CITY OF NEW ORLEANS
Historic District Landmarks Commission
Guidelines Introduction

Historic Preservation

Historic preservation encompasses a broad range of activities related to the protection, maintenance and care of elements of the built environment that reflect its cultural heritage. Each generation is entrusted with the historical, cultural, architectural, archeological, social and economic heritage of its community. In relation to the built environment, historic preservation activities strive to enrich its integrity and embodied cultural heritage to ensure that they are passed onto future generations.

Approvals Required Before Starting Work

HDLC approval is required for some work that does not otherwise require a building permit. This includes, among other items, maintenance and repairs as well as roofing and fencing. It should also be noted that a Certificate of Appropriateness (CofA) is necessary but not sufficient for the granting of a building permit. Each project is also subject to review for compliance with the Comprehensive Zoning Ordinance, building and safety codes. The property owner is responsible for obtaining all necessary approvals prior to commencing with work.

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The city's historic resources include residential, institutional and commercial buildings such as this group of shops and restaurants on Magazine Street.

Historic Resources

Historic Resource: A historic resource is an individual building, site, monument, structure or area that has been determined to have historical significance and whose distinctive character conveys unique architectural and/or cultural heritage.

Historic District: A historic district is an area that contains major concentrations of historic resources.

The two principal means of recording historic resources in New Orleans are the National Register of Historic Places and the city's local inventory. The majority of designated properties in New Orleans on both the National Register and the local inventory are located within national and local Historic Districts. In addition, there are individually designated buildings in both inventories.

Historic Designation

The National Register of Historic Places

The National Register of Historic Places is the United States government's official list of districts, sites, buildings, structures and objects deemed worthy of preservation. The National Register is administered by the National Park Service, a division of the Department of the Interior.

Listing on the National Register does not eliminate or restrict property rights of individual owners, but it does require that agencies using federal funding consider the effect of proposed undertakings on the historic resource. In addition, having a property listed on the National Register could make its owners eligible for tax credits for expenses incurred preserving a commercial property, and state or local tax credits under certain jurisdictions. National Register information is available from the Louisiana Office of Cultural Development – Division of Historic Preservation.

Local Designation

There are over 47,700 properties on the New Orleans historic inventory, most of which are found within local Historic Districts. Local Historic Districts are created by the City Council and their boundaries often correspond to National Register district boundaries. In the City of New Orleans, individually designated Landmarks generally represent properties outside the boundaries of the local Historic Districts that have been determined to be individually, architecturally or culturally important. (Refer to the *City Code – Section 84* for information regarding the Landmark designation process.)

Properties outside of the Vieux Carré listed on the local historic inventory, either within a local Historic District or as an individually designated Historic Landmark, are under the jurisdiction of the HDLC. All exterior work to buildings and on properties requires the review and approval of the HDLC, helping to ensure the maintenance and eventual restoration of the District. Descriptions and maps of each of the local Historic Districts and a list of individual Landmarks are available on the HDLC's office and web site at www.nola.gov.

Benefits of Local Historic Designation

The local designation of local Historic Districts and Landmarks has been found to:

- Increase neighborhood stability and property values
- Preserve the physical history of the area
- Promote an appreciation of the physical environment
- Foster community pride and self-image by creating a unique sense of place and local identity
- Increase the awareness and appreciation of local history
- Increase tourism
- Attract potential customers to businesses

Historic Preservation in New Orleans

The New Orleans Historic District Landmarks Commission was created in 1976 and the Central Business District Historic District Landmarks Commission was established in 1978. Section I of the ordinances state the mission of both Commissions is:

- *To promote Historic Districts and Landmarks for the educational, cultural, economic, and general welfare of the public through the preservation, protection, and regulation of buildings, sites, monuments, structures, and areas of historic interest or importance within the City of New Orleans*
- *To safeguard the heritage of the City by preserving and regulating historic landmarks and districts which reflect elements of its cultural, social, economic, political, and architectural history*
- *To preserve and enhance the environmental quality of neighborhoods*
- *To strengthen the City's economic base by stimulation of the tourist industry*
- *To establish and improve property values*
- *To foster economic development through smart growth*
- *To encourage growth and provide eligibility for tax and other advantages available to property owners in districts by the Federal Tax Reform Act of 1976 and other applicable State and Federal legislation*

