs, overhanging eaves, and decorative brackets beneath the eaves. Upper floor windows are large, typically narrow in shape, and ornamental hood moldings were frequently applied. Though not common in Covington, a few examples can be found in the commercial area.



**Building located on the corner of
Monticello and Reynolds Streets.
Covington Historic District**

Greek Revival

Greek Revival commercial buildings were constructed primarily between 1820-1860, but stylistic features were used into the 1880s. Greek Revival structures are characterized by their gabled front with full pediments. Cornice lines are often adorned with dentil molding or brick entablature. One of the most prominent features of Greek Revival architectures is the use of columns on the front facade and entryway. There are few Greek Revival buildings in Covington's commercial area.



**Building located on Floyd Street.
Covington Historic District**

Victorian

Victorian structures are located throughout Covington's business district and comprise the greatest number of any single style found within it. These buildings were generally popular between the 1870s to 1890s. Victorian is characterized by ornamental brickwork, intricate masonry, corbelled brick, terra-cotta embellishments, and often ornamental cast iron.



**Building located on Church Street.
Covington Historic District**

Beaux Arts

Beaux Arts style architecture was inspired by architects training at the École des Beaux-Arts in Paris. Emphasis was placed on decoration and ornamentation, and classical elements were employed to embellish and enhance buildings. Structures are typically large and would have historically been occupied by banks or prominent corporations. Buildings were constructed between the 1890s and 1920s. The building to the right is the only example of this style in Covington.



**Building located on the corner of Clark
and Hays Streets.
Covington Historic District**

Colonial Revival

The inspiration for Colonial Revival architecture came out of the centennial expositions and gained momentum following the Chicago World's Fair of 1893. Colonial Revival is similar in style to Georgian architecture. Commercial buildings are often characterized by bilateral symmetry and contain Georgian style dormers and cupolas, fanlights, pediments, neoclassical porticos, and classical trim. There are only a few examples of Colonial Revival within Covington's business district.



**Building located on Monticello Street.
Covington Historic District**

Mission Revival

Mission Revival style is not common in Georgia, but can be seen on the former service station at the intersection of Clark Street and Brown Street. Mission Revival is characterized by wide overhanging eaves with exposed rafter beams, red tiled roofs, stucco walls, and arched windows and doors. This style is similar to Spanish Revival with the additional roof overhang with visible rafters. This style was often employed on service stations, as seen in the image to the right.



**Building located on the corner of Clark
and Brown Streets.
Covington Historic District**

Commercial Rehabilitation

The historic integrity of a commercial building is insured by the identification, maintenance, and preservation of its character-defining features. Covington's commercial buildings are primarily concentrated within a two to three-block radius surrounding Covington Square within the Covington Historic District. The structures have undergone modifications over time to meet the changing needs of the businesses occupying the structures. Rehabilitation projects should retain and preserve the architectural character of the building and ensure cohesiveness with the overall historic architectural character of the district.

General Design Guidelines

- Do not remove historic features or cover historic features with new materials or signs that permanently alter the structure.
- Removal of non-historic elements that obscure a historic facade is encouraged.
- Repair is preferred over replacement, always use in-kind materials when making repairs.
- Replacement or reconstruction is only appropriate if a historic feature is damaged beyond repair. If so, reconstruct the historic element as accurately as possible through materials and design. Replication, if done with care, helps maintain the historic integrity of the building.
- If an element is missing, use documentation of the building's historic form to replicate it. If no such information exists, a simplified and complementary interpretation of similar elements should be considered.

Materials

The exterior materials of historic buildings are character-defining elements that should be retained whenever possible. Common building materials on Covington's commercial buildings are brick, stone, stucco, cast iron, and pressed metal.

Guidelines for Materials

- Historic exterior building surfaces should not be covered over with new materials such as wood or vinyl siding, synthetic stucco, or stone.
- Masonry walls that have not been previously painted should remain unpainted. Masonry that is already painted should be maintained.
- Attempts to repair masonry should be undertaken before replacement. When replacement is necessary, all efforts should be made to replace in-kind with material that is similar in composition, size, shape, design, and texture.
- Never sandblast to clean or remove paint from brick buildings. Harsh cleaning methods can physically damage masonry.
- Stain applications should be avoided unless they are the historic treatment for the structure.
- Restoration or reconstruction of historic architectural details is encouraged when they can be confirmed by historic documentation.
- Adding elements to a building to give it a false historical appearance is not appropriate. Similarly, adding elements to a building that correspond to a different architectural style or historic time period is not appropriate and highly discouraged.
- Elements highlighting the history of buildings or their elements and materials (such as stampings, engravings, or plaques) should be maintained and preserved.

For more information see the following National Park Service Briefs:

- No. 2, "Repointing Mortar Joints in Historic Masonry Buildings"
- No. 6, "Dangers of Abrasive Cleaning to Historic Buildings"
- No. 16, "The Use of Substitute Materials on Historic Building Exteriors"



**The facades of these commercial buildings contain brick, stone, and metal.
Covington Historic District**

Historic Storefronts and Façades

Storefronts and facades are character-defining features of historic commercial buildings within the downtown commercial area of the Covington Historic District. The prominence of the storefront often meant that it would be altered to suit the tastes or needs of the store owner. Though some storefronts may have been altered, many in Covington still retain their historic elements. Whenever possible, historic storefront components should be maintained. Inappropriate changes can disrupt the rhythm of the district's streetscape.

Guidelines for Historic Storefronts

- Retain and preserve the historic features and elements of the commercial buildings' facades and storefronts, such as doors, windows, signs, pilasters, columns and entries that contribute to the overall character of the building or district.
- Display windows and transoms should not be covered or enclosed with a false front, nor should they be removed.
- Historic storefronts should be designed to fit within the historic frame of the building and incorporate components of the historic storefront.
- Original locations of entryways, transoms, and display windows should be maintained.
- Storefronts should relate to the character of the building as a whole. They should be compatible with the historic building in terms of scale and proportion, materials, color and texture.
- Because properties were constructed in various styles, special attention should be given to maintaining the historic character of the individual building based on its style, materials, and period of construction. Rehabilitations may be based on either historical evidence or a new design that is compatible with the historic character and design of the building's historic storefront.
- Historic glass should be preserved. If replacement is necessary, new glass should be of similar transparency, thickness, and design as the historic. Tinted or mirrored glass should be avoided.
- Bulkheads should not be covered by an incompatible material, or one that is susceptible to damage or decay.



These storefronts along Floyd Street are common on commercial buildings in Covington. Covington Historic District.

For more information see the following National Park Service Brief:

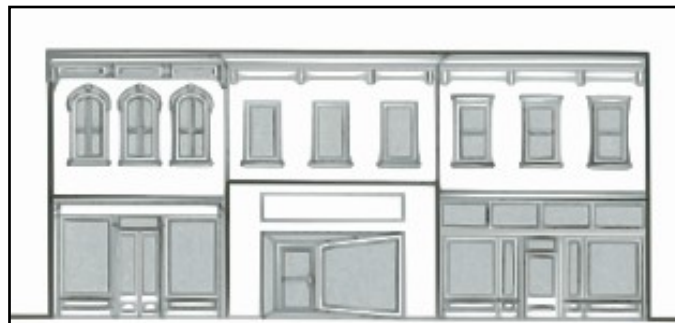
- No. 11, "Rehabilitating Historic Storefronts"

New Storefronts and Façades

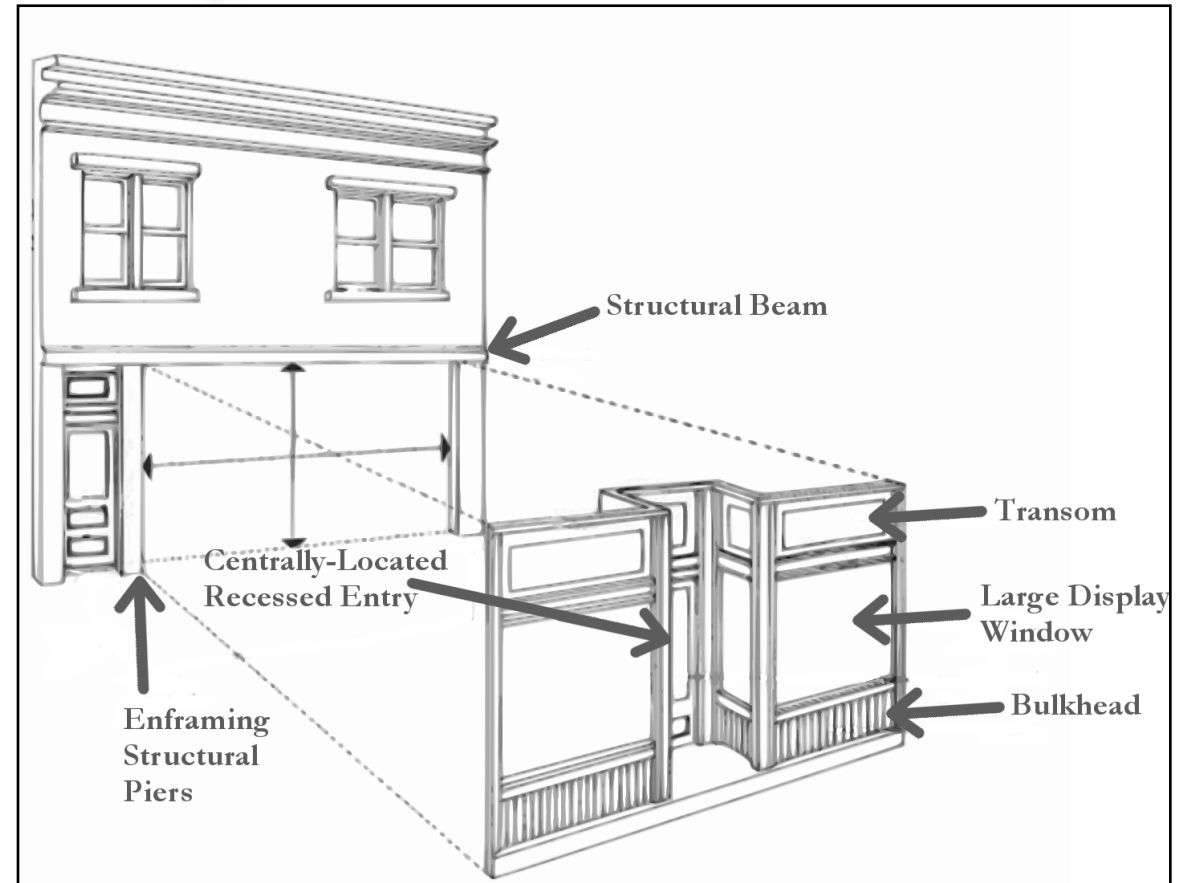
Original historic storefronts should be preserved whenever possible and owners are furthermore encouraged to expose previously hidden storefronts. In the event that a historic storefront is no longer there, it should be reconstructed to reflect the elements and proportion of the historic storefront.

Guidelines for New Storefronts

- Rehabilitate and preserve original or historic storefronts.
- Attempt to reconstruct historic storefronts by using historic photographs or other documentation.
- Should consist of simplified approximations of nineteenth or early twentieth century storefronts that resemble surrounding historic commercial buildings.



The storefront in the middle has been re-framed, and disrupts the rhythm of the historic storefronts.



Roofing

Roofs are an integral aspect of a historic building's form. Most commercial buildings in Covington have flat roofs with stepped-back rooflines towards the back of the building. Parapet walls are also a common feature. Regular roof maintenance and attentive repair of roof damage will help preserve historic building materials.

Guidelines for Roofing

- Alterations or improvements made to roofs should not alter the roof shape or pitch in a manner that compromises the building's historic integrity.
- When possible, repair, rather than replace, existing roof materials in-kind.
- Roof additions such as solar panels and skylights are permitted, but they must be as flat as possible so they are not visible from public view.



Historic roof lines and parapet walls characterize the commercial viewshed. Covington Historic District



The solar panels on this historic building are flat and hidden behind a parapet wall, and thus out of the public view.

Roof Cornices

Cornices provide decoration at the tops of buildings and complement the historic appearance of the commercial district. Removing a cornice impacts its historic integrity, so cornices should be preserved and maintained. In Covington, corbeled brick cornices are common on building facades and a variety of detailed brick craftsmanship can be seen.

Guidelines for Roof Cornices

- Retain and preserve roofline cornices if they are still present on the building.
- Repair cornices in a manner that retains their historic elements and maintains the overall cornice pattern across the roof line.
- Replacement of missing cornices with appropriately scaled, newly constructed cornices is encouraged.
- Consult historic photographs and style books to determine an appropriate design for replacement cornices.
- Replacement cornices may be made of brick, stone or other materials that duplicate the appearance of the historic feature.



**Here is an example of an intact corbelled brick cornice on a commercial building.
Covington Historic District**

Awnings

Historically, awnings were common features on commercial buildings in the Covington Historic District. Around Covington Square, awnings vary in color, although shades of green and red are the most common. Awnings provide natural climate control and shade. Historic awnings and canopies should be maintained and preserved. When storefronts are rehabilitated, it is recommended that any non-historic canopies of wood or metal be replaced with fabric awnings.

Guidelines for Awnings

- Fabric or canvas awnings must be of durable quality.
- Metal, plastic or backlit plastic awnings shall not be installed.
- Awnings shall be attached to the building above the display windows and below the storefront cornice or sign panel.
- Awnings shall be attached without covering the storefront cornice or the piers. In a multi-story building, the awning should be positioned below the second story window sills. Where appropriate, awnings may simply cover the entry and not the entire storefront; or, alternatively, may cover the display windows of the storefront but not the entry.
- A standard street-level awning should project four to seven feet from the building and should be a minimum of seven to eight feet above the sidewalk.
- Awning signs must be painted or installed directly on the valence of the awning and may not be internally illuminated.
- Awning shapes shall be matched to the form of window or door openings; bubble awnings are not appropriate.



**These commercial buildings along Floyd Street display appropriate fabric awnings with a scissor-cut valance.
Covington Historic District**

For more information see the following National Park Service Brief:

- No. 44, “The Use of Awnings on Historic Buildings, Repair, Replacement and New Design”

Windows

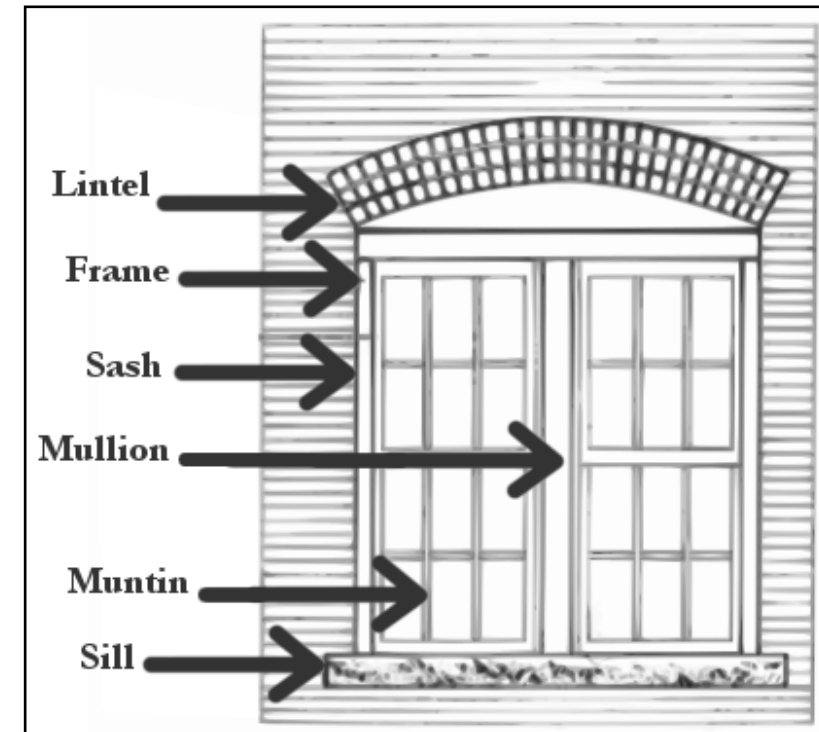
Window styles are an integral part of a historic building's character. Many commercial buildings in the historic district have decorative stonework around their windows. Window shutters are generally not part of the character of downtown Covington.

