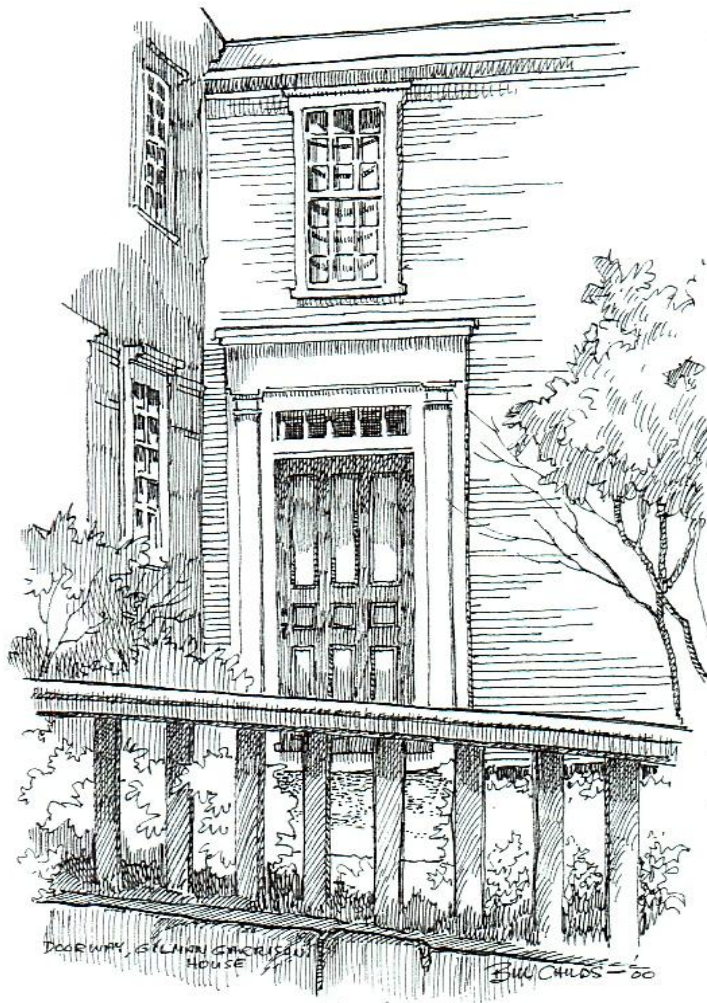


# Preservation Guidelines



for the  
**Exeter Historic Districts**

June 2006

This Publication supersedes all previous “Preservation Guidelines for the Exeter Historic District” pursuant to the authority of Article 8.4, Exeter Zoning Ordinance as granted by RSA 674:46-a.

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## Purpose

These Guidelines, effective 1 January 2000, have been compiled to assist you in the maintenance and preservation of your structure. They contain useful information, references, diagrams and drawings of many aspects of historic buildings. Additionally, these Guidelines, along with the New Hampshire Association of Historic District Commission's 1988 manual, are the criteria used by the Historic District Commission (HDC) when reviewing an application for a proposed change to a building within the historic districts of Exeter.

You might ask, "When do I have to submit an application for HDC review?" If your home or building is located within one of Exeter's historic districts and you expect to perform any alterations to the exterior design, materials, color, or features of your structure, you must submit an application for review and approval to the HDC. This must be done prior to performing any of the proposed changes. This process and the applicable forms may be found in Appendix B.

These Guidelines are not intended to delay or prevent you from performing ordinary maintenance or repair to your property, but rather are a sincere effort to help the community preserve the historic 'uniqueness' of Exeter. Here is a list of items that do not require an HDC application:

- ◆ Building maintenance when a feature is being repaired or replaced, without change to the design, material, or color.
- ◆ Cleaning of your building's exterior. However, be sure to use the most gentle method possible. A mild soap and water solution is probably best for painted surfaces. Liquid bleach diluted in water can be used to remove mildew. Sandblasting and water blasting can be extremely dangerous to old surfaces and masonry and should be avoided. Spot test any chemical cleaning agents in an inconspicuous place for staining and other ill effects.
- ◆ Changes to interior elements of your structure that do not impact an exterior feature.
- ◆ General landscaping maintenance that does not significantly impact on the overall appearance of the site. Changes to landscape features, such as patios, walkways, fences, lighting, cosmetic removal of trees, etc., are subject to HDC review and approval as outlined in this document.