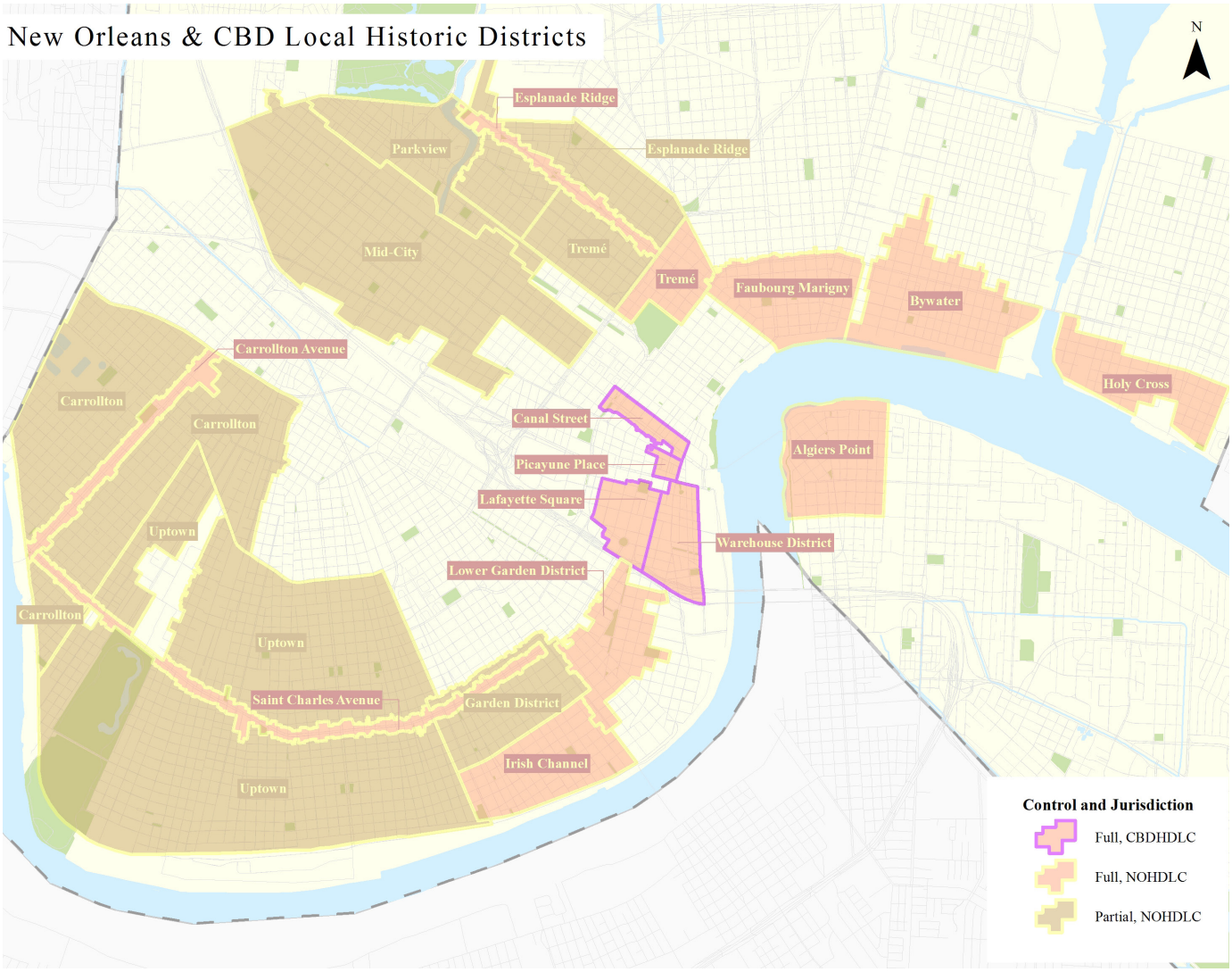
Historic District Landmarks Commission

The Historic District Landmarks Commission (HDLC) is responsible for the protection, preservation and regulation of local Historic Districts and Landmarks within the City of New Orleans. This includes all locally designated Historic Districts and Landmarks with the exception of those that fall within the boundaries of the French Quarter, which are under the jurisdiction of the Vieux Carré Commission.

One of the principal duties of the HDLC is to review and approve proposed changes to properties under its jurisdiction. In full control local Historic Districts, the HDLC regulates proposed exterior changes that are visible from the public right-of-way. (The review of partial control historic districts varies. Refer to Page 01-4.) The HDLC reviews all proposed exterior work to Landmark properties. After it has been determined that the proposed changes are appropriate to the character of the Landmark or local Historic District property, the HDLC will issue a Certificate of Appropriateness (CofA) for the proposed work.

The HDLC maintains a staff of preservation professionals who assist property owners and applicants through the review and permitting process. In addition to providing information, the Staff can provide informal reviews in advance of Architectural Review Committee (ARC) and Commission meetings and can approve repairs, restoration projects and work that meets the criteria set forth in the *Guidelines*.

The 1883 home of Simon Hernsheim, owner of Hernsheim Brothers & Co., was designed by the noted New Orleans architect Thomas Sully. It was threatened with demolition until purchased in 1980 and restored to its original grandeur. It is listed on the National Register of Historic Places and is classified as a Significant building in the St. Charles Avenue Historic District.



The map indicates New Orleans' locally designated Historic Districts. All local Historic Districts, with the exception of the Vieux Carré, are under the jurisdiction of the HDLC. HDLC Historic Districts are designated as either full control or partial control by City Council, establishing the level of review. (Refer to chart on Page 01-5 for an explanation of HDLC jurisdiction for each Historic District. Section 2 of these Guidelines includes Historic District descriptions and a large scale map.)

HDLC District Jurisdiction

Locally designated Historic Districts have different levels of jurisdiction under the HDLC, which are codified by City Council at the time of designation. Districts can be adopted as either full control or partial control.

Prior to beginning a project, it is important to identify the type(s) and level of review to better understand the likelihood of obtaining HDLC approval for the proposed work and likely duration of the review process.

Full Control Historic Districts

The HDLC has jurisdiction over any portion of a building or property that is visible from a public right-of-way. In full control Historic Districts, all exterior work, excluding paint color and plantings, must be submitted to the HDLC for review and approval prior to commencing work. (Refer to *When is a CofA Not Required, Page 01-7*.)

Partial Control Historic Districts

The following represents the various levels of jurisdiction the HDLC can have over partially controlled Historic Districts, either individually or in combination:

- **Demolition:** The HDLC has jurisdiction over full or substantial demolition of buildings and structures on a property. (Refer to *Demolition, Guidelines for New Construction, Additions and Demolition*, *page 12-23*.)
- **Demolition by Neglect:** The HDLC has the jurisdiction to cite a property for Demolition by Neglect. (Refer to *"Demolition by Neglect"*, *page 01-15*.)
- **New Construction:** The HDLC has jurisdiction over new construction within the bounds of the Historic District.
- **Review and Comment:** The HDLC reviews proposed exterior alterations that are visible from a public right-of-way and provides suggestions and comments as to their appropriateness.

Historic Property Rating

Both the National Register and the local historic inventories recognize that there are some resources that have a greater historical and/or architectural significance than others.

To recognize the range of levels of historical and/or architectural significance, all of the designated Landmarks and every property within each of the City of New Orleans' local, full control Historic Districts have been classified into one of three categories: Significant, Contributing and Non-contributing. Properties in Demolition only districts have been rated as either Contributing or Non-contributing.

The level of review established in the *Guidelines* is based on the building's historical and/or architectural significance. Please contact the HDLC at (504) 658-7040 for the rating of specific properties.

S **Significant:** Resources that are of national importance or major state, regional or local significance*(Formerly Purple and Blue rated properties)*

C **Contributing:** Resources which are integral components of the City because they are historically or architecturally significant *(Formerly Green, Red and Gold rated properties)*

N **Non-Contributing:** Resources which are not historically or architecturally significant *(Formerly Grey or Black rated properties)*

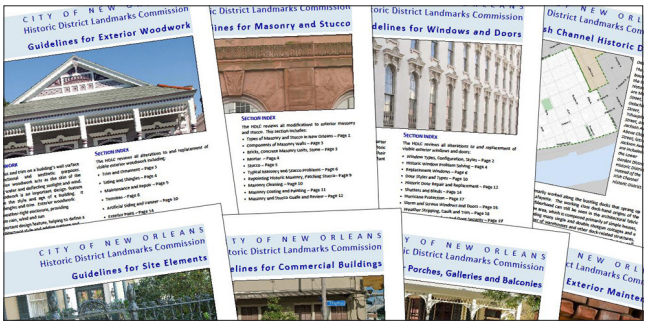
Given the importance of Significant properties, proposed alterations should be minimized to maintain historic integrity.