Guidelines for Windows

- Window details, such as decorative work or sheet metal hoods, should be preserved and maintained.
- Transom and display windows are a historic feature on many commercial buildings in the Covington Historic District, and should be preserved as such.
- If replacement of a window is necessary, the replacement should match the historic window in size, shape, material, and style.
- Depending on the age of the building, wood or metal is the preferred material for replacement windows.
- Replacement panes should be clear, not tinted or mirrored. The number and configuration of panes should be the same as the historic window with the frame, mullions, and muntins of the same dimensions.
- Window openings should not be covered or enclosed. Nor should store fronts, display windows or transoms be blocked in.
- Shutters should not be applied if they were not a historic feature of the building.
- If storm windows are added, they should be painted to match the window trim of the historic windows or be added in the interior.
- Security bars should be placed on the interior of historic windows to prevent them from obscuring historic details on the exterior.
- If damaged, historic brickwork should be repaired. Effort should be made to restore historic brickwork when removing awnings or roof additions.

For more information see the following National Park Service Brief:

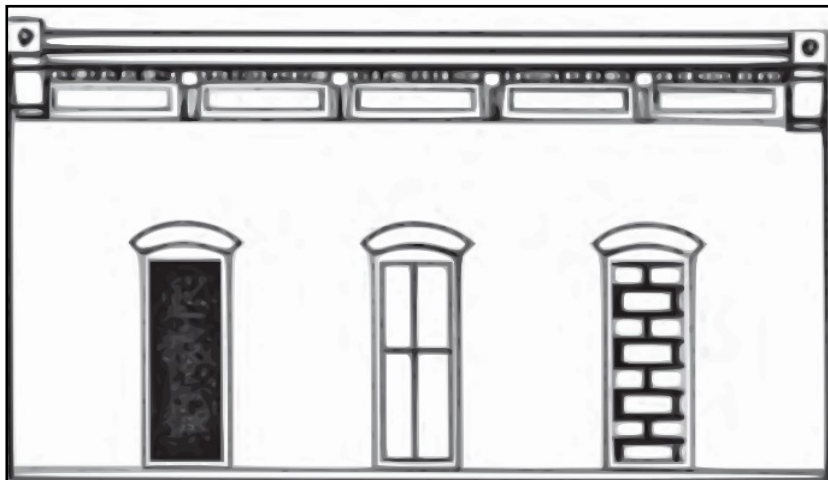
- No. 9, "The Repair of Historic Wooden Windows"



This diagram conveys the basic parts of a window.



The decorative stonework around this window is integral to the building's character.
Covington Historic District.



Historic windows should not be filled in or blocked with masonry materials. Taken from Decatur Commercial Design Guidelines.



The brick work, frame, and transom of this ground floor arch window has been appropriately maintained.
Covington Historic District.

Doors and Entrances

Most commercial entrance doors in the Covington Historic District are made of wood or metal. Existing historic entrances and doors should be maintained and preserved. Historic door openings should not be enclosed, reduced, or enlarged in size. Historic doors and transoms over doors should be retained whenever possible.

Guidelines for Doors

- Historic hardware should be retained and preserved.
- If replacement of a historic door is necessary, the replacement should match the historic door in size, shape, materials, and panel and glass patterns. If possible, historic hardware should be reused in a new door.
- If available, refer to historic photographs of commercial buildings to determine the door's historic materials and design elements.
- Unfinished aluminum doors should not be installed on storefronts for buildings constructed pre-World War II.
- Entrances should be accessible in accordance with the Americans With Disabilities Act (ADA).
- New openings on storefronts should not be added unless an additional opening is necessary to meet the requirements of the ADA.
- Do not change the location or size of openings unless this restores them to their historic configuration.

For more information see the following National Park Service Brief:

- No. 32, "Rehabilitating Historic Storefronts"



This commercial building on Church Street retains its historic wood door and hardware. Covington Historic District.

Details

Many commercial buildings in the Covington Historic District contain details such as ornamental decoration, elaborate brick patterns, and historic signage. The primary goal is to maintain these architectural and ornamental details of historic commercial buildings, many of which impact a specific architectural style.

Guidelines for Details

- Maintain and preserve murals or advertisements that contribute to the property's historic value. If possible, repair, rather than replace damaged brick work and decorative stone with matching material that maintains the historic design.
- Repair missing or damaged elements such as pilasters in-kind to maintain their historic integrity.
- Reconstruct missing details when historic documentation of those elements is available.
- Avoid altering historic architectural details in a manner that detracts from the building's historic appearance.
- False historic styles are strongly discouraged. Removal of non-historic elements that confuse or obscure a historic facade is encouraged.

This commercial building contains ornamental pilasters which contribute to its historic character. Covington Historic District.



A ghost sign is still slightly visible on this commercial building, and should be preserved. Covington Historic District.



Commercial Additions

New additions to historic buildings are permitted, but should respect the character of the historic building as well as the overall character of the historic district. Most importantly, a new addition should appear more subtle compared to the historic building to which it is attached, while complementing the historic building in terms of style, size, and appearance.

General Design Guidelines

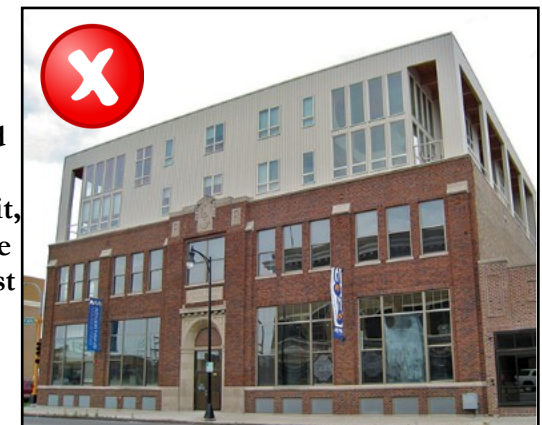
- The scale of the existing building should be respected, with new additions serving as a secondary feature of the historic building.
- A new addition should not overpower the historic building in terms of its mass or scale.
- Details such as cornice lines, window and door height, string courses, and water tables should complement those of the historic building, but not necessarily mimic them.
- An addition should ideally be at the rear of the building and should not obscure the historic front entrance.
- Building materials for rehabilitation projects should either match or complement those of the historic building.
- Roof shape should complement that of the historic building.
- An addition should be setback or staggered from the historic structure so as to appear as a distinct element from the existing building. It should not be blended into the wall plane of the existing building.
- A new addition should be reversible. Should the addition be removed, exterior walls of the historic building should remain in place with as little damage to the material as possible.

For more information see the following National Park Service Brief:

- No. 14, “New Exterior Additions to Historic Buildings: Preservation Concerns”



This appropriate addition to the right side of the building complements the existing character. It is set back slightly from the historic building, giving the addition a similar, yet subtle appearance.



This inappropriate addition constructed above this historic building overpowers it, as the addition’s style and materials contrast those of the historic building.

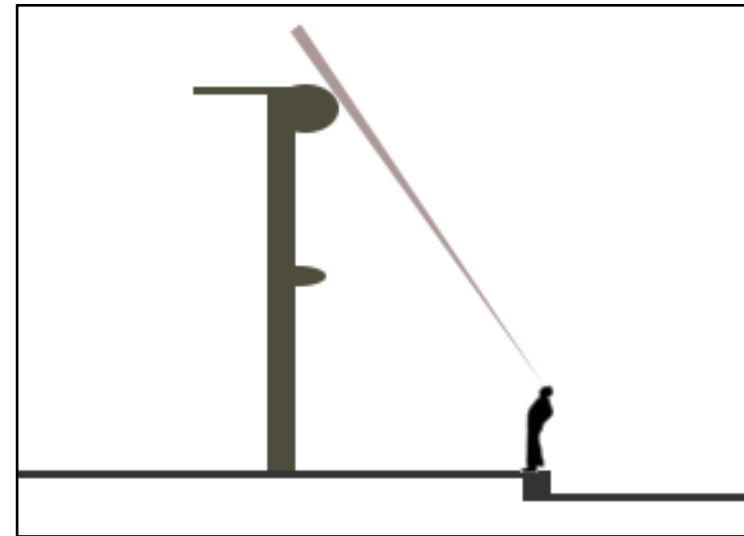
Images courtesy of NPS Brief 14:
“New Exterior Additions: Preservation Concerns”

Roof Additions

Rooftop additions provide an attractive environment for restaurants and other venues, and can enhance the experience of residents patronizing these commercial entities. Flat parapet roofs provide tempting space for additional stories. While this is generally discouraged, rooftop additions may be permitted if the following criteria are met:

Guidelines for Rooftop Additions

- The rooftop addition should not be visible from the curb of the sidewalk on which the historic building's primary facade sits.
- Even if visible from a further distance than the sidewalk curb, the rooftop addition should not overpower the height or scale of the historic building, and should remain subtle in appearance.
- The addition should be removable in a manner that does not damage the material of the historic building.
- Rooftop additions that add additional stories and overpower the historic building are not permitted.



The rooftop addition should not be visible from the curb in front of the primary facade.

New Commercial Construction

As Covington grows there may be a demand or need for new commercial space. The goal is to ensure that new construction will complement and be an asset within the Covington Historic District, particularly to the buildings that are centered around Covington Square. New construction should also reinforce the downtown and architectural character of the area (see pages 66-68 for more information on the existing architectural styles of Covington's commercial building and the characteristics thereof). New construction should also help weave the existing historic commercial buildings together and bolster the presence of the business district as a whole. New structures should adhere to Zoning Ordinance Section 16.28, which addresses building design, materials, massing, scale, and storefront requirements; and Covington Zoning Ordinance 16.16.30, which mandates building height.

General Design Guidelines

- New construction should reflect the existing rhythm, proportion, scale, height and massing of historic buildings in Covington's downtown commercial area.
- Materials used for new construction should be similar to those used in the Covington Historic District, such as brick, stone, and stucco.
- New storefronts should retain similar characteristics to that of existing historic storefronts.
- Windows and doors should be compatible with the size of the new commercial building.
- Elements such as awnings and signage should be consistent with that of the existing historic buildings in the Covington Historic District, and should not detract from the district's overall character.

Mass and Scale

Mass and scale refers to a building's height, width, and depth. Mass and scale should abide by Covington's Zoning Ordinance, and should never disrupt the cohesion of the surrounding buildings. While the Covington Zoning Ordinance 16.16.030 stipulates that buildings in the Town Center Mixed Use District shall not exceed 70 feet in height, smaller-scale commercial buildings are encouraged for the Covington Historic District. Existing historic buildings throughout the Covington Historic District are generally one to two stories.

Guidelines for Mass and Scale

- New construction that either fronts Covington Square, or is within one to two blocks of it, should neither exceed the height of the tallest building on the square, nor be shorter than the shortest building on the block.
- Buildings higher than 50 feet shall be required to step back that portion of the building a minimum linear distance of ten feet away from the building facade located below the 50 feet height plane.
- New construction should match the width and depth of adjacent and neighboring buildings and lots.
- If new construction shares a wall with one or more historic buildings, the new structure should be compatible with the massing and scaling of the immediate historic structures.
- If new construction is replacing a recently demolished historic structure (in the event of extreme circumstances that prevent a historic building from being rehabilitated), new construction designs should take into account the height, scale and mass of the previous historic asset.
- New commercial buildings, even those covering more than one lot, should suggest the form and massing of single lot developments. Covington's zoning ordinance mandates that every building reduce its perceived height and bulk by dividing the building mass into smaller scale components. Building walls exceeding 100 continuous horizontal linear feet shall utilize offsets, such as projections, recesses, and changes in floor level, to add architectural interest and variety, and to relieve the negative visual effect of a simple long wall. (16.28.020 of the Covington Zoning Ordinance).
- The front ground-floor facades of new construction should contain storefronts similar in height and width to existing buildings.



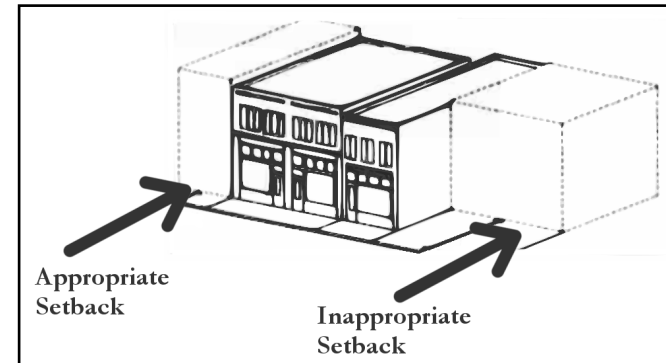
The new construction in the background overpowers the scale of these historic buildings. Image courtesy of Civic Arts Project

Orientation, Setback, and Spacing

The orientation of a building pertains to the direction which it faces. Setback is the distance between the main street lot line and the front of the building, and the spacing of a building is the distance between it and the adjacent building. These components contribute to the character and pedestrian-friendly nature of Covington's Historic District. The orientation, setback, and spacing of new construction should be consistent with historic buildings in the district in order to maintain character and cohesion.

Guidelines for Orientation, Setback, and Spacing

- The setback of new buildings should match that of adjacent buildings. The primary facades of Covington's existing commercial properties are located at the zero lot line with few exceptions. Two buildings along Church Street are slightly setback from the property line, but have balconies that extend to the property line from the building facade.
- Primary facades shall be oriented toward the street and sidewalk (16.28.020 of the Covington Zoning Ordinance). If located on the square, main pedestrian entrances should be oriented toward the square; if located off the square, main pedestrian entrances should be oriented in such a manner as to reinforce a vibrant pedestrian network.
- The distance between the new building and adjacent building should be compatible with spacing between existing district buildings.



This diagram shows how setback should relate to the existing built environment



This new building reflects the historic style of the existing buildings in Covington. Covington Historic District

Parking

Many of the parcels susceptible to new development in the Covington Historic District are those presently used as surface parking lots. Infill development on these parcels is generally encouraged in that it contributes to a vibrant and walkable downtown area, but parking will likely need to be incorporated into new construction plans.

Guidelines for Parking

- On-street parking is present throughout the downtown Covington area. It supports retail and business establishments on and around the square, as well as the pedestrian experience in the commercial area. On-street parking spaces are encouraged for new construction.
- Additional on-site parking should be located out of the public view, preferably behind the building.
- Parking entrances, service access, and loading docks should be located on secondary streets. Curb cuts are disruptive to the pedestrian environment and should not be located along streets adjacent to Covington Square.
- Drive-through service windows, drive-in facilities, drives and surface parking facilities shall not be located between a building and the adjacent public street per City of Covington Zoning Ordinance Section 16.28.020.



This photo conveys how parking in the rear of buildings promotes pedestrian activity along the commercial corridor.

Materials

Building materials used in new construction should be harmonious with surrounding buildings in the Covington Historic District. While newer buildings should be discernable from historic buildings, the materials and finishes used should be compatible with the district and not detract from the overall historic character.

Guidelines for Materials

- New construction should use materials that are similar to those commonly found in the Covington Historic District such as brick, stone, and stucco.
- Metal is strongly discouraged. Consistent with 16.28.020 of the Covington Zoning Ordinance, any metal building should not have the appearance of a metal building.
- On streetscapes with a specific continuity of building materials, the continued use and compatibility of those materials is recommended.
- Architectural details of new buildings should have similar texture and design components. Physical properties of new materials should be compatible with the historic materials in adjacent designs.



