

<p style="text-align: center;">Department of Community Development City of Rapid City 300 Sixth Street, Rapid City, SD 57701-2724 Phone: (605) 394-4120 Fax: (605) 394-6636 Web: www.rcgov.org</p>	<p>Historic Preservation 11.1 Review</p>	
Date of Submission: _____ Time of Submission: _____		
Location Address: _____ Year Constructed: _____		
Historic District: <input type="checkbox"/> West Boulevard Historic District <input type="checkbox"/> Environs of West Boulevard Historic District <input type="checkbox"/> Downtown Historic District <input type="checkbox"/> Environs of Downtown Historic District <input type="checkbox"/> Individually Listed Property <input type="checkbox"/> Environs of an Individually Listed Property		
Status: <input type="checkbox"/> Contributing <input type="checkbox"/> Non-Contributing <input type="checkbox"/> Non-Listed		
Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Other		
Brief description of project request, attach separate pages as necessary: _____ _____ _____ _____ _____		
Applicant (<i>if different from owner</i>) <input type="checkbox"/> Owner <input type="checkbox"/> Architect <input type="checkbox"/> Contractor	Phone Number _____ Street Address _____	Email Address _____ City, State, Zip Code _____
Applicant's Signature _____	Date _____	
Owner	Phone Number _____ Street Address _____	Fax Number _____ City, State, Zip Code _____
Owner's Signature (*Required*) _____	Date _____	
<p>Applications must be submitted to the Community Planning & Development Services Department. All required information must be submitted with the application. Incomplete applications will not be processed. You may be requested to submit some information digitally. Historic reviews begin with an administrative review. Many historic reviews do not require public meetings.</p> <p>If your application <u>does</u> require review by the Historic Preservation Commission their meetings are typically held on the 3rd floor in the West Community Room of the City/School Administration Building, 300 6th Street, at 8:00 a.m. the 2nd and 4th Wednesdays of each month. All application materials must be received by 4:00, at least 12 days in advance of the meeting. A representative must be present. If your application also requires approval by the City Council, staff will provide you with an anticipated meeting timeline.</p>		

Community Planning & Development Services

City of Rapid City
300 Sixth Street, Rapid City, SD 57701-2724
Phone: (605) 394-4120 Fax: (605) 394-6636 Web: www.rcgov.org

Historic Preservation 11.1 Review

Checklist for required information to be submitted with application:

- Completed Historic Preservation 11.1 Review Application Form
- Several color photographs of the existing structure that include:
 - A street frontage photo
 - Photos of all areas affected by the proposed project
 - 3-5 photos of rot or decay of an element that is to be replaced or repaired
- A site plan drawn to scale showing the existing structure(s) and the proposed project changes. The site plan should clearly create a graphic representation of the building footprint(s) and any other elements that are part of the request.
- Elevation sketches drawn to scale showing the proposed changes. The elevation sketches should provide a view that shows each affected exterior wall as though you were looking straight at it, with any relevant changes represented.
- A written description of the proposed project request that includes:
 - Description of the materials to be used in the project
 - Description of the materials to be replaced in the project (i.e. wood siding, masonite siding, cedar shakes, 4" reveal clapboard, dutch-lap, ship-lap, etc.)
 - Whether this project is attempting to qualify for the State Tax Moratorium (*if you are not sure what this is, don't hesitate to ask!*)
- Floor plan information drawn to scale and proposed changes **if interior work** is being requested. (May be required for non-residential structures).
- Document demonstrating feasible and prudent alternatives have been considered for the project, describing how all possible efforts have been made to minimize harm to the historic property.

Staff to provide:

- Aerial map of the property
- Historic Site Inventory Description (if applicable)
- Elements of the structure(s) listed as contributing factors on the Historic Site Inventory

12 Secretary of the Interior's *Standards for the Treatment of Historic Properties with Guidelines for Rehabilitation of Buildings*

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural or architectural values.