Historic District	Full Control Buildings - (2017)	Partial Control Buildings - (2017)	Full Control	Demolition	Demolition by Neglect	New Construction	Review and Comment
Algiers Point	1,498		■				
Bywater	2,245		■				
Canal Street	89		■				
Carrollton		8,832		■			
Carrollton Avenue	316		■				
Esplanade Ridge		2,100		■	■		■
Esplanade Avenue	370		■				
Faubourg Marigny	734		■				
Garden District	1,024			■	■	■	
Holy Cross	1,167		■				
Irish Channel	2,025		■				
Lafayette Square	134		■				
Lower Garden District	1,117		■				
Mid-City		5,216		■			
Parkview		1,871		■			
Picayune Place	117		■				
St. Charles Avenue	562		■				
Treme							
Riverside of Clairborne Avenue	774		■				
Lake Side of Clairborne Avenue		1,358		■	■		■
Uptown		14,994		■			
Warehouse District	116		■				
HDLC Regulated Buildings 47,719	**11,324**	**36,395**	Based on 2017 building totals - subject to change				

Design Guidelines

The *Guidelines* are intended to act as a tool to help manage change and protect the City of New Orleans' architectural and historical resources. They provide information, guidance and regulations to be followed by property owners, design professionals, contractors, the Historic District Landmark Commission (HDLC) Staff, the Commissions, the Architectural Review Committee (ARC) and the City of New Orleans with regard to historic resources. Given the unique nature of every property, they do not identify specific requirements for every proposed modification, but rather provide guidance on the principles used to review the project. They are intended as a supplement to, rather than as a substitute for, consultation with qualified architects, contractors, the HDLC Staff, the Commissions and the ARC.

It is recommended that applicants review the information in the *Guidelines* sections during the early stages of planning a project. Familiarity with this material can assist in moving a project forward quickly, saving both time and money.



Available *Guidelines*

The following *Guidelines* are available:

- *01 – Guidelines Introduction*
- *02 – Historic District Descriptions and Maps*
- *03 – Building Types and Architectural Styles*
- *04 – Guidelines for Exterior Maintenance*
- *05 – Guidelines for Roofing*
- *06 – Guidelines for Exterior Woodwork*
- *07 – Guidelines for Masonry and Stucco*
- *08 – Guidelines for Windows and Doors*
- *09 – Guidelines for Porches, Galleries and Balconies*
- *10 – Guidelines for Site Elements*
- *11 – Guidelines for Commercial Buildings*
- *12 – Guidelines for New Construction, Additions and Demolition*
- *13 – Guidelines for Storm Preparedness and Resilience*

Each section addresses historic materials and building topics and all of the sections comprise the *New Orleans Design Guidelines.* All information is available at HDLC office and on the web site at www.nola.gov.

These *Guidelines* serve to cover the topics most typically addressed by the HDLC. Anything under the jurisdiction of the HDLC that is not specifically covered in these *Guidelines* is subject to Commission review and approval.

Guidelines for HDLC and ARC Decisions

When reviewing a proposed project, the HDLC, ARC and the Commissions are guided by principles contained in *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, and more specifically, the *Standards for Rehabilitation.* The S*tandards for Rehabilitation* are available for reference on the HDLC web site at www.nola.gov.

Commissions

There are two Commissions that work with the HDLC Staff in making determinations as to whether a proposed change is appropriate and a CofA should be issued:

- **Central Business District Historic District Landmarks Commission (CBDHDLC)**

  The CBDHDLC has jurisdiction over properties located within the bounds of the Central Business District. Because this represents the area of large-scale, commercial development projects in the city, the complexity of these reviews tends to be greater than at residentially scaled properties.

- **New Orleans Historic District Landmarks Commission (NOHDLC)**

  The NOHDLC has jurisdiction over all local Historic Districts and Landmark properties outside of the CBDHDLC's and the Vieux Carre's jurisdiction.

Each of the Commissions has members who are appointed by the Mayor with the approval of City Council, who serve without pay in four-year overlapping terms.

Descriptions and maps of each of the local Historic Districts and a list of individual Landmarks are available on the HDLC's office and web site at www.nola.gov.

The Historic District Landmark Commissions each conduct monthly meetings and their primary duties are to:

- Nominate and designate identified structures or resources as Landmarks
- Act on CofA applications proposing the erection, alteration, restoration or moving of any designated building, site, monument or structure
- Act on CofA applications for the proposed demolition of any designated building, site, monument or structure
- Review applications for retention of work that does not meet the standards set forth in the *Guidelines*
- Cite buildings for demolition by neglect

Although they will often encourage owners to do work that will return a building to its original appearance, the Commissions do not have the authority to force a property owner to restore their property.

Architectural Review Committee

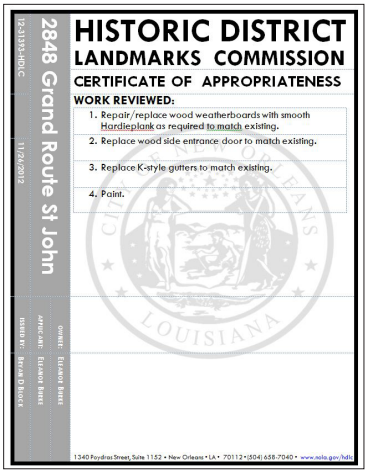
The Architectural Review Committee (ARC) is a recommending body charged with preserving, protecting and enhancing New Orleans' historic neighborhoods. The ARC is made up of appointed, volunteer, licensed architects with extensive experience working with historic buildings. In addition, members of the Commissions also attend the ARC's monthly meetings. The purpose of the ARC is to:

- Promote those visual qualities in the environment which bring value to the community
- Foster the attractiveness of the community as a place to live and work
- Preserve the character and quality of New Orleans' heritage by maintaining the integrity of those areas which have character or are of historic significance
- Protect and enhance public and private investment in the area

At their meetings, the ARC reviews applications for compliance with the *Guidelines*. The ARC makes its recommendations solely on the basis of the historical and architectural appropriateness of the proposed work.

Certificate of Appropriateness

If exterior work is proposed on a designated Landmark or within the bounds of a local Historic District, the City of New Orleans requires that an applicant obtain a CofA (Certificate of Appropriateness) prior to beginning work. The HDLC has jurisdiction over all proposed exterior changes on individual Landmarks. Within local Historic Districts, the HDLC jurisdiction is limited to areas of properties that are visible from a public right-of-way (sidewalk, street, alley, etc.) exclusive of plantings.


HISTORIC DISTRICT
LANDMARKS COMMISSION
CERTIFICATE OF APPROPRIATENESS
WORK REVIEWED:
1. Repair/replace wood weatherboards with smooth Hardieplank as required to match existing.
2. Replace wood side entrance door to match existing.
3. Replace K-style gutters to match existing.
4. Paint.
2848 Grand Route St John
12-33393-HDLC
11/26/2012
CURRENT: Eleanor Bonet
APPLICANT: Eleanor Bonet
ISSUED BY: Brian D Brock
1340 Poydras Street, Suite 1152 • New Orleans • LA • 70112 • (504) 658-7040 • www.nola.gov/hdlc

A CofA indicates that HDLC approval has been granted for exterior work. The Certificate must be posted at the site.

