

## **Sample Description of Rehabilitation Proposal** For Certified Historic Rehabilitation Applications

All submittals for rehabilitation of historic buildings using Federal Rehabilitation Tax Credits are evaluated by the Alaska Office of History and Archaeology for compliance with *The Secretary of the Interior's Rehabilitation Standards*.

The following is a sample narrative description for a proposed rehabilitation tax credit project. The format can be used as well to describe development projects to be reviewed for grant applications, and for state or federal environmental review projects. This sample write-up describes the rehabilitation of a small residence. While the specifics of this hypothetical rehabilitation may not be directly applicable for all development projects, the format, language, and depth can guide most such descriptions.

The left-hand blocks identify each element of the building and describe the existing condition of the elements. The corresponding blocks on the right side describe how the specific elements will be treated in the rehabilitation, and assess the impact of the project on those features.

Please note that the descriptions make reference to photographs and drawings, which are necessary supplements to all such descriptions but are not provided for this sample write up.

**HISTORIC PRESERVATION CERTIFICATION APPLICATION  
PART 2 – DESCRIPTION OF REHABILITATION**

Property name n/a NPS Project Number \_\_\_\_\_

Property address n/a

5. **Detailed description of rehabilitation work** Reproduce this page as needed to describe all work or create a comparable format with this information. Number items consecutively to describe all work, including building exterior and interior, additions, site work, landscaping, and new construction.

<b>Number 1</b>	Feature <u>Roof</u>	Date of Feature <u>1945</u>
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**Describe existing feature and its condition**

Normal-pitched side gabled roof with wood shingle roofing in fair to poor condition. Some areas show signs of dry rot and shingles are broken and missing in places.

Photo numbers 1, 12 Drawing numbers 1

**Describe work and impact on feature**

Existing roofing will be removed. Roof structure and sheathing will be repaired as necessary, maintaining existing configuration. New wood shingle roofing will be installed to match the original configuration.

Impact will be the preservation of the original roof configuration while protecting the buildings structural integrity.

<b>Number 2</b>	Feature <u>Arctic Entry</u>	Date of Feature <u>1945</u>
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**Describe existing feature and its condition**

Single story front-gabled roofed arctic entry sided in wood shingles. Significant rot in south east corner causing the arctic entry porch to start to collapse in on the corner.

Photo numbers 2, 3 Drawing numbers 1

**Describe work and impact on feature**

Arctic entry will be dismantled and rebuilt in its original configuration. Siding that can be preserved will be kept and reused. All elements too far deteriorated will be replaced. Pressure treated lumber will be used for new framing members. New wood shingles will be similar in size and texture to the original and will be painted to match.

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<b>Number 3</b>	Feature <u>wood shingle siding</u>	Date of Feature <u>1965</u>
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**Describe existing feature and its condition**

The current wood shingle siding is not original to the house, having been added ca. 1965. The original siding would have been wood lap siding on the second story and tightly jointed vertical wood siding on the first story. The current wood shingle siding is in fair to good condition, only minor replacement needed near foundation in some locations.

Photo numbers 2, 5, 6, 7, 8 Drawing numbers 1-4

**Describe work and impact on feature**

Patching in kind of broken or missing shingle siding where needed, otherwise loose paint will be removed using the gentlest means possible so as not to damage the shingles. Shingles will be repainted.

Impact will be the preservation and retention of historic materials

<b>Number 4</b>	Feature <u>Windows</u>	Date of Feature <u>1945</u>
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**Describe existing feature and its condition**

Typical fenestration includes 6 over 6 double-hung wood sash windows with 12-light awning storm windows with wood sashes and wood surrounds. A number of windows have cracked or broken glass. Paint is peeling from the wood in places.

Photo numbers 1, 9, 10, 14, 15 Drawing numbers 4-5

**Describe work and impact on feature**

No new windows are to be created. All existing windows to be retained and repaired as needed in their historic configurations. Broken glass to be replaced. Any sash found to be warped or poorly-fitting to be removed, reworked, and re-installed. Wooden elements to be scraped, sanded, and repainted.

Impact will be the preservation of this important feature.