Materials on the newer commercial building (right) are similar to the historic commercial building on the left. The cornice is capped with metal, but painted white to lessen the metal's appearance.
Covington Historic District

New Storefronts and Façades

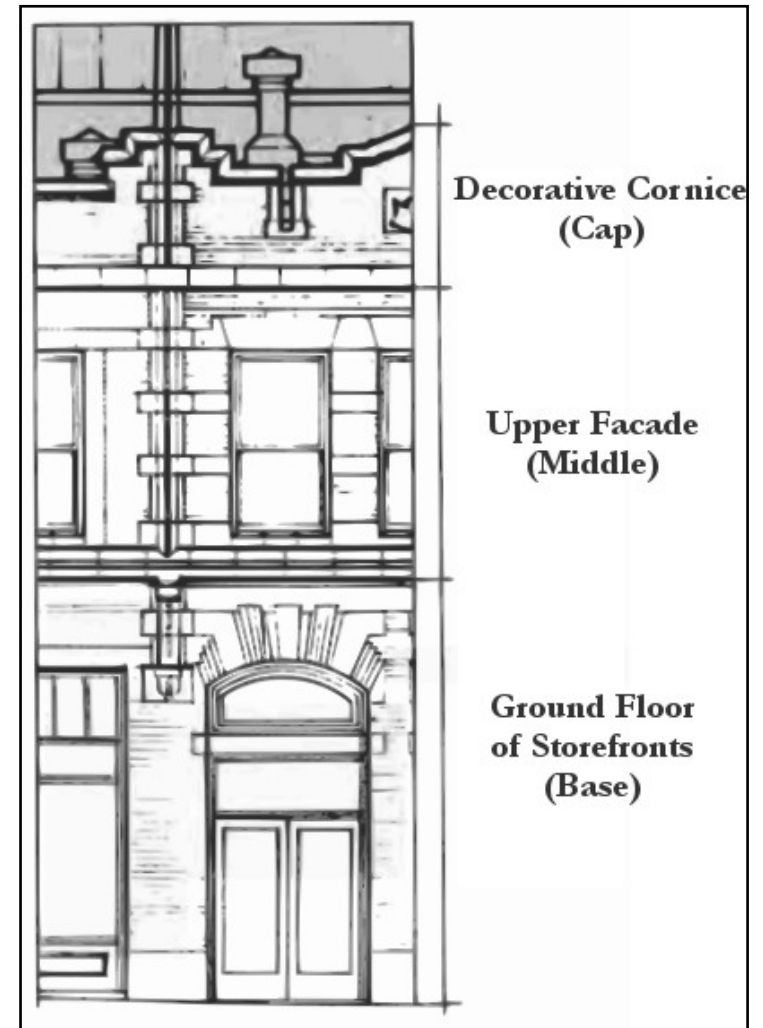
A significant portion of the commercial district's historic character is tied to the facades of commercial buildings. The design of new commercial storefronts should be harmonious with adjacent buildings and retain elements that maintain the character of the district.

Guidelines for New Storefronts and Façades

- The ground-floor uses of new construction should reinforce the commercial nature of the street and contain businesses that typically generate customer traffic.
- Front ground-floor facades should contain storefronts similar in height, width and proportion to historic buildings throughout the historic commercial area.
- New storefronts should contain display windows similar in proportion to those of existing storefronts. Display windows should be separated from the sidewalk by a bulkhead similar in height to existing ones.
- Multi-story facades should reflect a base, middle and cap composition similar to existing and historic commercial and mixed use buildings in Covington: a storefront base, middle upper facade and articulated cornice and parapet roof.
- Delineation of building floors shall be executed through windows, belt courses, cornice lines or similar architectural detailing as required by the City of Covington Zoning Ordinance 16.28.020.
- Facades and wall surfaces should, on one hand, be relatively simple in keeping with the established character of commercial buildings in the area, but also be articulated using fenestration, a varied palette of materials, and other structural expressions to reinforce the pedestrian scale and to avoid monotonous or blank walls at the street level. Duplication of existing styles or appearances should also be avoided.
- New facades should be compatible with existing building facades in terms of design and materials. Façade and storefront design should consider existing color schemes on adjacent buildings. Architectural details such as windows, doors, arches and cornices should complement those of the commercial block. Doors and windows should have height-to-width ratios similar to the proportions of adjacent historic buildings in addition to similar alignment.
- Details on new construction should in some way complement or repeat the pattern of nearby historic buildings. Cornice lines, string courses, window locations, and designs for parapet walls should pick up on existing examples to allow for the more sympathetic introduction of new buildings to the historic district. Brick patterns should be similar to but not replicative of those of the existing historic buildings.
- New construction should avoid the use of fake historic styles in appearance, details and decoration, massing, proportion, scale, etc. The exact duplication of existing styles or appearances should be avoided.
- Original historic storefronts should be preserved whenever possible and owners are furthermore encouraged to expose previously hidden storefronts. Refer to pages 69-79 for more information on maintaining and preserving existing historic commercial buildings.



This diagram shows a basic storefront design that would be compatible with the commercial buildings in the Covington Historic District.



This diagram shows the base, middle, and cap composition of a storefront common in the Covington Historic District.

Roofing

The roofs of new buildings should be similar in style to that of the historic commercial buildings within Covington Historic District, particularly along Covington Square. While they should not necessarily imitate historic roofs, they should be similar in style and respect the architectural elements present on the historic roofs. Most historic commercial buildings in the Covington Historic District contain shed or flat roofs, parapet walls are also common.

Guidelines for Roofing

- Roof shape, pitch, and visibility/non-visibility should be consistent with that of existing historic commercial buildings on Covington Square.
- Similar building materials should be used for the roof and parapet walls.
- Consistent with Section 16.28.020 of the Covington Zoning Ordinance, variation in the roofline of buildings and offsets in pitched roofs and gables are required. Parapets in building masses exceeding 100 feet shall be varied in height and projection and shall use decorative elements such as crown moldings, dental, brick soldier courses, or similar detail.
- Mechanical or utility-related equipment located on a rooftop should be set back towards the center of the building, and should not be visible from street level.



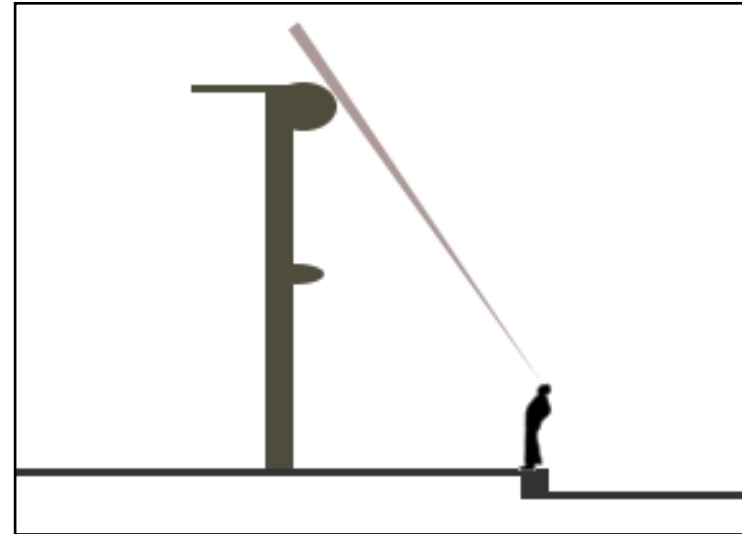
**The newer commercial building (left) has a flat roof and parapet wall, similar to the historic buildings in the foreground.
Covington Historic District**

Rooftop Decks

Rooftop additions provide an attractive environment for restaurants and other venues, and can enhance the experience of residents patronizing these commercial entities. If newly constructed commercial buildings in the Covington Historic District contain a rooftop deck or addition, it must not detract from the scale of the building, or from the overall character of the Covington Historic District. While roof top decks and additions are generally discouraged, rooftop additions may be permitted if the guidelines below are met.

Guidelines for Roof Decks

- Roof decks are allowed provided they do not detract from the overall scaling and appearance of the existing buildings.
- If installed as part of new construction, a roof deck should not detract from the character of the existing historic buildings around it and should be clearly subordinate to the structure on which it sits.
- The roof deck should be set back from the facade so it is not visible to an average size person from the curb of the sidewalk on which the primary facade sits.



The roof deck of this building is not visible from the curb of the adjacent sidewalk.

Windows and Entrances

Windows and entrances are important design elements of a building. New commercial construction in the Covington Historic District must contain window and entrance features that are compatible with existing historic commercial buildings. Windows greatly contribute to the rhythm and style of Covington's commercial buildings, while the entrances are proportionate to the facades and appear inviting to residents along the sidewalk.

Guidelines for Window and Entrances

- New windows and doors should be compatible with that of Covington's contributing commercial structures in proportion, shape, position, location, pattern, and size. Window and door arrangement, as suggested vertically by bays and horizontally by stories, should follow the precedent set by historic buildings. The traditional proportions of fenestration to wall space should also be respected.
- Ground floor display windows should be separated from the sidewalk by a bulkhead similar in height to historic display windows throughout the commercial area.
- Windows should be transparent, particularly at the ground level. Tinted or reflective glass would be considered out of character with the historic district and is discouraged.
- Windows in upper facades should be positioned at regular intervals and establish a visual rhythm.
- Metal grates and bars over windows are prohibited.
- Entrances should be centrally located along the façade and directly accessible from the sidewalk to encourage pedestrian traffic.
- Entrances may be recessed, but should not extend out further than the façade. Recessed entries should conform to the average recess of buildings in the commercial district.
- Doors should consist of similar materials and style to the existing historic buildings.



**The windows and entrances of these new commercial buildings show a consistent rhythm throughout their facades and are compatible with the overall character of the neighborhood.
Covington Historic District**

Awnings

Awnings contribute to the rhythm and continuity of the commercial buildings in the Covington Historic District. These features are common on historic buildings and are encouraged for new commercial construction as well. The awnings in Covington are various colors, but green and red are the most common. Awnings should be consistent with adjacent buildings and maintain, rather than detract from, the character of the district.

Guidelines for Awnings

- Fabric and canvas awnings are preferred and should be durable in quality, and should be compatible with the materials in adjoining buildings.
- The awnings should be proportional to the building and installed at an appropriate level depending on the height of the building
- Metal awnings are not encouraged.
- Bubble awnings over rectangular windows are not appropriate and are strongly discouraged.



**The awnings on this newer commercial building are aligned with each other and are proportional to the building size.
Covington Historic District**

Commercial Site and Setting

Site and Setting refers to the physical arrangement of character defining structures and elements within the historic commercial district. Site characteristics are important as they complement both the visible aspects of a single building, as well as those that surround it.

Site characteristics are mainly elements specific to an individual property. While preservation and maintenance of these features are an important part of the site definition, it is also important to recognize how spacing, materials, and use affect a historic commercial district.

Setting characteristics represent how buildings relate to the overall district in general. Setting provides historical relevance to commercial districts because it represents a town's traditions and uniqueness.

General Design Guidelines

- Retain historic elements and replace in kind when repairs are necessary.
- City-owned properties such as sidewalks, landscaping features, and streetlights are not subject to design review. In the following pages, a few **suggestions** for preservation-minded treatment of city-owned properties are presented.
- With any design change, always consider the potential for adverse impact on neighboring properties and the district as a whole.

Signage

Traditionally, signs were used as a means for advertising a company, or to entice people into places of business. Whether traffic methods dictated that travelers were on foot, horse, or automobile, commercial signs were designed to attract the attention of passersby, which meant that they existed in various colors, shapes and sizes. The use of signs in commercial districts is crucial to their history since they not only comprise one visual aspect of the cityscape, but also because they represent the people behind them, their vocations, and the types of establishments that sustained the community. Commercial signs are a fundamental element of buildings within the district, and represent the diversity of a city's businesses, as well as the overall historic character of a downtown.

Guidelines for Signage

- Existing historic signs should be preserved and maintained.
- The materials used for commercial signage should be respectful of the building that they are associated with as well as those adjacent to it within the historic district. Appropriate signs will complement the overall character of the district, while also meeting the property owners needs in accordance with the city of Covington's Code of Ordinance as it relates to the TCM (Town Center Mixed-Use) District (see 'additional note').
- Signage should not obscure any architectural elements designed to enhance the appearance of a new commercial building.
- Signage size should not overwhelm the appearance of the building, nor should it be disproportionately smaller than the surface area of the respective façade.
- Signs should respect a buildings history, using photographic evidence whenever possible to adhere to the original concepts as they pertain to the visual streetscape.

Additional Note:

The guidelines for commercial signage within Covington's Historic District are a complement to the existing regulations for signage found in Chapter 16, Section 48 (for the zoning district Town Center Mixed-Use, or TCM) of the City of Covington's Code of Ordinances.



The sign on this commercial building is an appropriate size and style for the building to which it is attached. Covington Historic District

Landscapes

The landscaping within commercial districts plays an important role in a town's historic character. Trees, shrubs, blooming annuals and perennials, sidewalks and other hardscape features help to beautify a streetscape otherwise populated by man-made horizontal and vertical elements. While the plantings and landscapes of Covington's commercial district are largely a product of the city, additions such as container gardens and other plantings meant to beautify places of business should reference the following guidelines.

Guidelines for Landscapes

- Existing plant material within the commercial district should be preserved and maintained as much as possible.
- The use of native species is encouraged when installing landscapes or container gardens, and should conform as much as possible to the vegetation installed by the city and within the central park area. The use of exotics and non-native species are discouraged.
- New plantings should not obstruct views of historic buildings or character defining elements of the commercial historic district; or otherwise detract from the overall visual character of the district.
- New and existing plantings should not alter the conditions of building exteriors to the point where the fabric is compromised.

Additional Note:

The guidelines for landscapes within the Covington Historic District are meant to reference the Tree Ordinance found in Chapter 18 of the City of Covington's Code of Ordinances.



**Most of the landscaped elements within the Covington commercial district, such as tree wells within sidewalks, are planted and maintained by the city.
Covington Historic District**

Street and Site Furniture

The historic character of a commercial district includes exterior features that are positioned along sidewalks and in park spaces. These elements are typically used as a means to increase capacity, attract customers, or beautify a storefront. While items such as garbage cans and park benches are installed and maintained by the City of Covington, other items such as easels, tables and chairs are used by businesses to advertise or provide outdoor spaces for patrons. These elements reflect a city's pedestrian tradition and are complements to the district's visual appearance. Their use should be consistent with the city's traditions as a historic site, as well as comply safely with local regulations regarding pedestrian traffic.

Guidelines for Street and Site Furniture

- Exterior elements should not impede pedestrian traffic or otherwise create safety or trip hazards.
- Exterior elements should complement the character of buildings with which they are associated, and be compatible with the appearance of existing elements around them.
- The use of outdoor temporary furniture should be limited to modest spaces.



Various types of site furniture can be appropriately used within the commercial district of Covington.
Covington Historic District

Streetlights and Sidewalks

The historic commercial district's streetlights and sidewalks are owned and maintained by the City of Covington. Design responsibilities in the city's downtown are controlled by Main Street Covington, a local non-profit organization comprised of residents, professionals, and property and business owners. While design changes of city-owned property are not subject to review by the Historic Preservation Commission, it should be noted that public walkways and lighting fixtures do contribute to the overall historic character of the commercial district. The following suggestions are recommended:

Guidelines for Streetlights and Sidewalks

- Streetlights should be maintained in good working order.
- Consistent street light fixtures should be used throughout contiguous areas (i.e. along the same block) to prevent the interruption of historic character.
- The use or reuse of original light fixtures, wherever possible, is recommended. Reproduction fixtures should be period appropriate.
- Residential scale and discreet lighting methods are preferable when additional lighting is needed.
- Sidewalks should be maintained in good condition.
- Hexagonal pavers should be replaced in kind where necessary.
- Utility access points placed in sidewalks should be minimal in size.



Downtown Covington's lamp posts contribute to the historic character of the central business district.



The hexagonal pavers in the Covington Historic District are a unique resource in the city's downtown.

Covington Historic District

Parking

Property owners are encouraged to refrain from constructing new parking lots and facilities in locations with ample street parking. All off-street parking spaces must be compliant with Section 16.44.010 of the Covington Municipal Zoning Code. Large scale parking facilities (i.e. parking decks and structures) must be compliant to the layout and design regulations listed in Section 16.44.030 as well as the space dimension requirements established in Section 16.16.030.

Guidelines for Parking Facilities

- Shared parking facilities and the reuse of existing facilities is encouraged.
- Parking lots and facilities should always be placed to the side or rear of primary facades, with minimal or no impact to historic character.
- Parking deck facades shall conceal automobiles, internal ramps, and external ramps from the public right-of-way.
- The use of compatible historic materials and architectural styles is encouraged in the construction of new parking decks and facilities.
- It is suggested that publicly owned parking facilities, while not subject to design review by the HPC, follow the above guidelines in order to preserve and maintain the character of Covington's historic districts.