All exterior repairs, no matter how minor, are subject to HDLC review and require a CofA. The types of projects reviewed by the HDLC include:

- Changes or repairs to the exterior appearance of building, site, monument or structure including regular or routine maintenance
- Change to fences, walls, walkways, driveways and garden structures (not including public sidewalks)
- Modification, addition or removal of signs and awnings
- Construction of any new building or addition
- Relocation or demolition of all or part of any building, site, monument or structure

The HDLC reviews proposed changes to determine whether they are appropriate to the individual property and within the surrounding historic context in terms of the architectural style, general design, arrangement, location and materials. Once the HDLC determines that the proposed changes are appropriate, it will issue a CofA. Otherwise, the Staff will advise the applicant on ways to bring the proposed work into compliance with the *Guidelines* and the additional review requirements to obtain a CofA.

Working Without a CofA

The HDLC will inspect all work for compliance with an approved CofA. If any changes are proposed after approval of a CofA, please contact the HDLC at (504) 658-7040 for additional required reviews. Work completed without an approved CofA is subject to possible fines, removal, and restoration of the building, site, monument or structure to its appearance prior to the violation.

Approvals Required Before Starting Work

HDLC approval is required for some work that does not otherwise require a building permit. This includes maintenance and repairs as well as the replacement of roofs, doors and windows. It should also be noted that a CofA is necessary but not sufficient for the granting of a building permit. Each project is also subject to review for compliance with applicable zoning, building and safety codes. The property owner is responsible for obtaining all necessary approvals prior to commencing with work.

Stop Work Order

The HDLC will issue a Stop Work Order for any project that is not in compliance with the approved CofA or any project that did not receive the required CofA. Stop Work Orders have the force of law and the violation of a Stop Work Order constitutes a separate offence. A Stop Work Order can be costly both in time and money as property owners must go through the CofA Application process prior to restarting work. (Refer to *Retention Applications, Page 01-14.*) Properties with outstanding violations may be subject to permitting restrictions by other City Departments.

When is a CofA not Required?

- The HDLC does not have jurisdiction over interior work, although building and other permits may be required for interior work
- The HDLC does not review paint colors or painting when the proposed work is limited to re-painting

CofA Application Process

The level of the architectural and historical significance of the building and the type of work being proposed will determine whether the work can be approved by the Staff or if Commission approval is required, possibly with consultation from the ARC. As previously stated, the architectural and historical importance of a historic resource is communicated through the following rating symbols throughout the *Guidelines*:

S **Significant**

C **Contributing**

N **Non-Contributing**

The first step in the process is to contact the HDLC to confirm the property rating. With the rating information in-hand, applicants should consult the appropriate *Guidelines* sections for the type of work proposed. In relatively simple applications, such as a proposed roof replacement, consulting the *Guidelines for Roofing* might be enough guidance to assure quick approval. In more complex projects, such as the repair of a building façade, it might be necessary to reference several sections, such as the *Guidelines for Exterior Woodwork, Windows and Doors, Roofing and Masonry and Stucco.*

When reviewing the *Guideline* sections, recommendations are provided for the most appropriate types of changes or materials as well as the level of review required based upon the rating of the property. It is recommended that applicants select options that are most appropriate for the architectural and historical characteristics of the building and site.

Although the *Guidelines* sections attempt to be exhaustive in reviewing all possible types of work, these *Guidelines* in no way intend to limit the type of work or material applied for use on a historic building or site. New and innovative solutions may be explored, and if appropriate for a particular situation, approved by the Commission.

Following a review of the *Guidelines* for a proposed project, an application can either be made online at the City of New Orleans One Stop Shop website at www.nola.gov/onestop, or in person at the One Stop Shop office on the 7th floor of City Hall, 1300 Perdido Street. When completing an application, supplemental materials may also be required, depending upon the type of work being proposed.

The HDLC must have all required information at the time of submission for an application to be formally accepted and reviewed. The HDLC Staff is also available to provide information and preliminary reviews of applications. This can clarify the necessary exhibits and required reviews. Appointments are encouraged, but not required.

First Steps - Application Submission

1. Contact the HDLC at (504) 658-7040 to determine the rating for your specific property
2. Consult the appropriate *Guidelines* that pertain to the type of work you propose – it might be necessary to consult multiple sections – *Guidelines* are available on the HDLC web site at www.nola.gov or the HDLC office
3. Select design options and materials that are appropriate for the architectural and historical characteristics of your property
4. Apply online at the One Stop Shop website at www.nola.gov/onestop, or at the One Stop Shop office on the 7th floor of City Hall, 1300 Perdido Street
5. Submit the application to the HDLC Staff for review

When submitting an application, applicants should be aware of all applicable meeting dates, submission requirements and deadlines to minimize delays associated with postponements until a future meeting agenda. Visit the HDLC website at www.nola.gov/HDLC for meeting dates and submission deadlines. **Property owners are ultimately responsible for obtaining a CofA for all required aspects of a proposed project prior to commencing work.**

HDLC Review Process

Once the HDLC Staff has received all required review materials, they will make a determination as to whether the CofA Application can be approved by Staff or the Commission. For the HDLC to consider an application for review, the following information and exhibits must be submitted:

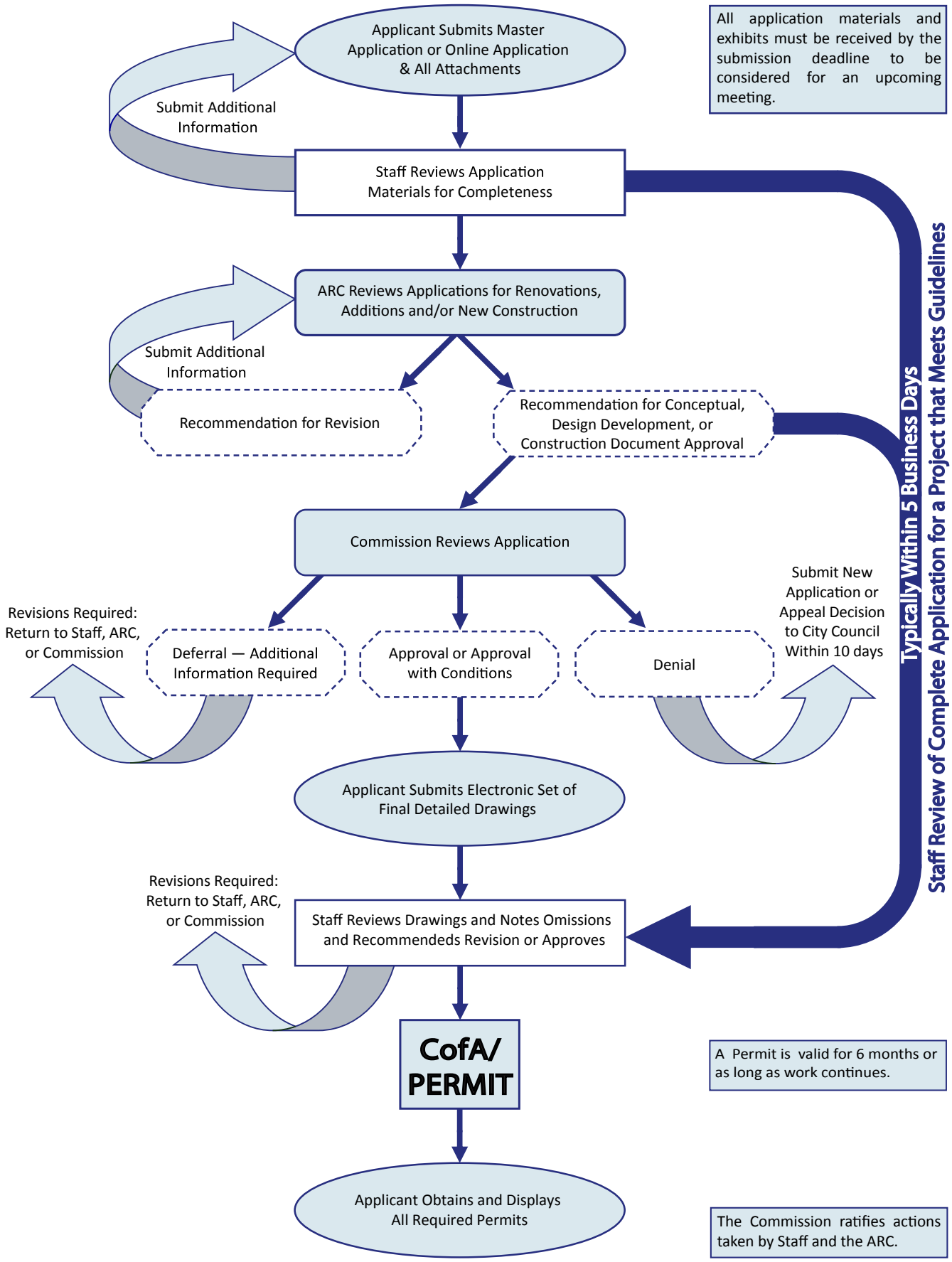
- A completed application
- Detailed description of all work to be completed
- Specific information regarding all visible exterior materials to be used in the work such as architectural drawings or manufacturer's cut sheets and information
- The color of all materials that will not be painted after installation, such as roofing
- Photographs of the building and property are often helpful
- Proof of approval of the proposed project by façade or property easement holder, if applicable
- Any additional exhibits or information that would be helpful for the HDLC to consider

If all required information is not submitted, the application process will be delayed.

Clarification of Submission Requirements

If there are questions related to submission requirements, the HDLC can be contacted at (504) 658-7040 to schedule an appointment for a preliminary application review.

Certificate of Appropriateness Application Review Process



Types of applications and reviews

In general, the following can be used as a guide to explain the level of review required for an application:

In-kind Repair/Replacement

All in-kind repair or replacement that matches the existing details can be approved by the HDLC Staff. The Staff will review the CofA application and, if all the necessary information is submitted, will issue a CofA.

Restoration

The Staff may approve exterior alterations that are considered to be a restoration, returning the building, structure or site to its original condition. The Staff may require photographic or archival documentation as proof of the original design along with the CofA application. In some cases measured drawings might be required. The Staff will review the CofA application and, if all the necessary information is submitted, will issue a CofA.

Renovation

Changes to the exterior configuration of a building, such as the addition of dormers or alterations to windows or doors that are not considered restoration will require the review of the Architectural Review Committee (ARC.) Applications often must include elevations and floor plans. Additional drawings might be required following an initial application review. Applicants will often submit conceptual drawings for major renovations until they have Commission approval, and then submit construction drawings for final Staff approval of details.

Additions / New Construction / Relocation

All new construction over 500 square feet, including accessory buildings, structures and additions must be reviewed by the ARC and approved by the Commission. All relocations must be approved by the Commission. Applications must include the following scaled and dimensioned drawings: site plan, elevations and floor plans. Submission requirements can also include detail drawings, context drawings and building models. (Refer to the *Guidelines for New Construction, Additions and Demolition* for more specific information.) Applicants will often be required to submit conceptual, design development and working drawings for major renovations to obtain Commission approval, and then submit construction documents for final Staff approval of details.

Demolition

If the proposed demolition involves only a portion of a building or structure, or if there are multiple buildings on a site – demolition applications must include a site plan which clearly shows the proposed demolition area; and details for the stabilization of the remaining portions of adjoining sections of buildings or structures. All demolition applications that do not meet the criteria for Staff review (refer to *Page 01-13*) will be considered by the Commission at a public hearing. The Commission strongly encourages the submission of redevelopment plans concurrently with demolition applications.

ARC Review

The Architectural Review Committee (ARC) meets monthly and can make the following recommendations:

Recommendation for Conceptual Approval

If the ARC believes the proposed work is appropriate and meets the *Guidelines*, they will issue a recommendation for conceptual approval with the details to be reviewed and approved either by the ARC or at the Staff level. Projects that receive a recommendation for conceptual approval will typically be placed on the upcoming Commission meeting agenda for review and approval.

Recommendation for Revision

If the ARC determines that a proposed project is inappropriate, they will make recommendations and request that the applicant return at their next meeting with revised drawings and information that reflect the comments. If all ARC recommendations are not followed or information is incomplete, multiple ARC reviews might be required. When the ARC determines the revised application meets the *Guidelines*, it will be forwarded to the Commission for review and approval.

Should the applicant not wish to make some or all of the proposed changes recommended by the ARC, they have the option of appealing their case directly to the Commission. If the applicant wishes to appeal the ARC recommendation, they should notify the Staff as soon as possible to be placed on the Commission's agenda. Following the ARC meetings the HDLC Staff will send applicants a written summary of the ARC recommendations, however, are not a forum for public comment. The ARC meetings are open to the public. The CofA applications, meeting dates and application submission deadlines can be found on the HDLC's web site at www.nola.gov. To clarify submission requirements, please contact the HDLC at (504) 658-7040.

Commission Review

The two Commissions, the New Orleans Historic District Landmarks Commission (NOHDLC) and the Central Business Historic District Landmarks Commission (CBDHDLC,) each meet monthly. Similar to the ARC, the Commissions will review the work to determine whether it is appropriate and meets the *Guidelines*. Unlike the ARC, the Commissions can consider hardship variances, security and other concerns. They also review retention applications and cite property owners with "demolition by neglect". (Refer to *Pages 01-14 and 15*.) All Commission meetings are open to the public and are the proper forum for public comment. Please refer to the HDLC web site or call (504) 658-7040 for a meeting schedule.