The HDC Guidelines will "overlay" the provisions of the Town of Exeter Zoning Ordinance (Article 8.4) for the zoning district in which the property is located. The provisions of the zoning ordinance applicable to the zoning district will control most uses and dimensional requirements.

All other items require an HDC application. Each application will be judged on its own merit. For an application or further information, please contact the Planning Department in the Exeter Town Office at 778-0591.

## **Introduction**

On June 8, 1970, the citizens of the town of Exeter voted to establish an Historic District Commission (HDC). The HDC consists of seven members and alternates and includes a representative from both the Board of Selectmen and the Planning Board. All other members are volunteer citizens of Exeter appointed by the Town Selectmen. HDC meetings occur once a month and all citizens of the town of Exeter are encouraged to attend and participate. A schedule of meetings is posted in the Town Office at 10 Front Street.

The HDC is your mechanism for monitoring and preserving the integrity and beauty of the historic districts. It serves to:

- ◆ Safeguard the architectural heritage of the Town;
- ◆ Preserve elements of the community's architectural, cultural, social, economic, and political history;
- ◆ Conserve property values;
- ◆ Foster civic pride; and
- ◆ Promote the use of the historic districts for the education, pleasure and welfare of the citizens of Exeter.

The Town of Exeter has three historic districts: the Front Street Historic District, the High Street Historic District, and the Downtown Historic District. A detailed map is available in the Planning Department at the Exeter Town Office at 10 Front Street. See Appendix C.

The Front Street and the Downtown Historic Districts are listed on the National Register of Historic Places. Additionally, several individual structures outside of these districts have been placed on the National Register.

## **Acknowledgment**

To thank and acknowledge the following for the development of the “Exeter Historic District Commission Guidelines,” originally published in January 2000:

HDC Committee:

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Front Cover artwork “Doorway, Gilman Garrison House” Bill Childs, Exeter, N.H.

Writing and layout by Jeanette Lackey.

## General Guidelines

Whenever possible, you are encouraged to:

- ◆ Use the least amount of intervention to maintain your structure;
- ◆ Preserve the architectural character of your property. Try to retain original materials and features. Avoid actions that may affect the structure's historic character;
- ◆ Repair rather than replace. Patch, piece-in, splice, consolidate, or reinforce using recognized preservation methods and techniques. Repairing also includes limited replacement of extremely deteriorated or missing parts of features;
- ◆ Replace entire character-defining features or materials only when deterioration prevents repair. Do not replace with a new material when a feature can be repaired. The preferred replacement option is to replace an entire feature using the same material of the original;
- ◆ Restore your structure to its former state and period. Use historical, pictorial and physical documentation to help determine your replacement feature. The Exeter Historical Society can be an excellent resource in your research. Make sure the replacement feature is consistent with the size, scale, and material of the structure and is compatible with the remaining character-defining features of the building;
- ◆ Avoid radical changes that obscure or destroy character defining spaces, materials, features or finishes.

## New Construction

Exeter owes much of its character to the fine group of 18th and 19th century buildings, which line its streets. New construction in our historic districts, whether the proposed design is contemporary or traditional, must be complementary to the surrounding structures and streetscape.

- ◆ Use exterior materials and colors in keeping with the exteriors of the buildings in the district.
- ◆ Respect and reflect the traditional scale, proportions and rhythms of historical structures. You may use building details and ornamentation imitative of historical elements if their usage can be shown to be appropriate. Do not mix unrelated historic stylistic elements.
- ◆ Your new construction must be in harmony with the height and width of the adjacent buildings.
- ◆ Continue the established street setback of adjacent buildings.
- ◆ Do not introduce new roof shapes or pitches.
- ◆ Respect existing facade patterns of buildings in the vicinity.

A new addition should be done in a way that, if removed at a future date, the basic form and integrity of the property would remain intact. Keep in mind that an addition can significantly alter the historic appearance of a building. Consider the items listed below when designing an addition to your existing structure:

- ◆ Design the addition so that the character defining features of the existing building are not radically changed, obscured, damaged or destroyed;
- ◆ Design your new addition so that it may be differentiated from the existing building;
- ◆ Locate new additions at the rear or on an inconspicuous elevation;

- ◆ Design an addition so that the size, scale, and materials are consistent with the historic building;
- ◆ Use building elements consistent with the structure. This includes such things as windows, doors, trim, and porches;
- ◆ Make new decks, patios and balconies compatible with your building in design, proportion and materials. Consider all features associated with your deck or patio such as railing or fencing, lighting and placement.