Off street parking along the side of this building within the Covington Historic District allows for automobile access while not obscuring the primary elevation as viewed from the public right-of-way.
Covington Historic District

ADA Requirements

The needs of people with disabilities are always given priority when designing a commercial space. All areas must be free of obstacles and easily accessible in accordance with the Americans with Disabilities Act. As explained in Preservation Brief No. 32, “Under Title III of the ADA, owners of ‘public accommodations’ (theaters, restaurants, retail shops, private museums) must make ‘readily achievable’ changes; that is, changes that can be easily accomplished without much expense. This might mean installing a ramp, creating accessible parking, adding grab bars in bathrooms, or modifying door hardware. The requirement to remove barriers when it is ‘readily achievable’ is an ongoing responsibility.”

The Americans with Disabilities Act requires that businesses offer alternative access to accommodate persons with disabilities. This requirement does not excuse historic structures, and balancing these new requirements with the needs of a historic structure can sometimes be challenging. Additions should be completed in a way that minimally impacts the historic structure.

Guidelines for Accessibility

- The additions of ramps shall be constructed with appropriate materials.
- Identify potential designs or strategies to provide accessibility without removing or changing the historic character of a structure.
- Place ADA additions to the side or rear of the historic structure when at all possible.
- All additions made for ADA shall meet the guidelines for accessibility as outlined in the Americans with Disabilities Act.
- Guidelines are subject to requirements instated by the Fire Marshal of the City of Covington.

For more information see the following National Park Service Brief:

- No. 32, “Making Historic Properties Accessible”



**This WPA gymnasium has two ADA ramps.
Covington Historic District**

Fire Escapes

Fire escapes or additional exits may be required on a historic building, depending on use and height. If a building is taller than one story and is of mixed-use then it must meet the safety requirements mandated by the Fire Marshal of the City of Covington.

Guidelines for Fire Escapes

- Identify potential designs or strategies to provide accessibility without removing or changing the historic character of a structure.
- New exits shall be compatible with other exits on the structure and located on the side or in the rear to avoid disturbing the façade.
- Guidelines are subject to requirements instated by the Fire Marshal of the City of Covington.



Fire escapes, like these in a commercial district near downtown Atlanta, can be placed along a building's side or rear to avoid an impact on the building's primary facade while providing occupants with a safe emergency exit route.

Residential to Commercial

Where zoning allows, the conversion of residential buildings into commercial businesses may occur within Covington's historic districts. Certain unique circumstances may arise during such a conversion, and care should be taken to maintain the historic character of the building. Parking, Access and Egress, and Signage are all critical elements of commercial buildings that differ from residential use.

Although the converted building is being used as a commercial business, the original residential character and exterior appearance of the property should be maintained. Additions or new construction affecting the property's use as a historic residence should be reversible. For proper rehabilitation of buildings that are historically residential, please refer to the residential guidelines on pages 35-50.

General Design Guidelines

- The characteristics that define a building as a historic residence should be maintained, with the understanding that the building may one day be restored to private use.
- Required alterations should be minimally intrusive and reversible.
- All changes must be in compliance with the Americans with Disabilities Act and the City of Covington's Fire Marshall.



In this building, residential characteristics are maintained with the new commercial use.

Parking

The parking demands for commercial properties exceed most residential settings, care must be taken to preserve residential characteristics while meeting the required allotment of commercial parking. All parking guidelines are consistent with Section 16.44.010 of the Covington Municipal Zoning Code dealing with off-street automobile parking spaces.

Guidelines for Parking

- Whenever possible, historic driveways and walkways should be preserved and used.
- Off-street parking shall be located in a side or rear yard of the property. Parking in the front of commercial buildings with residential character is prohibited.
- Driveway curb cuts should not exceed twelve feet in width.
- Asphalt or concrete are appropriate paving materials for driveways and parking lots
- Paved areas should be sufficient in size and strength to accommodate service vehicles.
- Screen plantings are encouraged between parking areas and public right of ways.



Paved parking is located to the side of the historic structure, providing numerous parking spaces while preserving the historic residential setback and appearance.

Access and Egress

Public use of a building requires certain accommodations that are not typical in residential design. Whether it is an accessibility ramp or a fire escape, exterior changes will be necessary when converting a historically residential building to a commercial use. Care must be taken to minimize the removal and alteration of historic building materials during these conversions. As explained in Preservation Brief No. 32: “Under Title III of the ADA, owners of ‘public accommodations’ (theaters, restaurants, retail shops, private museums) must make ‘readily achievable’ changes; that is, changes that can be easily accomplished without much expense. This might mean installing a ramp, creating accessible parking, adding grab bars in bathrooms, or modifying door hardware. The requirement to remove barriers when it is ‘readily achievable’ is an ongoing responsibility.”

Guidelines for Access and Egress

- All commercial buildings with residential character shall be compliant with the ADA in regards to access and egress. (See page 99 for further details).
- Any alterations for ADA compliance should have minimal impact on the historic building.
- Accessibility ramps should be constructed from materials that are consistent with the historic materials of the building, and should have minimal visual impact.
- Primary entrances to commercial buildings with residential character should retain their historic character.
- If the construction of a new access or egress point is required, this entrance or exit should be located at the side or rear of the building with no visible impact to the primary facade.
- Fire escapes – if required by law – should be placed in the least visible location that maintains appropriate safety measures.



Appropriate example of an accessibility ramp integrated into a residential building with minimal alteration to the historic design and materials.

Signage

Unlike historic buildings that were designed for commercial use, converted residential structures do not have a typical place for signs. They are also often located outside of a commercial district. Therefore, signage should be separate from the building itself, and unobtrusive within its general setting.

Guidelines for Signage

- Signs should not be placed directly onto buildings of historically residential character.
- Ground signs, whether post-and-beam type, pole-mounted, or monument type, are appropriate, and should conform to Chapter 16.48 of the Covington Municipal Code dealing with signs.
- Signs shall be limited to one per road frontage, and limited to sixteen (16) square feet.
- Signs shall not have internal illumination.
- Signs should be illuminated with low profile external fixtures that are directed away from streets and adjacent properties.
- Sign materials should be consistent with and complementary to the historic materials of the building.



Appropriate example of historic house featuring stand-alone post and arm signage in the yard.

New Mixed-Use Developments

Covington's historic square is a vibrant economic center that attracts many people with its restaurants, shops, and open space. Not surprisingly, this vibrancy has created a demand for living and office space on or near the square.

Historically, downtown commercial buildings may have included office space or residential living space in the floors above the street level storefronts. The development of new mixed use buildings of this variety provides an opportunity to merge the historic character of the downtown area with the demand for increased density and residential living spaces.

Special care must be taken to ensure that these new developments are appropriate within the context of the historic environment of the square. This section provides guidelines for constructing mixed-use development on a large scale that does not compromise the character of the historic district. Large scale mixed-use development should adhere to the guidelines mandated in Sections 16.28 and 16.48 of the Covington Zoning Ordinance as well as the Guidelines for New Commercial Construction within this document (found on pages 82-92).

Large scale construction is ideal on blocks surrounding the square, but not recommended on streets that immediately front the square. Large scale development located on streets immediately fronting the square would compromise the historic character of the square, which is comprised of smaller one to two story structures.



**This mixed-use building is compatible with the historic commercial buildings along the Covington square.
Covington Historic District**

Mass and Scale

Maintaining the massing and scale around Covington's square is essential for retaining a consistent pedestrian-friendly built environment that prevents buildings from overpowering adjacent structures. Factors affecting massing and scale include building height and width, in relation to architectural details and fenestrations. As with other new construction projects, large scale mixed-use development should adhere to Covington Zoning Ordinance 16.28.020.

New construction, even those covering more than one lot, should suggest the form and massing of single lot developments. Covington's zoning ordinance mandates that every building reduce its perceived height and bulk by dividing the building mass into smaller scale components.

Guidelines for Mass and Scale: Height

- Large scale mixed-use development constructed off the square should be no larger than 3-4 stories tall.
- New construction design should take the scale of surrounding buildings into consideration.
- The fourth floor should be set back so as not to be seen from the line of sight of an average person standing in the on-street parking area looking up at the building. Ideally, the third floor would be set back as well.
- Section 16.16.030 of the Covington Zoning Ordinance stipulates that buildings in the Town Center Mixed Use District shall not exceed 70 feet in height. Buildings higher than 50 feet shall be required to step back that portion of the building a minimum linear distance of ten feet away from the building facade located below the 50 feet height plane.
- Floor to floor heights should be in proportion to that of historic commercial buildings surrounding the square.



**The facade of this mixed-use building is compatible with Covington's commercial historic buildings because its design elements create the illusion of several separate storefronts.
Covington Historic District**

Guidelines for Mass and Scale: Width

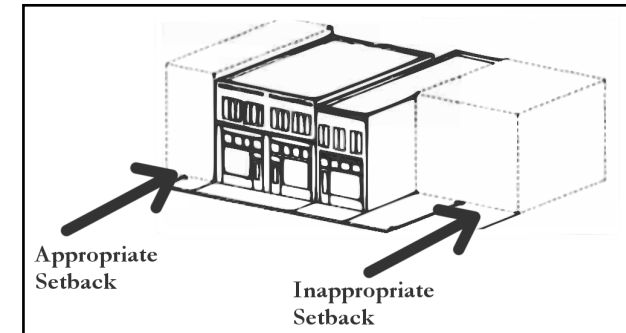
- The length of the primary facade should not exceed 20 feet without intervening fenestration, architectural detailing or entryway (Covington Zoning Ordinance 16.28.020).
- Building walls that exceed 100 continuous horizontal linear feet shall utilize offsets, such as projections, recesses, and changes in floor level, to add architectural interest and variety, and to relieve the negative visual effect of a simple long wall (Covington Zoning Ordinance 16.28.020).
- New development should maintain spacing patterns created by the repetition of uniform building widths along the street.

Site and Setting

Large scale mixed use construction should add a higher density of private property, but in a manner that supports and reinforces an active public sphere and a safe pedestrian environment. Ground floor use should reinforce the commercial nature of the street and contain businesses and architectural design that typically generate customer traffic.

Guidelines for Site and Setting

- Primary facades shall be oriented toward the street and sidewalk (Covington Zoning Ordinance 16.28.020). Main pedestrian entrances should be oriented in such a manner as to reinforce a vibrant pedestrian network.
- The setback of new construction should match that of Covington's existing commercial properties which are located at the zero lot line with few exceptions. Two buildings along Church Street are slightly setback from the property line, but have balconies that extend to the property line from the building façade. Other building facades, though located at the zero lot line, also include recessed storefront entrances and balcony space.
- The distance between the new building and neighboring building should be consistent with historic commercial blocks around the square.
- Drive-through service windows, drive-in facilities, drives and surface parking facilities shall not be located between a building and the adjacent public street per Section 16.28.020 of the Covington Zoning Ordinance.



New buildings should match the street's existing setback rhythm along the sidewalk.



This mixed-use building features recessed facades, but with balconies that extend out to remain consistent with the zero-lot line of adjacent buildings.

Covington Historic District

Parking

Many of the parcels susceptible to new development in the Covington Historic District are those presently used as surface parking lots. Infill development on these parcels is generally encouraged in that it connects urban fabric and contributes to a vibrant and walkable downtown area, but new parking will likely need to be incorporated into new construction plans. New parking can be implemented in a variety of creative ways.

Guidelines for Parking

- On-street parking is present throughout the downtown Covington area. It supports retail and business establishments on and around the square as well as the pedestrian experience in the commercial area. On-street parking is encouraged in large scale mixed used development.
- Additional on-site parking should be located out of the public view. Preferred large scale mixed use designs will incorporate a multi-level parking garage into the site that is hidden from public view by residential units and/or retail space.
- Parking entrances, service access, and loading docks should be located on secondary streets. Curb cuts are disruptive to the pedestrian environment and should not be located along streets adjacent to Covington Square.



**This photo shows how on-street parking and a hidden parking garage can provide parking spaces for residents and retail visitors while still contributing retail and activity at the street level.
Covington Historic District**

Materials

To maintain the commercial district's exterior appearance, building materials used for mixed-use development should be consistent with those found throughout the Covington Historic District and shall be compliant with Section 16.28.020.A. Of the City of Covington Zoning Ordinance .

Guidelines for Materials

- New construction should use materials that are similar to those commonly found in the Covington Historic District such as brick, stone, and stucco.
- Metal is strongly discouraged. Consistent with Section 16.28.020 of the City of Covington Zoning Ordinance, any metal building should not have the appearance of a metal building
- On streetscapes with a specific continuity of building materials, the continued use and compatibility of those materials is recommended.
- Architectural details of new buildings should have similar texture and design components. Physical properties of new materials should be compatible with the historic materials in adjacent designs.



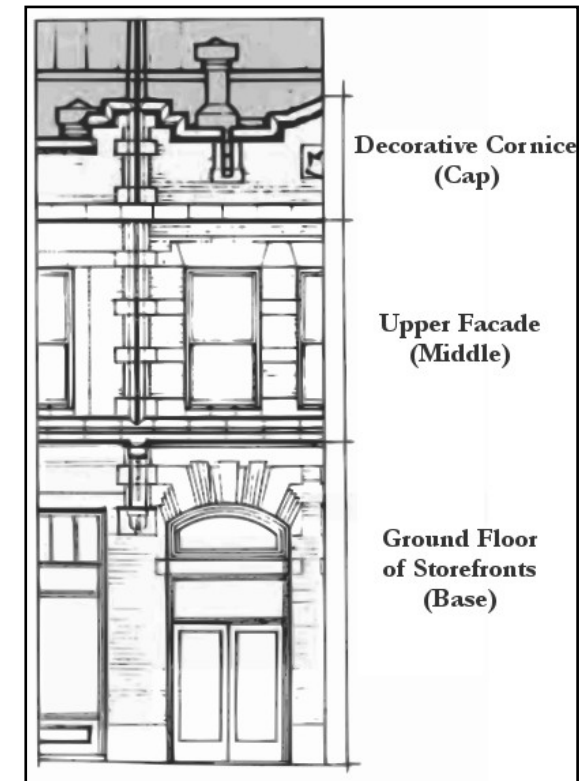
The materials used on this mixed-use building in the background are similar to that of the historic building directly in front of it.
Covington Historic District

Façades and Building Design

Facades should reflect a base, middle and cap composition similar to existing and historic commercial and mixed use buildings in Covington: a store-front base, middle upper facade and articulated cornice and parapet roof. Facades and wall surfaces should, on one hand, be relatively simple in keeping with the established character of commercial buildings in the area, but also be articulated using fenestration, a varied palette of materials, and other structural expressions to reinforce the pedestrian scale and to avoid monotonous or blank walls at the street level. The ground-floor uses of new construction should reinforce a pedestrian-friendly public realm, preferably with store fronts that support the commercial nature of the town center mixed use zoning and contain businesses that typically generate customer traffic.

Guidelines for Façades and Building Design

- Front elevation ground-floor facades should contain storefronts similar in height, width and proportion to historic buildings throughout the town center.
- Delineation of building floors shall be executed through windows, belt courses, cornice lines or similar architectural detailing, per Section 16.28.020 of the City of Covington Zoning Ordinance.
- New facades should be compatible with existing building facades in terms of design and materials. Façade and storefront design should consider existing color schemes on adjacent buildings. Architectural details such as windows, doors, arches and cornices should complement those of the commercial block. Doors and windows should have height-to-width ratios similar to the proportions of adjacent historic buildings in addition to similar alignment.
- Details on new construction should in some way complement or repeat the pattern of nearby historic buildings. Cornice lines, string courses, window locations, and designs for parapet walls should relate to existing examples to allow for the more sympathetic introduction of new buildings to the historic district. Brick patterns should be similar to but not replicative of those of the existing historic buildings
- New construction should avoid the use of false historic styles in appearance, details and decoration, massing, proportion, and scale. The exact duplication of existing styles or appearances should also be avoided.



New development should reflect a base, middle and cap composition similar to existing historic commercial buildings in Covington.

Windows and Entrances

Windows and entrances play a prominent role in supporting the character of Covington's existing historic buildings; they are also integral to reinforcing a vibrant commercial downtown and a safe and comfortable pedestrian network.