Grandfathering

The HDLC maintains photographs of all properties under their jurisdiction that they use to determine if non-conforming conditions are grandfathered.

The downspout is clearly clogged with leaves and is discharging onto the sidewalk instead of into the drain. It is likely that the clogged downspout will overflow onto the building walls.

Maintenance is Preservation

Regular maintenance helps to preserve buildings and property, protects real estate values and investments, and keeps New Orleans an attractive place to live, work and visit. Lack of regular upkeep can result in accelerated deterioration of building elements and features. In the case of historic buildings, these features often represent character defining elements that are difficult and costly to replace. Long-term lack of maintenance can also impact a building's structural system, resulting in more costly and complex repairs.

It is important to regularly inspect properties to identify potential problems. If problems are detected early, minor maintenance may not only improve a property's overall appearance and value, but also can prevent or postpone extensive and costly future repairs. Regular maintenance items typically include cleaning gutters and downspouts, painting of exterior woodwork and moving vegetation from and next to building walls. (Refer to the *Guidelines for Exterior Maintenance* for additional information.)

The HDLC Recommends:

- Prolonging the life of original materials on historic structures through regular maintenance
- Avoiding replacement of original material with newer materials

Repairs and Replacement

When it is no longer feasible to maintain a historic feature, repairs or replacement in-kind may be necessary. When repair is not possible, the HDLC encourages replacement to match existing conditions. Similar to a regular maintenance program, these activities can prevent or postpone extensive and costly future repairs.

The HDLC Recommends:

- Appropriate repairs that stabilize and protect the building's important materials and features
- When repair is not possible, replacement in-kind to the greatest extent possible is preferred – Reproduce the original feature exactly, matching the original material, size, scale, detailing, profile, texture and finish utilizing similar techniques
- When replacement in-kind is not possible – Use compatible materials and techniques that convey an appearance similar to the original feature, similar in design, color, texture, finish and visual quality to the historic elements

The broken and missing louvers on this door shutter can be repaired and/or replaced in-kind, allowing it to remain on the building and continue to function. Regular repainting will minimize the potential for rot.

An example of a major alteration is the new entrance added at the ground level of this building while maintaining the historic window openings above. Minor alterations include the new canopy and lighting.

Alterations and Renovations

Alterations and renovations are sometimes needed to ensure the continued use of a building, but have the potential of altering the character of historic properties. Relatively minor alterations can include installing a new sign or installing replacement windows and doors within existing openings. When practical, minor alterations should match the historic condition to the greatest extent possible, such as in the replacement of windows or roofing material. Major alterations generally involve more substantial changes to the exterior of a building or structure, and might require modification of the existing historic fabric. Examples of major alterations might include adding window or door openings for use as storefront windows or garage entrances.

When considering alterations or renovations, great care should be given to maintain the character of the original building and its relationship to the alteration or renovation.

The HDLC Recommends:

- Identification, retention and preservation of the character defining features of the historic building
- Minimal alteration to the original design, materials and features
- New design elements and scale that are compatible with the historic building and setting
- Use of materials and techniques that are compatible to the historic building and setting
- Maintaining the appropriate historic contextual setting

Adaptive Reuse

In adaptive reuse projects, more substantial alterations or renovations might be necessary to use a building for a different purpose than it is currently used or was originally designed. Similar to alterations or renovations, great care should be given to maintaining the character of the original building.

Examples of Adaptive Reuse:

- Conversion of a house to apartments or offices
- Conversion of industrial or commercial buildings into housing or institutional uses
- Conversion of institutional buildings into commercial space

Benefits of Adaptive Reuse:

- Retains historic character and high-quality historic materials and craftsmanship
- Promotes stability of ownership and occupancy of historic resources
- Potentially saves costs over new construction
- Retains established neighborhood presence and existing infrastructure

The HDLC Recommends:

- Identification, retention and preservation of the character defining features of the historic building
- Selecting a compatible new use that does not require substantial removal or modification of historic building fabric

This former warehouse has been adaptively reused as an arts high school with only minor exterior building changes.

New Construction and Additions

New construction and additions within a local Historic District or at a Landmark property can dramatically alter the appearance of the individual property, the District and the surrounding landscape. Contemporary design compatible to the siting, form and materials within the context of the historic resources and their surroundings is encouraged. This approach allows property owners to construct buildings that will become the City's future Landmarks. In cases in which a property owner prefers to construct a reproduction of a historic building, the HDLC requires that all exterior dimensions, profiles, details and materials match the historic building type and style being duplicated correctly.

Because of the sensitivity of the area, property owners should take great care when proposing either new construction or an addition to an existing building within a local Historic District or at a Landmark property. (For more information, refer to *Guidelines for New Construction, Additions and Demolition.*)

The HDLC Requires:

- Preservation of the cohesive ambiance of historic resources with compatible, sympathetic construction
- Compatible siting, proportion, scale, form, materials, fenestration, roof configuration, details and finishes
- Construction of additions at secondary elevations wherever possible, subordinate to the historic building, and compatible with the design of the property and neighborhood
- Construction of additions so that the historic building fabric is not radically changed, obscured, damaged or destroyed

Construction of a historic building type or style requires duplication of all details and materials exactly.

Demolition or Relocation

The demolition or relocation of all or portions of historic resources within a local Historic District or on a Landmark site are considered drastic actions since they may alter the character of the area and surrounding buildings. Once historic resources or buildings that contribute to the heritage of the community are destroyed, they are impossible to reproduce; in particular their design, texture, materials and details, as well as the special character and interest those qualities add to the neighborhood. Similarly, if a building is relocated from its historic context, the character of the area is changed.

The demolition or relocation of historically or architecturally significant buildings within a local Historic District or on a Landmark site is rarely considered to be an appropriate option.

If the proposed demolition involves only a portion of a building or structure, or if there are multiple buildings on a site, demolition applications must include a site plan which clearly shows the area proposed for demolition. The application should include details for the stabilization of the remaining portion of a building or structure for partial demolition proposals. The only instances in which Staff can approve demolition applications are when:

- The HDLC's Executive Director authorizes demolition based on a determination of imminent danger of collapse by the HDLC's Building Inspector, or
- It is a Non-Contributing building or structure which is less than 1,000 square feet in area and its demolition is approved by the Executive Director of the HDLC.

All demolition applications that do not meet the criteria for Staff review will be considered by the appropriate Commission at a public hearing. After initial review, the Commission may require demolition applications to lie over for 30 days. This allows further investigation by Staff and the Building Inspector particularly as to the historic importance and current condition of the resource, and provides the opportunity for public comment. (Refer to the *Guidelines for New Construction, Additions and Demolition* for additional information.)