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<b>Number 5</b>	Feature <u>Front door</u>	Date of Feature <u>1945</u>
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**Describe existing feature and its condition**

Partially-glazed multi-light, paneled wood door located in the arctic entry. The door is in good condition aside from worn paint.

Photo numbers 1, 2, 3 Drawing numbers 1, 5

**Describe work and impact on feature**

Original front door to be repaired and retained in place. Wooden surfaces to be scraped and sanded of loose and peeling paint, then primed and repainted. New weather stripping to be added.

<b>Number 6</b>	Feature <u>East entryway</u>	Date of Feature <u>1945</u>
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**Describe existing feature and its condition**

On the west facade the entryway remains in its original configuration with a small stoop and a shed roofed hood entry sheathed in wood shingles. The original partially-glazed multi-light, paneled wood door remains. The door is in good condition aside from worn paint.

Photo numbers 4 Drawing numbers 1, 5

**Describe work and impact on feature**

The original side door to be repaired and retained in place. Wooden surfaces to be scraped and sanded of loose and peeling paint, then primed and repainted. New weather stripping to be added. Patch shingles as needed on shed roofed entry.

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<b>Number 7</b>	Feature <u>East entryway</u>	Date of Feature <u>1970's</u>
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**Describe existing feature and its condition**

The entryway on the east facade has been covered by an non-historic enclosed porch capped by a shed roof. The enclosed porch features fixed windows with vinyl sashes. The original 1945 partially-glazed multi-light, paneled wood door remains inside the porch. The door is in good condition.

Photo numbers 5, 6 Drawing numbers 1, 5

**Describe work and impact on feature**

The non-historic enclosed porch will be removed, exposing the original wood entry door and windows. A new shed roofed hood will be constructed to match the one found over the entry door on the west facade. Wooden surfaces to be scraped and sanded of loose and peeling paint, then primed and repainted. New weather stripping to be added.

<b>Number 8</b>	Feature <u>Plan</u>	Date of Feature <u>1945</u>
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**Describe existing feature and its condition**

Originally built as a side-by-side duplex, the house remains in its original configuration. Private entry to each unit can be found on the east and west elevations of the building respectively. The units also share the front arctic entryway. The floor plans mirror each other with an eat in kitchen found in the rear of the first floor and a living room found on the front/south. a stairway is located between the living room and kitchen leading to the 2nd floor and two bedrooms and one full bath.

Photo numbers 12-15 Drawing numbers 6-8

**Describe work and impact on feature**

The proposed reuse of the building for rental units will not require alterations to the plan.

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<b>Number 9</b>	Feature <u>Woodwork</u>	Date of Feature <u>1945</u>
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**Describe existing feature and its condition**

Most of the original woodwork, including the stairs, the floors, doors, baseboards, and door and window casings, is intact. Doors, baseboards, and door and windows casings are covered in multiple layers of paint which is peeling and flaking. The wood floor in the living rooms and bedrooms have been covered by carpet.

Photo numbers 20, 21, 22, 24 Drawing numbers 6-8

**Describe work and impact on feature**

All existing historic woodwork will be retained in its original location. All painted surfaces will be sanded down to viable surfaces, primed, and repainted. Proper measures will be taken to control all lead paint residue during this procedure. The carpet will be removed in the living rooms and bedrooms and the wood floors will be scrubbed cleaned and treated.

<b>Number 10</b>	Feature <u>Walls and ceiling finishes</u>	Date of Feature <u>1945</u>
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**Describe existing feature and its condition**

The wall finishes through out are sheetrock in fair condition.

Photo numbers 18, 19, 20 Drawing numbers 6-8

**Describe work and impact on feature**

Most sheetrock will be removed to facilitate installation of new electrical and mechanical systems. Sheetrock surfaces will be replaced with new sheetrock .

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<b>Number</b> <u>11</u>	<b>Feature</b> <u>Electrical System</u>	<b>Date of Feature</b> <u>1945, 1975</u>
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**Describe existing feature and its condition**

Electrical system includes elements from two different periods, including surface conduit. No original fixtures remain. The current system is unsafe and does not satisfy the requirements of current building codes.