Guidelines for Windows and Entrances

- New windows and doors should be compatible with that of Covington's contributing commercial structures in proportion, shape, position, location, pattern, and size. Window and door arrangement, as suggested vertically by bays and horizontally by stories, should follow the precedent set by historic buildings. The traditional proportions of fenestration to wall space should also be respected.
- Ground floor display windows should be separated from the sidewalk by a bulkhead similar in height to historic display windows throughout the commercial area.
- Windows should be transparent, particularly at the ground level. Tinted or reflective glass would be considered out of character with the historic district and is discouraged.
- Windows in upper facades should be positioned at regular intervals and establish a visual rhythm.
- Metal grates and bars over windows are prohibited.
- Entrances should be centrally located along the façade and directly accessible from the sidewalk to encourage pedestrian traffic.
- Entrances may be recessed, but should not extend out further than the façade. Recessed entries should conform to the average recess of buildings in the commercial district.
- Doors should consist of similar materials and style to the existing historic buildings.



These buildings do not have storefronts but do show how new multilevel construction can incorporate window intervals, rhythm, and design elements of windows on historic buildings.

Roofing

Most historic commercial buildings in the Covington Historic District have flat or shed roofs, and many also contain parapet walls. Any large scale mixed-use development must be compatible with existing commercial structures on and around the square. As such, a traditional commercial roof profile is strongly recommended.

Guidelines for Roofs

- Flat roofs with parapet walls are strongly encouraged.
- Mechanical or utility-related equipment located on a rooftop should be set back towards the center of the building, and should not be visible from street level.
- Consistent with Section 16.28.020 of the Covington Zoning Ordinance, variation in the roofline of buildings and offsets in pitched roofs and gables are required. Parapets in building masses exceeding 100 feet shall be varied in height and projection and shall use decorative elements such as crown or dental moldings, brick soldier courses, or similar detail.

Guidelines for Decks and Balconies

- Decks and balconies are permitted, and even encouraged, as they contribute to a safe and dynamic pedestrian and public experience. It is preferred, however, that they be recessed within the building facade so that the edge of the balcony be at the zero lot line.



The roof of this mixed use structure (left) is predominantly flat like the historic buildings in the foreground. Covington Historic District

Signage and Awnings

Signage provides a clear delineation between the commercial and residential portions of a mixed-use facade. Signage also provides a decorative aesthetic which enhances the appearance of the building. Depending on the size, signage can detract from the appearance of the building. Various types of signage found on the commercial buildings in the Covington Historic District include wall signage above the first floor, window, projecting, and ground signage. All signage on new commercial buildings must conform to Section 16.48.040 of the Covington Zoning Ordinance.

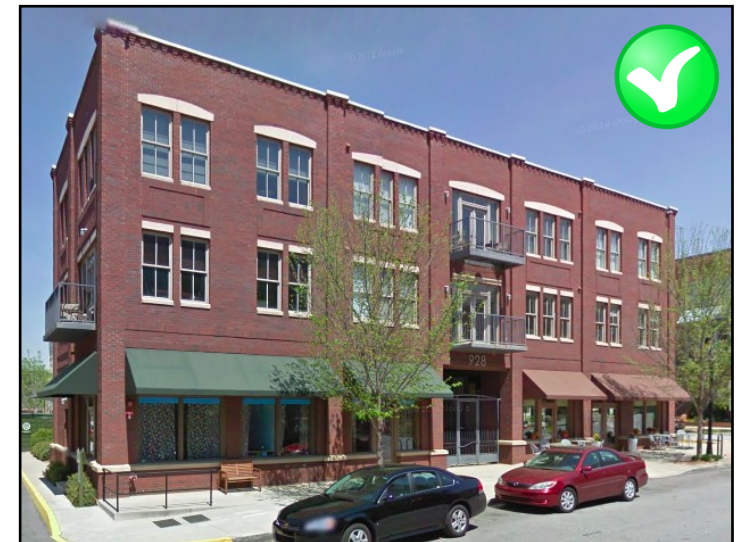
Guidelines for Signage

- Signs should be located between the first and second floor of any mixed use façade.
- Signage should not overwhelm the appearance of the building, nor should it be disproportionately smaller than the surface area of the façade.
- Window signs should not take up more than 15 percent of the window area facing the road.
- Signage should not obscure any architectural elements designed to enhance the appearance of the mixed-use building.

Awnings provide a distinction between commercial and residential portions of a building. Awnings on mixed-use buildings in the Covington Historic District tend to be green, other colors are present on various historic commercial buildings, and would therefore be compatible on large scale mixed-use construction.

Guidelines for Awnings

- Awnings are traditionally incorporated above the ground level doors and windows of commercial buildings.
- Awnings should not be placed above second or third level windows, doors, or balconies.
- Awning material should be fabric or canvas; metal awnings are inappropriate.
- Bubble awnings above rectangular windows and doors are inappropriate.



Appropriate awnings and signage clearly differentiate the commercial portions of the mixed use development from the residential floors above.

Community Landmarks

Landmarks—those structures or areas which serve a community in stand-alone ways independent of residential or commercial functions— are an important part of a community’s visible heritage. Covington features landmarks of several varieties: a number of monuments to fallen citizens tie together the sacrifices made by multiple generations, while churches, government buildings, and public meeting places allow for a sense of consistency despite changing societal conditions. In addition, the designation and protection of greenspace ensures that Covington’s citizens will be able to enjoy natural areas that double as social space. These landmarks are important to Covington and its citizens, and should be protected. They provide the community with a sense of place.

The protection and maintenance of these landmarks is the responsibility of the property’s owner or steward. Maintaining the appearance and integrity of these sites is an important factor in preserving the character of the community and creating a sense of continuity the city’s residents. While these landmarks do not have generalizing guidelines, they are “self-referencing,” meaning that that each landmark should be preserved and maintained based off of historic pictorial evidence or other documentation.

General Design Guidelines

- While landmarks which are publicly-owned do not fall under the jurisdiction of the Covington HPC, these guidelines serve as general guidance that should be referenced when considering alterations or repairs.
- Privately-owned landmarks are “self-referencing.” They are unique structures, each with an individual character separate from that of their surroundings and should be preserved as such.
- Any material replacement work done to a community landmark should be in a manner that does not detract from the appearance of the structure.

Southview Cemetery

These guidelines were created to provide caretakers of Southview Cemetery and citizens of Covington a clear understanding of the historic importance and integrity of the site and its features. The guidelines are intended to assist in the preservation of the cemetery's integrity while simultaneously allowing for growth and change. The suggestions put forth in this document are meant to be used by a number of different entities, including cemetery maintenance staff, landscape crews, individual lot owners, the historic preservation commission, and families of the deceased. A framework is provided to guide in maintenance issues, new burials and other conflicts that come with the operation of a cemetery.

History

The earliest dated grave marker in Covington's Southview Cemetery is 1818. It is unclear when the incorporated municipality opened the cemetery to the interment of its citizens. It is clear, however, from the earliest points in Covington's history, this area was used for burying the dead. The cemetery is broken roughly into five sections: the Old Methodist Burial Ground, which is the oldest part of the cemetery; the Civil War section; the City Section; the historic African American Section; and the "Modern" section, where the most recent burials have occurred. Each section has its unique qualities that contribute to the overall makeup of the cemetery itself.

The Old Methodist Burial Ground is the resting place of the founding pioneer families of Covington, buried mostly before the Civil War. The City Section is the largest area with the most burials, including prominent Covington citizens, such as Confederate Brigadier General J.P. Simms. This section also contains some of the better examples of cemetery design and sculpture with obelisks, a mausoleum, decorative iron fencing and grand monuments. Within the City Section is the Civil War Section. Here are many of the soldiers who perished in the several hospitals located in and around Covington. Some of these graves are unmarked.

The Historic African American Section is also known as the "Old Cemetery" and stands in contrast to the the City Section. This area is sparse with few marked graves. The graves that are marked are mostly made from cast concrete.

Physical Description and Integrity

Southview Cemetery is bordered by a chain link fence and has three gated entrances, two on the north and one on the west. It is comprised of gently rolling, mostly grass terrain. However, the eastern portion of the cemetery, where many unmarked graves are located, is covered with several pine trees. The main roadways through the cemetery are asphalt with cement curbs. Smaller footpaths run through the main section past individual plots. These paths are made of cement.



Photo 1: Looking South at the City Section

Coping, Fences, and Retaining Walls

A major defining characteristic of Southview Cemetery is the prevalence of walled, enclosed, or edged family plots. In some cases, retaining walls were built out of necessity due to the changing elevation of the terrain. In other cases, they are purely ornamental and a preferential feature. Materials used to enclose and divide include: brick, granite, cement, ornamental shrubs, a combination of brick and concrete, stone, wrought iron, and cast iron (see Photo 2). In some cases, entire family plots have concrete retaining walls (see Photo 3).



Photo 2: Iron Fencing



Photo 3: Concrete Retaining Walls



Photo 4: Brick Retaining Wall with Marble Corner Stones and Coping



Photo 5: Marble Coping with Concrete Ground Covering

Vegetation

Southview cemetery is home to many varieties of trees and shrubs. These are an intrinsic part of the landscape and should be cared for and maintained as such. The following is a list of many of the trees, ornamental plants and large shrub types found at Southview: Inkberry Nigra, Sweetbay Magnolia, Lacebark Elm, Chinese Holly, Franklin Tree, Hinoki False Cypress, Daffodils, Chinese Juniper, Hybrid Holly, and Poverty Pine.



Photo 6: Chinese Juniper



Photo 7: Hybrid Holly

Cemetery Sections

Old Methodist Burial Ground

The oldest graves at Southview Cemetery are located in the northwest corner, known as the Old Methodist Burial Ground. The ground is covered in grass in most areas of this section; however, coarse ground cover is found in various spots. A few graves here date back to the 1830s, but most are from the 1850s. Monument types include variations of one-piece tombstones, die and base, tab in socket, ornate as well as simple pedestal tombs, small obelisks, box tomb variations, and a unique variety of specialty monuments not observed in other parts of the cemetery (see photos 8, 9, & 10). The prevailing material is marble, although stacked stone and concrete markers are also extant.

Conditions: poor-fair. Several of the monuments in this section are broken and severely weathered and deteriorated. Repairs have been made in an inappropriate manor.



Photo 8: Old Methodist Burying Ground



Photo 9: Specialty Monument Using Sea Shells



Photo 10: Tripartite Monument

The Civil War Section

The Civil War Section at Southview Cemetery contains the graves of Confederate soldiers that died in the Civil War hospitals in Covington. Sixty-seven of these are of identified bodies and eighteen unidentified. The simple, uniform tombstones and footstones are arranged in four rows and are bordered by a hedgerow to the east and south. A plaque situated to the west of the graves commemorates soldiers buried here.

Conditions: Fair. Many stones are broken and repaired in an inappropriate manner (see photo 12). Many stones are not plumb and rows are out of alignment. Several footstones are either missing, deeply sunken into the ground, or are uprooted (see photo 13).



Photo 11: The Civil War Section



Photo 12: Inappropriate Repair Using Epoxy



Photo 13: Uprooted Headstone

The City Section

The largest section of Southview exhibits a vast variety of monument types, but several themes are prevalent. The bordering of family plots occurs frequently. The materials employed, as mentioned in the Physical Description (see page 117) range from brick to concrete. Burials in this section occurred almost exclusively in the twentieth century with a general trend of more late twentieth century graves being found in the south. As in the Old Methodist Burial Ground, obelisks, pedestal tombs, simple tombstones, and die and base are found here. However, rounded-raised, ledger, lawn-style, and raised type headstones are also found. Many family plots are arranged with a large and imposing family marker towering over smaller individual headstones. Granite and marble are the two materials that headstones were carved from in this section.

Condition: Fair. Deterioration in this section is mild; however, breakage and inappropriate repair is moderate (see photo 14). Several stones are out of plumb and many grave markers, tombstones, and hardscape elements are sunken down into the ground (see photo 15).

The single mausoleum at Southview stands near the westernmost of the two northern entrances (see photo 16). It is built of granite block in the Greek Revival Style. It features two Doric fluted columns at its entrance (the south facade). An operable iron gate extends between the columns and the two pilasters. Just inside the gate are two granite benches. The entrance to the mausoleum is sealed off with a granite slab that bears the names of the interred. The family name is located on the frieze.

Recently added to the City Section is a new addition to the cemetery donated by prominent, local family in Covington. This section will be open to new burials and is now owned and maintained by the city. It is small and bordered by residential properties to the south, west, and north, with a row of cedar trees bordering its eastern edge to the cemetery.



Photo 14: City Section Facing West



Photo 15: Sunken Cradling



Photo 16: Mausoleum

Historic African-American Section

Also known as “The Old Cemetery,” the eastern portion of Southview Cemetery is visually different from the remainder of the cemetery. The ground is bare dirt and there is a prevalence of a large, coniferous variety of trees. A high percentage of the graves in this section are unmarked. Of the marked gravesites, many are made of cast concrete and are carved by hand (see photo 18). Dates of these graves range from early to mid-twentieth century. The burials here are of African Americans and paupers.

Condition: Fair. Some headstones are sunken and out of plumb. Moderate discoloration and staining have occurred. Cracking has occurred in the concrete of some markers. This is most prevalent in the concrete pads that encase some of the plots (see photo 19).



Photo 17: The Historic African American Section



Photo 18: Concrete Marker



Photo 19: Concrete Encased Plot

The Modern Section

South of the Old Methodist Burial Ground of Southview Cemetery is a new section that contains granite monuments dating from the late twentieth and twenty-first centuries. This section is privately owned. The topography of this section is flat and lacks the tree growth seen in other sections of the cemetery. It also lacks the bordering techniques used in other sections to demarcate family plots. Most of the headstones have a polished finish on the front and back facades as well as the top. Many stones have a hammered texture finish on the sides. Although variation exists, a majority of the monuments in the new section are either beveled or die-on-base variety. There is also a prominent columbarium in this section made of marble, steel and black glass.



Photo 20: Modern Section

Monument Types and Materials

Tab in Socket



Die on Base



Box Tomb



Obelisk



Ledger



Beveled



Bedstead



Pillow



Lawn Style



Column Arch



Raised Top



Tombstone



Pedestal Tomb



Iconography

Cemetery iconography can be described as the symbolism depicted on the faces of grave markers that expresses certain ideas that were held at the time. This included death, religion, the afterlife, and the person buried beneath them. Southview Cemetery has many interesting examples of nineteenth and early twentieth century iconography displayed on a number of headstones.

Example 1

Photo 21 depicts a weeping willow tree, which denotes grief and mourning. However, it is also a species known to survive even when many branches have been cut off. When carved on a headstone, it represents the strength of a family and its ability to remain intact and thrive despite great loss.



Photo 21

Example 2

Photo 22 shows a broken pillar, representative of a great or important life being cut short. Not necessarily placed on the monument of a political figure or other publicly celebrated individual, but rather a person of familial importance. It also depicts a winged Grim Reaper or Father time carrying a scythe as he prepares to gather up the soul of the dying man leaning over the broken pillar.



Photo 22

Example 3

Photo 23 shows a finger pointed up, indicating the individual whom the stone commemorates has made the journey to heaven.



Photo 23

Example 4

Photo 24 stands in visual contrast to Photo 23. A finger pointed downward has similar meaning however. It represents the hand of God calling the dead up to join him in heaven.



Photo 24

Example 5

Photo 25 shows two angels beside a large grave marker. Angels are considered both guardians and guides that assist in leading souls to heaven. They act as intermediaries between God and man.



Photo 25

Example 6

Photo 26 shows a lamb laying atop a headstone, a symbol of innocence. Lambs are almost exclusively found on the graves of children. This motif derives from the Christian depiction of Jesus Christ as a shepherd.



Photo 26

Example 7

Photo 27 shows a draped urn, which was the most common nineteenth and early twentieth centuries funerary symbol. it represents both reverence for the dead and the veil between heaven and earth.



Photo 27

Example 8

Photo 28 depicts a dove, a common Christian symbol for the Holy Ghost. It also represents purity and peace.