The Commissions strongly encourage the submission of redevelopment plans concurrently with demolition applications.

The HDLC Recommends:

- Evaluating the significance of the historic resources
- Exhausting all attempts to reuse a historic resource prior to considering relocation or demolition including:
  - Stabilization, weatherproofing and securing
  - Sale or transfer of property
  - Renovation or adaptive reuse

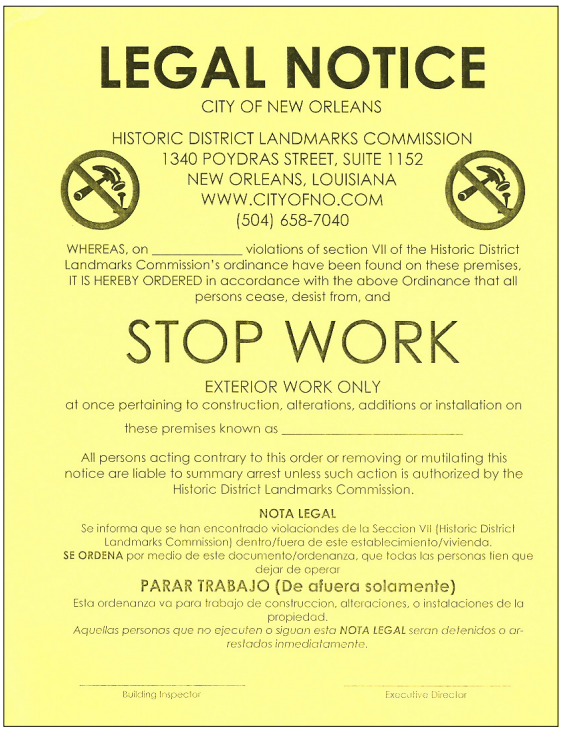
Retention Applications

Retention applications are requests for the retention of previously completed or ongoing work that did not receive a CofA. **Current property owners are responsible for ensuring that all exterior work completed since the historic designation of the property has received a CofA, even if that work was completed by a prior owner.**

The retention application process is often initiated by a Stop Work Order, (refer to *Page 01-7*,) or through receipt of a letter notifying an owner of a violation. Once a Stop Work Order has been issued, the application process can be costly both in time and money. All property owners that have received a Stop Work Order must complete and submit a CofA Application requesting retention for review. If additional work will be completed, required exhibits must also be submitted with the application.

- **Staff Review:** If the completed work meets the *Guidelines*, it can be approved by the Staff
- **Commission Review:** If the completed work does not meet the *Guidelines*, the property owner may elect to appear before the Commission at the next scheduled to explain the circumstances of the violation and request to retain it following payment of a retention application fee

At its meeting the Commission can either approve or deny the retention application. **If the Commission denies the retention application, property owners can be may elect to required to return the property to the previous condition. Non-compliance can result in daily fines and liens against the property.**



LEGAL NOTICE

CITY OF NEW ORLEANS

HISTORIC DISTRICT LANDMARKS COMMISSION
1340 POYDRAS STREET, SUITE 1152
NEW ORLEANS, LOUISIANA
WWW.CITYOFNO.COM
(504) 658-7040

WHEREAS, on _____ violations of section VII of the Historic District Landmarks Commission's ordinance have been found on these premises, IT IS HEREBY ORDERED in accordance with the above Ordinance that all persons cease, desist from, and

STOP WORK

EXTERIOR WORK ONLY
at once pertaining to construction, alterations, additions or installation on

these premises known as _____

All persons acting contrary to this order or removing or mutilating this notice are liable to summary arrest unless such action is authorized by the Historic District Landmarks Commission.

NOTA LEGAL

Se informa que se han encontrado violaciondes de la Seccion VII (Historic District Landmarks Commission) dentro/fuera de este establecimiento/vivienda.
SE ORDENA por medio de este documento/ordenanza, que todas las personas tien que dejar de operar

PARAR TRABAJO (De afuera solamente)

Esta ordenanza va para trabajo de construccion, alteraciones, o instalaciones de la propiedad.
Aquellas personas que no ejecuten o siguan esta NOTA LEGAL seran detenidos o arrestados inmediatamente.

_____ Building Inspector

_____ Executive Director

A Stop Work order may be issued for all exterior projects that did not receive the required CofA or any project that is not in compliance with an issued CofA.

The parcel on which this house sits is triangular in shape. The house plan, which follows the shape of the lot, is very narrow at one end and becomes wider at far end. Although this property owner has a solution that works in this circumstance, the unusual shape of the lot could be the grounds for a hardship variance request.

Hardship Variances

Louisiana state statues allow for only two instances in which a property owner can apply for a hardship variance. Since the HDLC's jurisdiction is regulated by the state, they are bound by their rules.

As such, a property owner can only apply for a hardship variance if he/she believes that the property will be subject to serious undue hardship by the strict enforcement of the HDLC ordinance due to:

- Topographic conditions such as an irregularly shaped lot; or
- Unusual circumstances that would apply only to the subject property.

It should be made clear that the HDLC will not accept or support hardship variances whose sole aim is to provide the property owner with the most profitable use for his or her property. Improvements to the property will need to conform to the applicable *Guidelines*.

All applications for hardship variances must be made in writing with copies of all pertinent supporting information submitted. Once all necessary information has been received, it will be placed on the agenda for the next scheduled public meeting of the Commission.

Openings in a roof, such as displaced slates or shingles, can allow storm water to enter a building and deteriorate the wood framing. Loose slates or other roof components can fall and cause injury to people or property. Peeling paint exposes bare wood to the elements and potential water damage. These are all cases of "demolition by neglect."

"Demolition by Neglect"

The term "demolition by neglect" refers to the neglect in the maintenance of any building or structure that allows a hazardous or unsafe condition to occur as determined by the Department of Safety and Permits or the State Fire Marshall. Examples of "demolition by neglect" include:

- Any condition at a building or structure which makes it unsafe where all or part of it might fall and injure people or property
- Any structural element such as foundations, piers, walls, beams, ceilings and roofs that are deteriorated or insufficient to carry imposed loads safely
- Any fault, defect or condition in a building or structure which makes it susceptible to water damage including openings in the roof or walls as well as unmaintained paint on exterior woodwork, windows and doors

As required by the HDLC ordinance, all property owners must keep their structures watertight and in good repair. If it is determined that a building or structure is in a state of "demolition by neglect," the property owner will be notified that they have up to 30 days to begin the necessary repairs.

If repair work has not begun within 30 days, the HDLC can:

- Bring charges at an administrative adjudication hearing and levy daily fines against the property owner
- If fines are unpaid and the work is not completed, carry out the necessary repairs and place a lien on the property for value of the fines and the costs associated with the required repairs

Periodic repainting is required to maintain exterior woodwork and protect it from water damage. Exposed exterior woodwork without paint can be cited with "demolition by neglect."

