

CLASSES OF WORK CHART

The following chart outlines projects that are often undertaken in the WMSHD, and the level of review that is normal for each project. It is not intended to be comprehensive, and does not cover every circumstance that may be encountered in a project.

Ordinary Maintenance:

- Means keeping a resource unimpaired and in good condition through ongoing minor intervention, undertaken from time to time, in its exterior condition. Ordinary maintenance does not change the external appearance of the resource except through the elimination of the usual and expected effects of weathering.
- Does not require a Certificate of Appropriateness (C of A)
- Any repair or replacement where there is a change in the design, materials, or general appearance is defined as work and needs a certificate of appropriateness.

Minor Work:

- Includes work that involves alterations, additions, or removals that are beyond routine maintenance.
- An application for C of A is required, and is reviewed by the staff of the Planning and Building Departments.
- Staff will refer Minor Work to the commission for review if in staff's judgment the change involves work that is substantial, does not meet the guidelines, or is of a precedent-setting nature.

Major Work:

- Includes work that involves a change in the appearance of a resource and/or is more substantial in nature.
- Requires a C of A.
- Requires Historic District Commission review.

CLASSES OF WORK CHART

	TYPE OF WORK	ROUTINE MAINT. (No Review Required)	MINOR WORK (Staff Review)	MAJOR WORK (HDC Review)
1	Repair of existing Accessory Structures or Buildings when there is no change in design, materials, or general appearance	X		
2	Repair or Replacement of Architectural Details when there is no change in design, materials, or general appearance	X		
3	Repair/Replacement of Awnings, Canopies, or Shutters when there is no change in design, materials, or general appearance	X		

	TYPE OF WORK	ROUTINE MAINT. (No Review Required)	MINOR WORK (Staff Review)	MAJOR WORK (HDC Review)
4	Repair/Replacement of existing Decks when there is no change in design, materials, or general appearance	X		
5	Repair/Replacement of existing Driveways when there is no change in design, materials, or general appearance	X		
6	Repair/Replacement of Exterior Surfaces when there is no change in design, materials, or general appearance	X		
7	Repair/Replacement of existing Fences or Walls when there is no change in design, materials, or general appearance	X		
8	Repair/Replacement of exposed Foundations when there is no change in design, materials, or general appearance	X		
9	Repair/Replacement of Gutters and Downspouts when there is no change in design, materials, or general appearance	X		
10	Repair/Replacement of exterior Lighting Fixtures when there is no change in design, materials, or general appearance	X		
11	Repairs/Replacement, including Re-pointing , to existing Masonry when the color and composition of the mortar match the original, and new brick or stone matches the original	X		
12	Painting previously painted surfaces, when there is no change in color	X		
13	Repair/Replacement of existing Parking Lots when there is no change in design, materials, or general appearance	X		
14	Repair/Replacement of existing Patios when there is no change in design, materials, or general appearance	X		
15	Repair/Replacement of sloped or flat Roof coverings when there is no change in design, materials, or general appearance	X		
16	Repair/Replacement of exterior Stairs and Steps when there is no change in design, materials, or general appearance	X		
17	Repair to existing Swimming Pools when there is no change in design, materials, or general appearance	X		
18	Repair/Replacement of existing Vents and Ventilators when there is no change in design, materials, or general appearance	X		
19	Repair of Windows when there is no change in design, materials, or general appearance	X		
20	Caulking and weather stripping Windows when there is no change in design, materials, or general appearance	X		
21	Repair/Replacement of other Attached Features and Accessory Site Features not specifically listed when there is no change in design, materials, or general appearance	X		

	TYPE OF WORK	ROUTINE MAINT. (No Review Required)	MINOR WORK (Staff Review)	MAJOR WORK (HDC Review)
22	Alteration of existing Accessory Structures or Buildings		X	
23	Alteration/Addition/Removal of existing Awnings, Canopies, or Shutters		X	
24	Installation of New Awnings, Canopies, or Shutters		X	
25	Alteration/Addition to/Removal of existing Decks		X	
26	Alteration of existing Accessory Structures or Buildings		X	
27	Alteration/Addition/Removal of existing Awnings, Canopies, or Shutters		X	
28	Installation of New Awnings, Canopies, or Shutters		X	
29	Alteration/Addition to/Removal of existing Decks		X	
30	Alteration or addition of Doors		X	
31	Alteration/Addition/Removal of Storm Doors		X	
32	Alteration of existing Driveways		X	
33	Construction or removal of Fences or Walls		X	
34	Installation/Addition/Removal of Gutters and Downspouts		X	
35	Installation/Alteration/Removal of exterior Lighting Fixtures		X	
36	Installation of Mechanical Equipment , such as heating and air conditioning units		X	
37	Painting previously painted surfaces when there <u>is</u> a change in color		X	
38	Alteration/Removal of existing Parking Lots		X	
39	Alteration/Addition/Removal of Patios		X	
40	Alteration of existing Porches		X	
41	Installation of Satellite Dishes and/or Television Antennas		X	
42	Alteration/Addition/Removal of exterior Stairs and Steps		X	
43	Alteration/Addition/Removal of Vents and Ventilators		X	
44	Alteration of existing Walks when there is no change in design, materials, or general appearance		X	
45	Construction of new Walks		X	
46	Repair or replacement of existing Walks when there is no change in design, materials, or general appearance		X	

	TYPE OF WORK	ROUTINE MAINT. (No Review Required)	MINOR WORK (Staff Review)	MAJOR WORK (HDC Review)
47	Installation/Alteration/Removal of Windows		X	
48	Additions of Accessory Structures or Buildings over 100 sq. ft. in area.			X
49	Relocation of Accessory Structures or Buildings			X
50	Removal of existing Accessory Structures or Buildings that are architecturally or historically significant			X
51	Alteration/Removal of Archeologically Significant Features			X
52	Alteration/Addition/Removal of Architectural Details			X
53	New Additions or Construction to a primary Building			X
54	Demolition of any Primary Building, Structure, or Part of a Primary Building or Structure			X
55	Construction of New Carpports			X
56	Alteration/removal of Carpports			X
57	Construction/Alteration/Removal of Chimneys or Foundations			X
58	Construction of new Decks			X
59	Addition or removal of Driveways			X
60	Alteration/Addition/Removal of Exterior Surfaces			X
61	Alteration/Replacement of contributing Historical Site Features and Plantings			X
62	New Construction of/Addition to Parking Lots			X
63	New Construction/Addition/ Removal of Porches			X
64	Alteration of Roof form			X
65	New Construction/Alteration/Addition to Swimming Pools			X
66	Removal of Swimming Pools			X
67	Alteration/Addition/ Removal of Windows			X
68	Alteration/Addition/Removal of Temporary Features that are necessary to ease difficulties associated with a medical condition		X	
69	Addition/Alteration/Removal of other Attached Features and Accessory Site Features not specifically listed		X	
70	Changes to previous Certificates of Appropriateness		Most Changes	Changes deemed by staff to be substantial in nature

	TYPE OF WORK	ROUTINE MAINT. (No Review Required)	MINOR WORK (Staff Review)	MAJOR WORK (HDC Review)
71	Renewal of expired Certificates of Appropriateness		X	
72	Emergency installation of Temporary Features to protect a historic resource (that do not permanently alter the resource): six month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness		X	

Footnote: Special thanks to the City of Raleigh, North Carolina, for their assistance on this project.