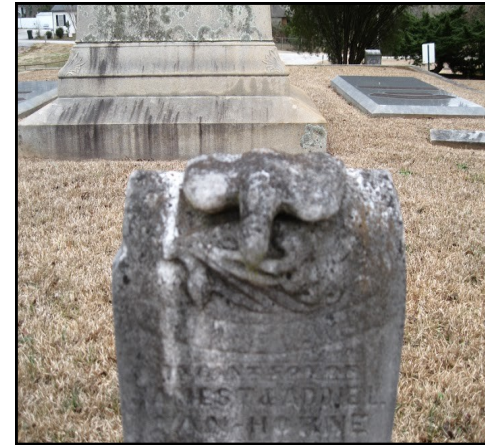


Photo 28

Design Guidelines

Landscaping

When additions or changes are being made to the cemetery, the historic layout needs to be preserved. Bordering of family plots with historic materials is recommended. Although the newer section does not exhibit this, the majority of the cemetery's family plots do.

Guidelines for Cemetery Landscaping

- Preserve significant landscape features such as walkways, mature plants, fences, and coping.
- It is important to note that the removal of trees with extensive root systems has the potential to disrupt resources and to cause monuments and markers, fences, and walls to lean or topple if the roots are removed. In general, the removal of any trees or large shrubbery with extensive root systems should focus on the above-the-ground aspects of the tree, leaving the roots in place.
- When considering the addition of new plant materials, traditional species existing in the cemetery should be used. If a non-historic species is desired, it is suggested that the new planting be native to the region and commonly found in other historic southeastern cemeteries.
- Any new plantings of vegetation with significant root systems should be planted at a distance that will not interfere with or damage existing grave sites. Because it varies from species to species, consult with an arborist to determine the extent of a root system's potential impact.
- Any vegetation contacting with or shading masonry elements such as headstones and coping can result in damage due to a plant's tendency to trap water and cause moisture accumulation. These plants should be trimmed back away from the masonry.
- Grass and brush should be trimmed by hand when possible to prevent damage to gravestones. The use of power mowers near gravesites is not recommended.
- It is recommended that rubber bumpers be installed on the deck area of mowers.
- Avoid using pesticides, herbicides, and fertilizer. Acidic chemicals can damage limestone and marble. Alkaline chemicals damage granite.



Photo 29: Tree Growing Around a Headstone

Hardscapes

Hardscapes (i.e. coping, fences, etc): Along with plant life, there are several hardscape features that contribute to the integrity of Southview Cemetery. These include coping, plot bordering, and fencing. If damage occurs, repair is recommended over replacement.

Guidelines for Hardscapes

- If historic hardscape features must be replaced, the replacement should match the existing element in material and form.
- Chain link, vinyl, and wood fences used to enclose individual or family plots are not appropriate to the character of the cemetery.
- Existing paths and roads should be maintained using materials that match the existing. New pathways should match historic ones in scale and material.
- Any signs placed throughout the cemetery should be minimalistic and not detract from the historic integrity (see photo 30 for example from Atlanta's Oakland Cemetery)



Photo 30: Example of an Inappropriate Headstone

Mausoleums

Mausoleums are a grand way of commemorating the deceased. To ensure that a new mausoleum is compatible with the historic character of Southview Cemetery, a traditional design, size and scale that employs compatible colors, form and materials is recommended. Contemporary styles are not recommended.

Monuments

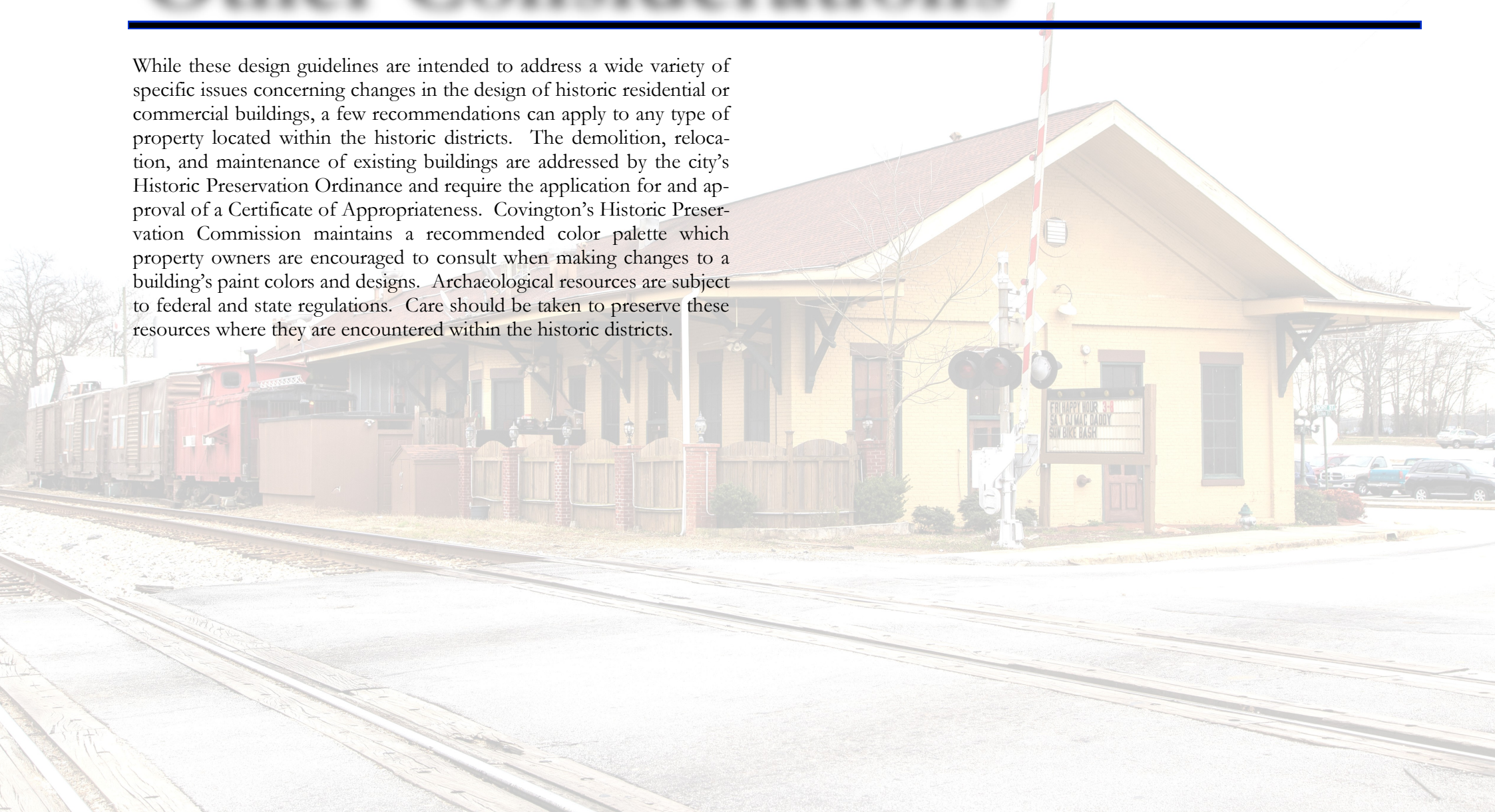
As long as they remain active, Cemeteries are an ever-evolving landscape. With each new burial comes a new monument. Headstones and other grave markers are a unique way for families to commemorate their loved ones. Because Southview is a historic site, it is important to take into consideration the context in which a new monument will be placed.

Guidelines for Monuments

- Every element of a gravesite is significant. Nothing should be changed or removed.
- Gravestones and monuments should not be moved except in the case of disinterments or if it is discovered that the identity of the interred was incorrect.
- Damaged headstones should be repaired rather than replaced unless the historic integrity of the stone is unrecognizable. Only qualified masonry conservators should be permitted to repair damaged headstones.
- Re-inscription of headstones is not an appropriate measure even if the existing inscription is at risk of becoming illegible. Such measures detract from the original character of the stone. Instead, it is suggested that the deteriorated inscription be recorded through documentary and photographic evidence.
- When repointing, new mortar should duplicate the historic mortar in color, texture, and strength. Avoid mortar with a high Portland cement content as it is known to be stronger than historic masonry and may cause damage.
- Stone fragments, even those of small size, should be saved and documented until proper repair can occur. They should be stored in a secure location. Never stack stones atop one another without a soft buffer such as a thick towel between them.
- When cleaning headstones use the gentlest means possible. Avoid acidic solutions and chlorine bleach. A soft-bristle brush and water is recommended. Do not attempt to clean a headstone if there is a possibility that temperatures will be below freezing.
- Do not polish, pressure wash, or sand/grit blast gravestones or monuments.
- When installing a new monument, consider the vegetation around it.
- New gravestones and mausoleums should not disrupt the historic integrity of the cemetery.
- New headstones, mausoleums, and other markers should make use of materials and styles that are similar to historic materials in the City Section or the Old Methodist Burial Ground. Modern styles are not recommended (see photo 31). Examples of appropriate headstone types can be found in the Monument Types section.

Other Considerations

While these design guidelines are intended to address a wide variety of specific issues concerning changes in the design of historic residential or commercial buildings, a few recommendations can apply to any type of property located within the historic districts. The demolition, relocation, and maintenance of existing buildings are addressed by the city's Historic Preservation Ordinance and require the application for and approval of a Certificate of Appropriateness. Covington's Historic Preservation Commission maintains a recommended color palette which property owners are encouraged to consult when making changes to a building's paint colors and designs. Archaeological resources are subject to federal and state regulations. Care should be taken to preserve these resources where they are encountered within the historic districts.



Demolition

Demolition of a building, structure, site, object or landscape feature in the historic district is an irreversible step and should be carefully deliberated. Once they are destroyed, historic resources can never be replaced. In considering demolition, the property owner should determine whether the existing building could be adapted to his or her needs, sold to someone willing to rehabilitate or adapt the building for reuse, or be relocated to another site selected for the owner's purpose. Section 16.52.280 of the Covington Historic Preservation Ordinance requires the application of a Certificate of Appropriateness (COA) for the demolition of a building within the historic districts.

Guidelines for Demolition

- Properties of historic, scenic, or architectural significance, or those which contribute to the ambiance of a historic district, should not be demolished.
- Unique properties which may be difficult or impossible to reproduce because of design, texture, material, location, or detail should not be demolished.
- The last remaining example of a certain type or kind of building in a neighborhood or the city should be preserved and protected from demolition.
- Plans for the use of a property after demolition and the impact of these plans on the character of surrounding areas may guide the HPC's approval or rejection of the COA.
- Reasonable efforts should be made to protect a building from deterioration or collapse before it is considered for demolition, especially in cases where the building is not a threat to public health and safety.



The demolition of this 1950s building in the Poncey-Highland neighborhood of Atlanta, though not in a district subject to design review, serves as an example of a lost historic resource.

Relocation: Moving Historic Structures

The relocation or moving of a building, structure, site, or object within the historic district should be carefully considered. A historic building should be relocated only if all other preservation options have been exhausted. Section 16.52.280 of the Covington Historic Preservation Zoning Ordinance requires the application of a COA for the demolition of a building within the historic districts.

Guidelines for Relocation

- Properties which contribute to the area's historic character within their present setting should not be relocated.
- A property should not be relocated if definite plans for the area to be vacated have a potential adverse impact on the historic site's character.
- A property should not be moved when the relocation could have a potential adverse effect on the property's structural integrity.
- When a property is approved for relocation, it should be moved to an area compatible with its historic and architectural character.



This historic train depot, slated for demolition, was relocated by preservationists and converted into an event space.

Maintenance of Existing Buildings

Maintenance of existing buildings is a crucial aspect of the historic preservation process. Derelict or neglected buildings can be visual distractions for an entire community. Ordinary maintenance and repair, which do not alter a building's appearance or cause changes in materials or design, do not require review by the Historic Preservation Commission. However, Section 16.52.360 of the Covington Historic Preservation Zoning Ordinance does require property owners to provide ordinary maintenance and repair. Should a building remain unused or vacant for an extended period of time, property owners are encouraged to take steps to protect it from deterioration.

Guidelines for Maintenance of Existing Buildings

- The building should be structurally stabilized.
- Measures should be taken to exterminate pests and vermin.
- The building should be protected from moisture.
- Efforts to prevent vandalism and break-ins should be adopted.
- The building should be properly ventilated.
- A regular maintenance and monitoring plan should be implemented.

Additional Note:

While many of the NPS Preservation Briefs contain guidelines on the proper maintenance and repair of historic buildings, Brief 31, "Mothballing Historic Buildings", offers information on preservation methods for unoccupied properties.



Improperly maintained buildings, such as this historic house, detract from the overall character of a historic district.

Paint Colors and Design

The Covington Historic Preservation Commission does not review exterior colors. However, paint color is one of the most immediate characterizing elements of a building and care should be taken to respect the historic integrity of a both residential and commercial buildings.

The most accurate method of determining the historic paint color of a building involves paint analysis completed by a trained professional. While this level of documentation is certainly not standard practice for the average property owner; rather, paint analysis is more likely to be used during the restoration of a landmark building. Property owners can also chip a paint sample from an unobtrusive part of a building to try to determine what earlier colors might have been used.

For further direction on exterior paint color, please consult with the HPC staff member to view examples of appropriate colors.

Guidelines for Paint Colors and Design

- It is not appropriate to paint copper, bronze, brick, or unpainted brick and stone. Paint should never be applied to surfaces that were historically not painted. Masonry surfaces should take on the natural color of the brick or stone. Under the circumstance that the masonry surface was previously painted, compatible paint may be used following the proper cleaning and preparation.
- Exterior windows, doors, trim, and other architectural details should be painted in a way that reinforces the historical character of the building and is complementary to the time period.
- The gentlest means of cleaning should be used, but must be performed prior to repainting. Avoid non-breathable coatings and paint containing zinc.
- Paint colors within the district should be complementary to surrounding buildings and should be limited to 2-3 complementary colors per building.
- Prior to painting, the Historic Preservation Commission should be consulted in order to abide by suggested standards for paint colors.

Archaeology

Archaeological resources should be preserved in place. The location of original foundations, porches, outbuildings, walkways, and prehistoric activity can be determined through archaeological survey.

Any ground disturbing activity that exposes historic or prehistoric artifacts should be reported to the Historic Preservation Division of the Georgia Department of Natural Resources to seek instruction on how to proceed. Any uncovered human remains must be immediately reported to the Georgia State Historic Preservation Division and the Police Department.

Minimize disturbance of terrain as much as possible to mitigate the loss of archaeological resources. Known archaeological resources should be avoided and preserved.



Trained archaeologists use careful methods to excavate prehistoric and historic sites on both public and private property.

Appendix

This appendix includes additional information related to historic preservation that may be of interest to property owners within the Covington historic districts. Contact information, preservation fact sheets, a glossary, a bibliography, the Secretary of the Interior's *Standards for Rehabilitation*, as well as other materials are provided.

Contact Information and Resources

City of Covington

Planning and Zoning

2116 Stallings Street
Covington, Ga. 30014
(770) 385-2020
Fax (770) 385-2170
<http://www.cityofcovington.org/>

Contact the City of Covington Planning and Zoning Department for Certificates of Appropriateness.

Main Street Covington

2101 Clark Street,
Covington, GA 30014
Phone: (770) 385-2077
Fax: (770) 385-8481
www.downtowncovington.org

Covington's Main Street Program is a non-profit, volunteer organization committed to the preservation, improvement, development, and promotion of the city's downtown/central business district. The Main Street Program offers development grants, design consulting services, and small business development services.

Regional Resources

Northeast Georgia Regional Commission

305 Research Drive
Athens, GA 30605-2725
(706) 369-5650
<http://www.negrc.org/historic-preservation.php>

The NEGRC supports local governments in addressing planning issues, providing assistance and programs for a variety of economic development needs. The NEGRC website details the historic preservation programs active in Georgia.

State Resources

State Historic Preservation Office

Georgia Department of Natural Resources
Historic Preservation Division
Jewett Center for Historic Preservation
2610 GA Hwy 155, SW
Stockbridge, GA 30281
770-389-7844
<http://www.georgiashpo.org/>

The State Historic Preservation Office (SHPO) website features information on Georgia's architectural history, preservation tax incentives, the National Register of Historic Places, and other preservation programs. The SHPO approves and regulates historic preservation grants for Certified Local Governments (CLGs). More information on CLGs can be found in the Forms and Fact Sheets section of this appendix. Visit the SHPO website for community assistance links, historic preservation ordinances, information on economic tools, and national and statewide historic resources.