Additional Resources

The following organizations can provide useful information. Contact information is available on our web site at www.nola.gov or at the HDLC offices.

Local Organizations

New Orleans Preservation Resource Center

- Neighborhood preservation programs, assistance

Louisiana Division, New Orleans Public Library

- Research materials on New Orleans and Louisiana
- City government archives

Mayor's Office of Economic Development

- Five year Tax Abatement Program

Neighborhoods Partnership Network

Tulane University – Southeastern Architectural Archive

- Architectural drawings archive, Sanborn Maps

Williams Research Center of the Historic New Orleans Collection

- Photographic archives, documents, publications

State Organizations

Louisiana Office of Cultural Development – Division of Historic Preservation

- National Register program
- Federal and state tax credits
- Louisiana archeological resources
- Main Street Program

Foundation for Historical Louisiana

- Preservation advocacy

National Organizations

National Park Service

- Heritage Preservation Services
- Historic Landscape Initiative
- Historic Preservation Tax Incentives

National Center for Preservation Technology & Training

National Trust for Historic Preservation

- Preservation and Preservation Forum
- Sustainability and Historic Preservation

U.S. Green Building Council

The Association for Preservation Technology International

- APT Bulletin

The Alliance for Historic Landscape Preservation

Preservation Trades Network

- Education, networking and outreach for preservation and traditional building trades

Restore Media, LLC

- Old House Journal, Traditional Building

Preservation Resources

City of New Orleans Reference

Friends of the Cabildo. New Orleans Architecture Series. Gretna, LA: Pelican Publishing Co., 1971-present.

Everard, Wayne M. How to Research the History of Your House (or Other Buildings) in New Orleans. Friends of the Public Library and Dixie Savings and Loan, 1986. (Available at the New Orleans Public Library and on their web site.)

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Bernhard, Sandy and Tom Ela. The House Journal: A Resource to Evaluate and Document the History, Alterations, and Records of Your House and Property. Washington, DC: The Preservation Press, 1993.

Crosbie, Michael J. Home Rehab Handbook. New York: McGraw Hill, 2002

Favretti, Rudy and Joy Favretti. For Every House A Garden: A Guide for Reproducing Period Gardens. Chester, CT: The Pequot Press, 1977.

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Preservation Briefs. Washington, DC: National Park Service, Technical Preservation Services.

Ramsey, Charles George and Harold Reeve Sleeper. Traditional Details: For Building Restoration, Renovation and Rehabilitation. New York: John Wylie & Sons, 1998.

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Weaver, Martin E. Conserving Buildings: A Manual of Techniques and Materials, Revised Edition. New York: John Wylie & Sons, 1997.

Frequently Asked Questions

Q: Where should I begin the process?

A: It is often helpful to begin by understanding what makes your property historically or architecturally significant (see below.) Contact the HDLC at (504) 658-7040 for your property rating. Obtain the *Guidelines* section applicable to your proposed project and consider whether the proposed changes are appropriate for the property. (Refer to *Page 01-8* for additional information.)

Q: How can I find out about the history of my neighborhood or property?

A: It is helpful to have an understanding of what makes your property architecturally or culturally significant when considering a repair or construction project. Property owners within local Historic Districts can obtain a District description and map from the HDLC web site at www.nola.gov. Information about Landmark properties is available from the HDLC offices. Additional information regarding National Register historic districts and properties is available at the Louisiana Office of Cultural Development – Division of Historic Preservation. There are also numerous reference books and resources, a few of which are listed on *Page 01-16.*

Q: How do I make sure the HDLC will approve my project?

A: It is helpful to have an understanding of what makes your property architecturally or culturally significant when considering a project. This will allow you to make informed decisions about the proposed project with an understanding of some of the issues considered by the HDLC. Each section of the *Guidelines* outlines what will and will not be approved by the Commission.

Q: Is the review process expensive? Do I need to hire an outside professional?

A: The HDLC does not charge a fee for a CofA, however, other city departments assess fees based on the nature of the application. Carefully reviewing the applicable *Guidelines* and the application package for the Certificate of Appropriateness prior to hiring a design professional or contractor can assist in the early planning stages of your project. If not required by Code to receive a construction permit, you are welcome to submit applications for work without the assistance of a design professional. However, for complex proposals or those that requires the submission of scaled drawings, consultation with a professional will often speed up the review process. If you are retaining the services of a professional, it is helpful to work with architects, contractors, etc. who are familiar with the requirements of working with the HDLC. Before submitting your application materials, confirm that it is complete.

Q: Can Staff decisions be appealed?

A: All Staff decisions can be appealed to the full Commission. Contact the HDLC at (504) 658-7040 to be placed on the Commission agenda.

Q: I am planning a complex project. When is the best time to talk to the HDLC?

A: If your project is complex or requires multiple review boards, the best time to talk to the HDLC is as early in the project as possible, before you invest a lot of time and money into the design process. This initial informal informational review can help move a project more quickly through the review process saving both time and money. Please contact the HDLC at (504) 658-7040 for an appointment.

Q: Is there a way to expedite the review process?

A: It is important to thoroughly complete the application and submit all required materials to the HDLC for review. It is recommended that you contact the HDLC directly to understand what submission materials are required for your project; whether ARC and/or full Commission review is required; and the specific submission deadlines and meeting dates.

Q: Does my project require HDLC review?

A: Proposed changes to any building, site, monument or structure that are visible from a public right-of-way such as a sidewalk, street or alley to any property within the boundaries of a local Historic District or at the exterior of a Landmark property are required to receive a Certificate of Appropriateness (CofA) from the HDLC. This includes all work that might be considered ordinary maintenance and repair with the exception of repainting. *(Most applications for maintenance and repair are reviewed at the Staff level and are completed within 5 business days.)*

Q: How do I apply for HDLC review?

A: The specific submission requirements for HDLC review will vary based upon the complexity of the proposed project, but the submission materials are similar to those required for a building permit review.

For specific information regarding the submission requirements for your proposed project please refer to the information available on the HDLC website at www.nola.gov/HDLC or contact the HDLC at (504) 658-7040.

Q: Can I begin construction immediately after I get the HDLC's approval?

A: The HDLC review is not necessarily sufficient for the granting of a building permit. Each project is also subject to review by all agencies having jurisdiction over compliance with zoning, building and safety codes. HDLC review is just one step in obtaining a building permit. **You must complete all necessary reviews and obtain all necessary permits applicable to your project prior to proceeding with any work. You cannot receive a building permit without obtaining a CofA from the HDLC.**

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For a list of current Commissioners, visit www.nola.gov/hdlc.

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