Photo numbers 26, 27 Drawing numbers 8

**Describe work and impact on feature**

All aspects of the existing system will be removed. New electrical system will be installed to comply with code requirements. All wiring will be located within walls to avoid visual impact. No removal or alteration of significant historic features will be required.

<b>Number</b> <u>12</u>	<b>Feature</b> <u>Plumbing</u>	<b>Date of Feature</b> <u>1945, 1975</u>
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**Describe existing feature and its condition**

Existing plumbing system includes elements from two different periods. The original cast iron tub and pedestal sinks remain in the bathrooms on the second floor. The plumbing fixtures in the kitchens were altered during the kitchen remodel in the mid 1970's.

Photo numbers 25, 26, 27 Drawing numbers 9

**Describe work and impact on feature**

The original cast iron tubs and pedestal sinks in the second floor bathrooms will remain. All new kitchen fixtures and configuration will be used, as per drawings. All plumbing lines will be inspected and repaired or replaced as needed.

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<b>Number 13</b>	Feature <u>Kitchen</u>	Date of Feature <u>1975</u>
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**Describe existing feature and its condition**

The current kitchen cabinets, fixtures, counter tops, and flooring were all installed in a mid 1970's remodel. The kitchen is worn and dated and not original to the house.

Photo numbers 14, 15, 16 Drawing numbers 8, 9

**Describe work and impact on feature**

The entire kitchen is planned for remodel. Cabinets, counter tops and vinyl floor will be removed. New wood cabinets and counter tops more appropriate for the 1940's construction will be installed, as per drawings. New rolled Marmoleum flooring will be installed.

<b>Number 14</b>	Feature <u>Bathroom tile floors</u>	Date of Feature <u>1945</u>
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**Describe existing feature and its condition**

The bathroom floors consist of 1" hexagonal white tiles with white subway tile wainscot and shower surround. The tiles are in good shape only needing minor re-grouting.

Photo numbers 17 Drawing numbers 10

**Describe work and impact on feature**

Remove loose grout and re-grout where needed.

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<b>Number 15</b>	Feature <u>Hardware</u>	Date of Feature <u>1945, circa 1970</u>
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**Describe existing feature and its condition**

Surviving original hardware includes door hinges and lock sets (including glass door knobs). Exterior door lock sets are not original.

Photo numbers 27, 28, 29 Drawing numbers n/a

**Describe work and impact on feature**

All hinges to be cleaned, oiled, and re-installed. Doors to be reworked as necessary to allow proper fit and function. All lock sets to be disassembled, cleaned, and re-installed.

<b>Number 16</b>	Feature <u>Insulation</u>	Date of Feature <u>ca 1970's</u>
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**Describe existing feature and its condition**

The house was not originally insulated. Insulation was added to the crawl space and attic sometime in the 1970's.

Photo numbers n/a Drawing numbers 11

**Describe work and impact on feature**

Insulation will be removed from the attic and crawl space. After installation of mechanical and electrical systems, and after roof repairs, fiberglass-batt insulation with vapor barrier to be installed in the attic and crawl space as well as within the wall cavity prior to installation of the sheetrock.

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<b>Number</b> <u>17</u>	<b>Feature</b> <u>Site</u>	<b>Date of Feature</b> <u>1945</u>
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**Describe existing feature and its condition**

The lot is a corner lot bound on two sides by sidewalks and on a third side by a gravel alley. The lot is level with very little landscaping aside from some unkept small bushes along the primary facade and one tall tree right up against the house. A small concrete wall leads from the sidewalk to the primary entryway. There is a driveway on the east and west side of the house serving the respective units. A small one car garage is located at the end of the east driveway. The rear yard is enclosed by a non historic chain link fence.

Photo numbers 1, 18, 19, 20 Drawing numbers 1

**Describe work and impact on feature**

All walkways and driveways will remain. The garage is in good condition and will receive no work from this project. The tree at the front of the house will be removed and new planting installed along the front of the house. No other site work is planned.

<b>Number</b>	<b>Feature</b> _____	<b>Date of Feature</b> _____
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**Describe existing feature and its condition**

Photo numbers \_\_\_\_\_ Drawing numbers \_\_\_\_\_

**Describe work and impact on feature**