Additional State Resources

Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, GA 30329
(404) 679-4940
(800) 359-4663
(877) 204-1194 (TDD)
<http://www.dca.ga.gov/>

The Georgia Department of Community Affairs provides partnerships with communities to promote and implement local economic development. The DCA also houses the state Main Street office, which assists the local Covington Main Street program.

Georgia State University
College of Arts and Sciences
Heritage Preservation Program
25 Park Place 20th Floor
Atlanta, GA 30305
404-413-6385
<http://www.gsu.edu>

Georgia State University's Heritage Preservation Program provides support to local preservationist efforts and educational programs.

Additional State Resources

Georgia Alliance of Preservation Commissions
<http://www.georgiahpcs.org/>

The Georgia Alliance of Preservation Commissions provides education and training resources for those involved in the historic preservation planning process.

Georgia Trust for Historic Preservation
Rhodes Hall
1516 Peachtree Street, NW
Atlanta, GA 30309
404-881-9980
<http://www.georgiatruster.org>

The Georgia Trust for Historic Preservation is a state-wide non-profit organization that offers educational programs, design assistance, and activist efforts to aid in the preservation of buildings.

Additional State Resources

Georgia Department of Economic Development
75 Fifth Street, N.W., Suite 1200
Atlanta, GA 30308
404-962-4000
1-800-255-0056 (TDD)
<http://www.georgia.org>

The Georgia Department of Economic Development (GDEcD) plans, manages and mobilizes state resources to attract new business investment to Georgia, drive the expansion of existing industry and small business, locate new markets for Georgia products, inspire tourists to visit Georgia and promote the state as a top destination for arts events and film, music and digital entertainment projects.

Georgia Municipal Cemetery Association
330 Bonaventure Rd
Savannah, GA 31404
<http://www.gmcaweb.org/>

The Georgia Municipal Cemetery Association (GMCA) is a professional network of officials and staff members from various levels of municipal government dedicated to the conservation and protection of historic municipal cemeteries. GMCA administration is divided into eight districts across the state, with Newton County falling into Region 3.

National Resources

National Alliance of Preservation Commissions

208 E Plume St, Suite 327
Norfolk, VA 23510
757-802-4141
<http://napcommissions.org/>

The National Alliance of Preservation Commissions provides education and training resources for those involved in the historic preservation planning process.

Advisory Council on Historic Preservation

401 F Street NW, Suite 308
Washington, DC 20001-2637
(202) 517-0200
<http://www.achp.gov>

The Advisory Council on Historic Preservation (ACHP) is a federal agency that advises the President and Congress on national historic preservation policy. The ACHP website hosts several documents designed to provide users with a better understanding of the legal regulations related to historic preservation.

Additional National Resources

The National Trust for Historic Preservation

Eastern Field Services
517 Savannah Highway
Charleston, South Carolina 29407
843.722.8552
<http://www.preservationnation.org/>

The National Trust is a national non-profit that provides educational and public awareness resources concerning historic preservation across the country.

The National Main Street Center

2600 Virginia Avenue NW, Suite 1100
Washington, DC 20037
(202) 588-6000
<http://www.mainstreet.org>

The National Main Street Center, a non-profit organization and program of the National Trust, provides information, offers technical assistance, holds conferences and workshops, and conducts research and advocacy on critical revitalization issues. The National Main Street Center oversees the various state and local Main Street programs around the country.

Additional National Resources

Southeast Regional Office of the National Park Service

100 Alabama Street, SW
1924 Building
Atlanta, GA 30303
(404) 507-5600
<http://www.nps.gov/>

The National Park Service provides extensive documents on the proper maintenance and rehabilitation of historic buildings according to the Secretary of the Interior's Standards.

Preservation Information

National and State Registers of Historic Places

Authorized by the National Historic Preservation Act of 1966 and maintained by the National Park Service (NPS), the National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.

The National Register of Historic Places is not a restrictive program. The National Register does not regulate what a property owner may or may not do with his or her property. It does not require an owner to maintain, repair, or restore a property. If an owner completes work on a property, there is no requirement to adhere to the Secretary of the Interior's Standards for Rehabilitation unless application for a tax credit is requested. Covington has two National Register Historic Districts, they are the Covington Historic District (NHRP listing 98000969) and North Covington Historic District (NHRP listing 00000526).

Listings on the National Register might also be eligible for federal preservation tax incentives. In order to qualify for these credits, the structure must either be listed individually on the National Register or be a contributing structure within a National Register district. The property must be income-producing and rehabilitation work must be completed according to the Secretary of the Interior's *Standards for Rehabilitation*.

A property can also be listed on the Georgia Register of Historic Places. Once listed, properties may be eligible for two state tax incentive programs. In order to qualify for either program, the building must be certified for its historic significance and rehabilitation projects must meet the Standards for Rehabilitation.

For more information about listing in the National Register of Historic Places or the Georgia Register of Historic Places, please see the following Fact Sheets or visit the website for the Georgia State Historic Preservation Office (SHPO): <http://www.georgiashpo.org/>

Historic Preservation Tax Incentives

Preservation-guided rehabilitation can provide immediate benefits to property owners and the district at large by enhancing and maintaining the historic character of cities like Covington. However, owners of historic properties may also benefit from economic incentives when engaging in appropriate rehabilitation efforts, as government agencies recognize the importance of local preservation applications on regional and national levels. The Georgia Department of Natural Resources, Historic Preservation Division (HPD) employs specialists who can guide property owners toward understanding what kind of tax incentives may apply to particular rehabilitation projects. It is important to note that the Covington Design Guidelines do not guarantee any inclusion in economic benefit programs, and property owners should consult with HPD before beginning any project if they wish to be considered for tax incentives. While the Covington Design Guidelines do use the Secretary of the Interior's *Standards for Rehabilitation* as a basis for explaining the proper implementation of preservation-sensitive construction and maintenance, property owners should be mindful that economic incentive recipients are responsible for ensuring that their projects meet the requirements of any tax benefit programs in which they wish to participate.

Within this appendix we have included Georgia HPD "Fact Sheets" detailing historic preservation tax incentive programs offered by both the Federal and State governments. After consulting these documents, interested parties can contact the Georgia Department of Natural Resources, Historic Preservation Division (HPD) for further information. HPD contact information can be found within the "Contact Information" portion of this appendix.

Secretary of the Interior's *Standards for Rehabilitation*

- A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
- Each property will 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 elements from other historic properties, will not be undertaken.
- Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- New additions and adjacent or related new construction will 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.

Preservation Briefs

The National Park Service maintains a collection of 47 articles by various preservation professionals geared towards helping inform the public about various conservation issues. These briefs can be found at the following website: <http://www.nps.gov/tps/how-to-preserve/briefs.htm>

1. 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. The 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 Siding 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 Building 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 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, and 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 Historic 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 of 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 Wooden Porches

Glossary

Baluster- One of several small columns or rods that supports a railing or balustrade

Concrete Masonry Unit (CMU)- A rectangular block used in construction made from cement and an aggregate. It is often referred to as a 'cinder block'.

Coping- A border (usually masonry) that defines the perimeter of a plot in a cemetery

Corbel- A piece of stone, wood, brick, or other building material, projecting from the face of a wall and generally used to support a cornice or arch

Cornice-The uppermost section of moldings along the top of a wall or just below a roof

Demolition by Neglect- The consistent failure to maintain a structure that causes, or is a substantial contributing factor of, the deterioration of building materials to such an extent that the structure is no longer safe or renovation/restoration is no longer feasible, that ultimately leads to the need for physical demolition

Door Surrounds- Any architectural element that frames an entryway

Dormer- A structural element of a building that protrudes from the plane of a sloping roof surface. Dormers are used, either in original construction or as later additions, to create usable space in the roof of a building by adding headroom and usually also by enabling addition of windows

Eave- Overhanging edge of a roof. Often projects to protect exterior walls from rain

Elevation- An exterior façade of a building

Façade- Any exterior face of a building

Fascia- A frieze or band running horizontally and situated vertically under a roof edge, or which forms the outer surface of a cornice, visible to an observer. Typically consisting of a wooden board or sheet metal

Fenestration- The arrangement of windows and doors in a building

Footstone- Stone element placed at the foot of a grave to mark the extent of the body.

Lintel- A piece of wood or stone that lies across the top of a door or window and holds the weight of the structure above it

Massing- The overall shape of a building, as differentiated from window treatment and fenestration

Mezzanine- An intermediate level between the floor and ceiling of a story; its aggregate floor area is not more than one-third of the area of the room or space in which it is located

Modillion- An ornamental bracket used in series under a cornice, especially a cornice of the Corinthian, Composite, or Ionic orders

Mullion- A vertical bar of wood, metal or stone which divides a window into two or more parts

Muntin- A secondary framing member to hold panes within a window

Orientation- The placement of a structure on a site with regards to local conditions of sunlight, wind, drainage, and placement of primary entrances

Paver- An individual piece that interlocks with other pieces like it to form a walkway

Pier- An upright support for a structure or superstructure

Pilaster- A support that resembles a flat column; the pilaster projects only slightly from the wall, and has a base, a shaft, and a capital.

Pitch- A numerical measure of the steepness of a roof

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 pre-1920 buildings. (The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.)

Public Right-of-Way- Refers to the street or sidewalk from which a structure, or elements of a structure can be observed by someone

Sash- The framework in which panes of glass are set in a window

Scale-The proportions of the elements of a building to one another and the whole, and sometimes to adjacent buildings

Sill- The shelf at the bottom of a window frame. 2. A strong horizontal member at the base of any structure

Soffit- Underside of an eave, lintel or other horizontal element

Standing Seam- A seam, in sheet metal and roofing, made by turning up two adjacent edges and folding the upstanding parts over on themselves

Transom- A horizontal crosspiece over a door or between a door and a window above it

Valence– A short curtain or piece of drapery that is hung from the edge of a canopy or awning

Veneer– A non-structural outer layer of a building's walls

Vernacular- A regional form or adaptation of an architectural style

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Important Documents

The following section includes forms needed to apply for a Certificate of Appropriateness, and preservation fact sheets from the State Historic Preservation Office pertaining to preservation tax incentives which apply to Covington properties.



Planning and Zoning Department
 2116 Stallings Street, NW
 Covington, Georgia 30014
 Phone: (770) 385-2178
 Fax: (770) 385-2170

CERTIFICATE OF APPROPRIATENESS (COA)
 (Code Section 16.52)

Received Date: _____

COA# _____

www.cityofcovington.org

1. A pre-application meeting shall be held with the Planning & Zoning Department prior to completing this application. Please call 770-385-2178 to schedule such meeting.
2. Applications for a Certificate of Appropriateness shall be submitted to the Planning & Zoning Department no less than 30 days prior to the next regularly scheduled Historic Preservation Commission meeting. The Historic Preservation Commission meets on the first Wednesday of each month at 6p.m.
3. Once an application has been submitted the Planning & Zoning Department will review the application, submit a written recommendation to the Historic Preservation Commission and at least 15 days prior to the date of the public hearing will erect a sign in a conspicuous place on the property in question.
4. The applicant and all interested parties shall attend the public hearing before the Historic Preservation Commission and shall be given an opportunity to address the Commission. During the public hearing the Commission shall review the facts presented and vote to approve, reject or modify an application for issuance of a Certificate of Appropriateness.

PLEASE COMPLETE THE FOLLOWING:

I. APPLICANT:

Name:	
Mailing Address:	
Telephone:	Email:

II. CURRENT PROPERTY OWNER: (If different from the applicant)

Name:	
Mailing Address:	
Telephone:	Email:

III. PROPERTY INFORMATION:

Property Address:	
Parcel Number(s):	Parcel Size:
Description: Please describe, in detail, what you intend to do, how you plan on doing it and what materials will be used. Attach another sheet(s), photos and drawings if necessary.	

IV. PLEASE SUBMIT THE FOLLOWING:

- One boundary survey of the entire property and site plan showing the location of all site improvements (i.e., buildings, parking areas, pools, etc.);
- One elevation drawing, or picture, of the existing structure and one elevation drawing, or picture of the proposed changes;
- A list of finished materials being proposed for the project;
- If exterior lighting is proposed please provide a photo and description of the lighting direction;
- If the request is for the relocation of a building, structure, site or object(s) please provide photographs and a narrative explaining how the criteria of Section 16.52.280(C) are met.
- If the request is for a demolition permit please provide photographs and a detail narrative explaining how the criteria of Section 16.52.280(D) are met. Also include a narrative description and supporting documents of the proposed use for the site after demolition.
- If the request is for new construction please provide photographs and an explanation as to how the criteria of Section 16.52.280(E) are met.
- The application fee of \$100.00 accepted in cash, check or money order payable to the City of Covington.**

V. AUTHORIZATION FOR REPRESENTATION: (If the owner/applicant is requesting to be represented)

I, _____, the owner of the subject property identified in this application, do hereby authorize _____ to act on my behalf in all matters pertaining to the processing and approval of this application, including modifying the project accordingly to the terms and conditions set forth by the City of Covington. I agree to be bound by all representatives and agreements made by my designated representative.

Signature of owner/applicant: _____ Date: _____

Signature of Representative: _____ Date: _____

VI. CERTIFICATION:

I, _____ the owner or authorized representative of the owner(s), read and understand the contents of this application. I certify that the information contained herein, including attachments and all other supporting information is complete and true to the best of my knowledge and belief. I further certify that I understand that an approval of a COA in no way constitutes approval of an application for a building permit. A request for a permit to build requires a separate application, review and approval process.

Signature of owner/applicant or representative: _____

Date: _____

THIS FORM TO BE COMPLETED BY STAFF

EXEMPTION OR ADMINISTRATIVE APPROVAL

The building official may issue a Certificate of Appropriateness exemption for the erection, alteration, restoration, or removal of any accessory structures, fences, walls, steps and pavements or in cases where the building official finds that no material change in appearance is involved.

Reason(s) for exemption or administrative approval: _____

Planning & Zoning Director _____ Date: _____

HISTORIC PRESERVATION	Is the property located within the Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No	HPC Date:	
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	<input type="checkbox"/> Approved with remarks: _____ <div style="text-align: center; margin-top: 20px;">Signature Zoning Administrator: _____</div>		
MAIN STREET MANAGER	Is property located within the TCR or TCM zoning districts?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Comments: Denied <input type="checkbox"/> Reason(s): _____ Main Street Covington's Signature: _____ Date: _____		
SIGN REGULATIONS	Inspection Date:	Inspector's Signature:	
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Approved with Remarks <input type="checkbox"/>		



HISTORIC PRESERVATION DIVISION

MARK WILLIAMS
COMMISSIONER

D.R. DAVID GRASS
DIVISION DIRECTOR

National Register of Historic Places: Recognizing and Preserving Our Historic Properties

The National Register is our country's official list of historic buildings, structures, sites, objects, and districts worthy of preservation. The Historic Preservation Division (HPD) nominates eligible properties in Georgia to the National Register so they can receive preservation benefits and incentives. Currently, more than 76,000 historic buildings, structures, sites, and objects in Georgia are listed in the National Register. The National Register is maintained nationally by the U.S. Department of the Interior.

Being listed in the National Register helps preserve historic properties. It provides formal recognition of a property's historical, architectural, or archaeological significance based on national standards used in every state. National Register designation identifies significant historic properties that can be taken into account in a broad range of preservation and development activities. It also insures that these properties will be considered in the planning of state or federally assisted projects.

Properties listed in the National Register may qualify for specific preservation benefits and incentives, including:

- state and federal preservation grants for planning and rehabilitation
- federal investment tax credits
- preservation easements to nonprofit organizations
- local property tax abatements
- fire and life safety code compliance alternatives
- reviewing permits for surface mining

National Register listing does not place obligations on private property owners, nor does it place restrictions on the use, treatment, transfer, or disposition of private property. National Register listing does not lead to public acquisition of property nor does it require public access to property.