Standards for Rehabilitation

- 1 A property will be used as it was historically, or be given a new use that requires minimal change to its distinctive materials.
- 2 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.
- 3 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.
- 4 Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- 5 Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- 6 Deteriorated historic features will be repaired rather than replaced. When 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.
- 7 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.
- 8 Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
- 9 New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from 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.
- 10 New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

24:52:07:04. Standards for new construction and additions in historic districts. New construction or additions within a historic district must comply with **The Secretary of the Interior's Standards for Rehabilitation** as incorporated by reference in § 24:52:07:02. In addition the following standards apply:

- (1) Compatibility of design. Massing, size, and scale of new construction must be compatible with surrounding historic buildings. Overall architectural features of new construction must be of contemporary design which does not directly mimic historic buildings. Architectural elements such as windows, doors, and cornices must be similar in rhythm, pattern, and scale to comparable elements in adjacent historic buildings. The overall visual appearance of new construction may not dominate or be distracting to the surrounding historic landscape;
- (2) Height. The height of new buildings or additions to existing buildings may not exceed a standard variance of ten percent of the average height of historic buildings on both sides of the street where proposed new construction is to be located;
- (3) Width. The width of new buildings or additions to existing buildings must be similar to adjacent historic buildings;
- (4) Proportion. The relationship between the height and width of new buildings or additions to existing buildings must be similar in proportion to existing historic buildings. The proportion of openings in the facades of new construction or additions must be compatible with similar openings in adjacent historic buildings;
- (5) Rhythm and scale. The rhythm, placement, and scale of openings, prominent vertical and horizontal members, and separation of buildings which are present in adjacent historic buildings must be incorporated into the design of new buildings or additions to existing buildings;
- (6) Materials. Materials which make up new buildings or additions to existing buildings must complement materials present in nearby historic properties. New materials must be of similar color, texture, reflective qualities, and scale as historical materials present in the historic district;
- (7) Color. The colors of materials, trim, ornament, and details used in new construction must be similar to those colors on existing historic buildings or must match colors used in previous historical periods for identical features within the historic district;
- (8) Details and ornament. The details and ornament on new buildings or additions to existing buildings must be of contemporary design that is complementary to those features of similar physical or decorative function on adjacent historic buildings;
- (9) Roof shape and skyline. The roof shape and skyline of new construction must be similar to that of existing historic buildings;
- (10) Setting. The relationship of new buildings or additions to existing buildings must maintain the traditional placement of historic buildings in relation to streets, sidewalks, natural topography, and lot lines; and
- (11) Landscaping and ground cover. Retaining walls, fences, plants, and other landscaping elements

that are part of new construction may not introduce elements which are out of character with the setting of the historic district.

Source: 16 SDR 239, effective July 9, 1990; 21 SDR 50, effective September 21, 1994; 24 SDR 73, effective December 4, 1997.

General Authority: SDCL 1-19A-5, 1-19A-11, 1-19A-29.

Law Implemented: SDCL 1-19A-5, 1-19A-11.1.

24:52:07:05. Consistency with historical tradition in historic districts. The use of elements as described in § 24:52:07:04 shall be consistent with the historical development of the historic district and shall be consistent with historical interpretations of the district as defined in a locality's historic preservation plan.

Source: 16 SDR 239, effective July 9, 1990; 21 SDR 50, effective September 21, 1994.

General Authority: SDCL 1-19A-5, 1-19A-11, 1-19A-29.

Law Implemented: SDCL 1-19A-5, 1-19A-11.1.

Historic Review Entities + Timeline

The historic review timeline depends on such factors as 1) the scope of the project 2) the legibility and completeness of the supporting documentation provided by the applicant, and 3) the project's conformance with the Standards.

**Community
Development
Staff**

Typically 2 – 3 days
May be less

**State
Historic
Preservation
Office**

Typically 2 – 5 days
May be less

**Historic
Preservation
Commission**

Typically 2 – 3 weeks

**City
Council**

Typically 4 – 8 weeks
May be longer

In-kind repair/replacement.

Example: replacing asphalt shingles with new asphalt shingles.

Projects that demonstrate conformance with the Secretary of the Interior's Standards. Example: Exterior alterations to siding, windows, porches, and other architecturally significant features; additions that meet best practices for historic preservation.

Projects that may not, or do not meet the Secretary of the Interior's Standards. Example: Window or siding replacements that do not match the original in design and material; Additions, alterations, or new construction that destroy historic fabric or encroach on historically significant features. For projects that do not meet the Standards, a Case Report must be submitted for review by the Historic Preservation Commission and State Historic Preservation Office, and the City Council for a final decision. The Case Report is a more detailed analysis of the project, and alternatives to the project which could minimize the harm to historic property.

Historic Review Flow Chart