To be eligible for listing in the National Register, a property must meet the National Register Criteria for Evaluation. These criteria require that a property be old enough to be considered historic (generally at least 50 years old) and that it still look much the way it was in the past. In addition, the property must:

- be associated with events, activities, or developments that were important in the past, or
- be associated with the lives of people who were important in the past, or
- be significant in the areas of architectural history, landscape history, or engineering, or
- have the potential to yield information through archaeological investigation that would answer questions about our past.

Certain kinds of properties, such as moved or reconstructed buildings, are generally not eligible for National Register listing. Exceptions are made if these properties meet special criteria.

The National Register Does . . .

- Identify significant buildings, structures, sites, objects and districts according to the National Register Criteria.
- Encourage the preservation of historic properties by documenting their significance.
- Provide information about historic resources for planning purposes.
- Facilitate the review of federally funded, licensed, or permitted projects to determine their effects on historic properties.
- Assist state government agencies in determining whether their projects will affect historic properties.
- Make owners of historic properties eligible to apply for federal grants for historic preservation projects.
- Provide federal and state tax benefits to owners of taxable historic properties if they rehabilitate their properties according to preservation standards.
- Insure that listed properties are considered in decisions to issue surface mining permits.
- Allow consideration of fire and life safety code compliance alternatives when rehabilitating historic buildings.
- List properties only if they meet the National Register criteria for evaluation.

The National Register Does Not . . .

- Provide a marker or plaque for registered properties (property owners may obtain markers or plaques at their own expense).
- Restrict the rights of private property owners or require that properties be maintained, repaired or restored.
- Automatically invoke local historic district zoning or local landmark designation.
- Stop federally assisted government projects.
- Stop state assisted development projects.
- Guarantee that grant funds will be available for all properties or projects.
- Require property owners to follow preservation standards when working on their properties, unless they wish to qualify for tax benefits.
- Automatically stop the permitting of surface mining activities.
- Mandate that special consideration be given to compliance with life safety and fire codes.
- List individual properties if the owner objects, or districts if the majority of property owners object.

In Georgia, properties are nominated to the National Register by HPD. HPD invites nomination proposals from property owners, historical societies, preservation organizations, civic and business associations, governmental agencies, and other individuals or groups who are interested in using the National Register to preserve historic properties. Individuals, organizations, and agencies requesting National Register nominations carry out research and provide supporting documentation meeting state and federal standards with guidance and assistance from HPD. Proposed nominations are reviewed by HPD and the Georgia National Register Review Board. Approved nominations are submitted by HPD to the U.S. Department of the Interior in Washington, D.C. for final review and listing in the National Register. Properties listed in the National Register are automatically listed in the Georgia Register. Properties entered in the Georgia Register are not included in the National Register unless they are separately nominated through the National Register process.

**For more information, visit our Web site at www.georgiahpo.org or contact
Lynn Speno, National Register and Survey Program Specialist
at 770-389-7842 or lynn.speno@dnr.state.ga.us**



HISTORIC PRESERVATION DIVISION

MARK WILLIAMS
COMMISSIONER

DR. DAVID CRASS
DIVISION DIRECTOR

Certified Local Government Program: Preservation through Local Planning

Any historic resource is important in the history of a particular community. Preservation activity occurs first at the local level; therefore, a community is in the best position to identify and protect its own resources. The Certified Local Government (CLG) program assists local governments with integrating historic preservation concerns into local planning decisions. Joining the CLG program is an important and effective way to preserve Georgia's historic places.

Historic preservation has been a part of local government planning in this country since the 1930s. However, only a few communities took advantage of this early opportunity to include preservation as part of their planning process. With the National Historic Preservation Act of 1966, a federal and state partnership was initiated that developed into a nationwide preservation program. As this program matured, the need for relating federal and state activities to local efforts became apparent.

The CLG program extends the federal and state preservation partnership to the local level. It enhances the local government role in preservation by strengthening a community's preservation program and its link with HPD. In Georgia, the CLG program builds upon the long-standing working relationship between HPD and the local governments by expanding the scope of local responsibilities and opportunities for preservation. Any city, town, or county that has enacted a historic preservation ordinance, enforces that ordinance through a local preservation commission, and has met requirements outlined in the *Procedures for Georgia's Certified Local Government Program*, is eligible to become a CLG.

What are the benefits of becoming a CLG?

- Once certified, a local government becomes eligible to apply for federal historic preservation grant funds that are available only to CLGs.
- A CLG participates directly in the National Register of Historic Places program by reviewing local nominations prior to their consideration by the Georgia National Register Review Board.
- Opportunities for technical assistance in historic preservation are available in the form of training sessions, information material, statewide meetings, workshops and conferences.
- Communication and coordination are increased among local, state, and federal preservation activities, as well as with other CLGs.

For more information, visit our Web site at www.georgiahpo.org or contact Charlie Miller, Outreach Program Manager, at 770-389-7868 or charlie.miller@dnr.state.ga.us.



MARK WILLIAMS
COMMISSIONER

HISTORIC PRESERVATION DIVISION

DR. DAVID CRASS
DIVISION DIRECTOR

Historic Preservation Federal Tax Incentive Programs

Two federal tax incentive programs (Public Law 99-514) currently apply to preservation activities: the **Rehabilitation Investment Tax Credit program (RITC)**, and the **charitable contribution deduction**. The RITC effectively reduces the costs of rehabilitation to an owner of a historic income-producing property. The charitable contribution deduction is a donation of the historic value of a structure and is available to owners of residential and income-producing properties.

Rehabilitation Investment Tax Credit (RITC)

The RITC program provides an opportunity to owners of certified historic structures, who undertake a certified rehabilitation, a **federal income tax credit equal to 20% of the qualified rehabilitation expenses**. Only properties utilized for income-producing purposes can take advantage of the credit.

To be eligible for the 20% tax credit:

- The building must be listed, or eligible for listing, in the National Register of Historic Places, either individually or as a contributing building within a historic district.
- The project must meet the “substantial rehabilitation test.” This test means that the cost of the rehabilitation must be greater than the adjusted basis of the property and must be at least \$5,000. Generally, projects must be finished within two years.
- After the rehabilitation, the building must be used for an income-producing purpose for at least five years.
- The rehabilitation work itself must be done according to *The Secretary of the Interior’s Standards for Rehabilitation*; these are common-sense guidelines for appropriate and sensitive rehabilitation.

All rehabilitation tax credit projects must be reviewed by the Georgia Historic Preservation Division (HPD) and certified by the National Park Service (NPS). A property owner interested in participating in the RITC program must submit the Historic Preservation Certification Application and supporting documentation to HPD for review and comment. After HPD reviews the work, the project is forwarded to NPS for final certification. The application has three parts: **Part 1** requests documentation that the building is a historic structure, listed or eligible for listing in the National Register of Historic Places. **Part 2** requests a detailed description of the rehabilitation work supplemented with before rehab photographs and proposed floor plans. **The Part 2 should be submitted to HPD before work begins** to ensure compliance with the *Standards*. **Part 3** is the Request for Certification of Completed Work. This application is submitted after the rehabilitation is complete and requests photo-documentation of the rehabilitation in compliance with the *Standards for Rehabilitation*.

There is also a 10% federal income tax credit available to property owners who rehabilitate non-historic buildings built before 1936.

To be eligible for the 10% tax credit:

- The building must be built before 1936 and be non-historic. A non-historic building is one that is not listed in the National Register, either individually or as a contributing building within a historic district. If the property is located in a National Register Historic District, a Part 1 must be submitted and reviewed by HPD and NPS for certification of non-historic significance.
- A building must meet the physical wall retention test. At least 50% of the building's walls existing before the rehab must remain as external walls, at least 75 % of the external walls must remain in place as either external or internal walls, and 75% of the internal structure must remain in place.
- The project must meet the "substantial rehabilitation test." This test means that the cost of the rehabilitation must be greater than the adjusted basis of the building and must be at least \$5,000. Generally, projects must be finished within two years.
- The building must be used for non-residential, income-producing purposes for at least five years after the rehabilitation. Therefore, properties used for residential rental income are excluded.

Rehabilitation work under the 10% tax credit program is not subject to review by any state or federal agency. If the above criteria are fulfilled, then the 10% rehabilitation tax credit can be claimed as an investment credit on an owner's federal income tax return.

Charitable Contribution Deduction

The charitable contribution deduction is taken in the form of a conservation easement and enables the owner of a "certified historic structure" to receive a one-time tax deduction. A conservation easement ensures the preservation of a building's facade by restricting the right to alter its appearance. Qualified professionals should be consulted on the matters of easement valuations and the tax consequences of their donation.

To be eligible for the charitable contribution deduction:

The property must be listed in the National Register of Historic Places, either individually or as a contributing building within a historic district. If a property is located in a National Register Historic District, a Part 1 must be submitted to HPD for review and certification by NPS.

Upon request, HPD will offer technical assistance to rehabilitation tax projects either by meeting with individuals at HPD or on-site to discuss specific rehab issues. HPD encourages early communication with the office.

For more information, visit our Web site at www.georgiashpo.org and click on Tax Incentives or contact Carole Moore, Tax Incentives & Grants Coordinator, at 770-389-7848 or Carole.Moore@dnr.state.ga.us

Revised April 2015



HISTORIC PRESERVATION DIVISION

MARK WILLIAMS
COMMISSIONER

DR. DAVID CRASS
DIVISION DIRECTOR

Georgia State Income Tax Credit Program for Rehabilitated Historic Property

In May 2002, the Georgia state income tax credit program for rehabilitated historic property was signed into law (O.C.G.A. Section 48-7-29.8). The Georgia Department of Natural Resources' Historic Preservation Division (DNR-HPD) and the Georgia Department of Revenue are administering the program. Owners of historic residential and commercial properties who plan to start a substantial rehabilitation on or after January 1, 2004 were eligible to apply for the credit. The program, amended effective January 1, 2009, provides owners of historic residential 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 structure, the credit is 25% of rehabilitation expenditures, with the cap at \$300,000. This includes rental residential properties. The credit is a dollar for dollar reduction in taxes owed to the State of Georgia and is meant to serve as an incentive to those who own historic properties and wish to complete a rehabilitation. The amended program's percentages and caps become effective for projects completed after January 1, 2009.

What properties are eligible?

The property must be eligible for or listed in the Georgia Register of Historic Places. To find out if a property qualifies, please contact the Historic Preservation Division's National Register specialist at 404-651-5911.

Does the rehabilitation have to be reviewed and approved?

Yes, the rehabilitation must meet DNR's *Standards for Rehabilitation*. The Department of Natural Resources' Historic Preservation Division reviews all projects to certify that the project meets the *Standards* according to DNR Rules 391-5-14. The rehabilitation project must be completed after January 1, 2009.

How much does a project have to cost to qualify?

Every project must meet the substantial rehabilitation test and the applicant must certify to the Department of Natural Resources that this test has been met. The substantial rehabilitation test is met when the qualified rehabilitation expenses exceed the following amounts:

- 1) For a historic home used as a principal residence, the lesser of \$25,000 or 50% of the adjusted basis of the building
 - 2) For a historic home used as a principal residence in a target area, \$5,000
 - 3) 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.

Department of Revenue Substantial Rehabilitation Worksheet

Since it is the applicant's responsibility to certify that the substantial rehabilitation test has been met when a project is complete, it is recommended that the applicant determine if this test will be easily met before a project starts. The Georgia Department of Revenue developed a worksheet, included in the application packet, in order to help applicants determine if a rehabilitation project will meet the substantial rehabilitation test. After the project is complete, applicants will officially certify on the Part B application that the substantial rehabilitation test has been met.

Application Process

The Rehabilitated Historic Property Application is a two-part process: Part A and Part B, with supplemental information and amendments when necessary. The program is designed to review Part A Preliminary Certification applications before rehabilitation work begins; therefore, the earlier application materials are submitted to HPD for review, the better. Early submission of projects allows HPD to consult with the applicant if necessary and to comment on projects in a meaningful way in hopes of bringing them into conformance with the *Standards*.

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. An application-processing fee of \$50.00 must accompany the Part A (Preliminary Certification). If you are also participating in the Georgia Preferential Property Tax Assessment program, the total fee for both programs is \$75.00. 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 fee is non-refundable. Once all application materials are submitted, allow at least 30 days for HPD to review and comment on the rehabilitation project. After the review, HPD mails the applicant the signed Part A preliminary certification form. Rehabilitation work should be completed within 24 months, or 60 months for a phased project.

Amendments

Amendments are submitted to HPD when there is a change in the scope of work described in the Part A application. This allows a certain amount of flexibility as the project continues to be developed.

Part B – Final Certification

Part B is submitted to HPD after the project is complete. Once all application materials are submitted, allow at least 30 days for HPD to review and certify the rehabilitation project. After HPD reviews the Part B application and approves the rehabilitation, the certified Part B form is mailed to the applicant. The applicant is then responsible for filing the DNR certified Part B application with the appropriate schedule when filing the State of Georgia income tax forms. The DNR-approved Part B application certifies to the Department of Revenue that a certified rehabilitation has been completed in accordance with DNR's *Standards*, and that the owner has certified that the substantial rehabilitation test has been met.

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.

For more information, visit our Web site at www.georgiashpo.org and click on Tax Incentives or contact Carole Moore, Tax Incentives & Grants Coordinator, at 770-389-7848 or carole.moore@dnr.state.ga.us



HISTORIC PRESERVATION DIVISION

MARK WILLIAMS
COMMISSIONER

DR. DAVID CRASS
DIVISION DIRECTOR

State Preferential Property Tax Assessment Program for Rehabilitated Historic Property

During its 1989 session, the Georgia General Assembly passed a statewide preferential property tax assessment program for rehabilitated historic property (Ga. Code Annotated Vol. 36, 48-5-2 – 48-5-7.2). This incentive program is designed to encourage rehabilitation of both residential and commercial historic buildings by freezing property tax assessments for eight and one-half years. The assessment of rehabilitated property is based on the rehabilitated structure, the property on which the structure is located, and not more than two acres of real property surrounding the structure. This program requires action by the Historic Preservation Division (HPD) of the Department of Natural Resources (DNR) through Rules 391-5-11 and by the appropriate local county tax commission.

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.

Requirements to Participate

- 1) The cost of rehabilitation must meet the substantial rehabilitation test. This test is met by increasing the fair market value of the building by the following percentages. The county tax assessor is the official who makes this determination.
 - **Residential (owner-occupied residential property):** rehabilitation must increase the fair market value of the building by at least 50%
 - **Mixed-Use (primarily owner-occupied residential and partially income-producing property):** rehabilitation must increase the fair market value of the building by at least 75%
 - **Commercial and Professional Use (income-producing property):** rehabilitation must increase the fair market value of the building by at least 100%

- 2) The property owner must obtain preliminary and final certification of the project from HPD.

- 3) Rehabilitation must be in accordance with the Department of Natural Resources' *Standards for Rehabilitation* and must be completed within two years.

Application Process

The Rehabilitated Historic Property 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. **An application-processing fee of \$50.00 must accompany the Part A (Preliminary Certification).** 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 fee is non-refundable. Once all application materials are submitted, HPD has 30 days to review and comment on the rehabilitation project. After the review, HPD mails the applicant the signed preliminary certification form. The applicant is then responsible for filing the Part A certified form with the county tax assessor to initiate the assessment freeze period beginning the following tax year for two years.

Part B – Final Certification

Part B is submitted to HPD after the project is completed and must be certified by HPD and submitted to the tax assessor within two years of filing the Part A preliminary certification form. Once all application materials are submitted, HPD has 30 days to review and certify the rehabilitation project. HPD is the final certification authority concerning all state rehabilitation applications.

After HPD reviews the Part B application and approves the rehabilitation, the certified Part B form is mailed to the applicant. The applicant is then responsible for filing the Part B certified form with the county tax assessor in order to maintain the assessment freeze for an additional 6 ½ years. In the ninth year, the assessment will increase 50% of the difference between the value of the property at the time the freeze was initiated and the current assessment value. In the 10th year, the property tax assessment will increase to the 100% current assessment value.

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.

For more information, visit our Web site at www.georgiahpo.org and click on Tax

**Incentives or contact Carole Moore, Tax Incentives & Grants Coordinator,
at 770-389-7848 or carole.moore@dnr.state.ga.us**

Revised April 2015