## **Demolition**

Demolition of all or part of a structure is considered to be an alteration to the exterior of an historic building and requires prior HDC review. A demolition irreversibly alters an historic building and neighborhood and should be a last resort. A less drastic alternative may be available to deal with existing structural or design flaws.

- ◆ Demolition is allowed only when new construction would relate better to the historic district than does the existing building, and when all other requirements below are satisfied.
- ◆ Provide documentation of economic hardship, including a financial report detailing the costs of rehabilitation and evidence that the existing building is incapable of producing a reasonable economic return on your investment.
- ◆ Demolition requests based on structural instability or deterioration must include a technical report prepared by an architect or professional engineer registered in New Hampshire. This report must detail the nature and extent of the specific problems and provide reasonably accurate cost estimates for their correction.
- ◆ Submit complete plans for your proposed new construction along with your application for demolition. It must include a timetable and budget for the demolition and new construction as well as proof of financing.
- ◆ Obtain and submit building elevations and architectural features shown through measured drawings and photographs.

Removal of later additions or alterations to a structure fall into this category as well. Consider the quality, character, historic association, and design of the later addition to determine its 'value.'

## **Relocation**

Retain buildings on their original site whenever possible. Relocation may be considered only as an alternative to demolition.

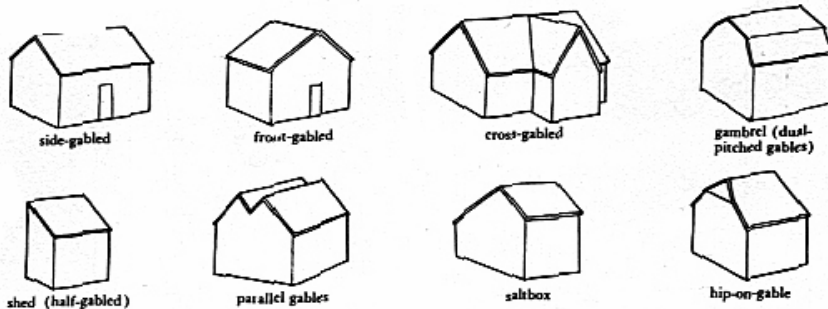
## Roofs

Roofing includes maintenance of existing roof lines and materials and additions of any new roof projections. Always try to preserve the integrity of the original or later important roof shape.

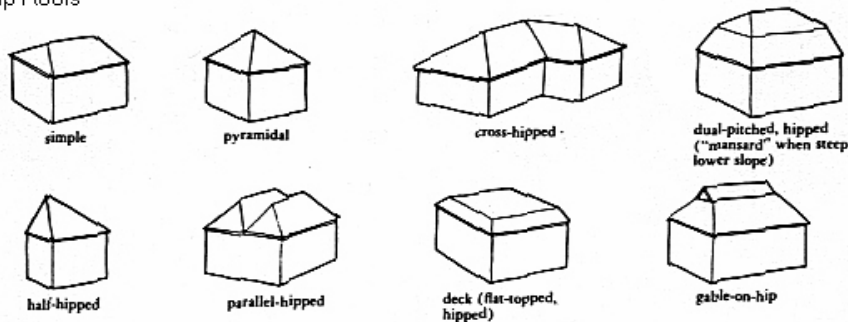
Again, repair rather than replace. Consider the following for any maintenance to existing roofs:

- ◆ Retain the original roof covering whenever possible. For example, if the property has a slate roof, conserve the roof slates. Slate is a near-permanent roofing material. Rusted roofing nails generally cause deterioration. The HDC will consider reasonable alternatives when warranted.
- ◆ Replace deteriorated roof covering with material that matches the old in composition, color, size, shape, texture and installation detail to the extent possible.
- ◆ Preserve the architectural features that give the roof its distinctive character, such as cornices, gutters, iron filigree, cupolas, chimneys, weathervanes, dormers and brackets.
  - ◆ If an interior fireplace is removed, make every effort to retain the exterior stack.
  - ◆ Chimney repairs must encompass other guidelines provided in the document, such as brickwork and architectural elements. Consider the height, material, form and location.
  - ◆ If installing new gutters, take particular care to avoid damaging or removing significant building details. Down spouts and gutters are allowed. They should be inconspicuous and colored to match the color of the siding.
- ◆ Maintain the original roofline. Some sample roof types are shown below:

### Gabled Roofs



### Hip Roofs



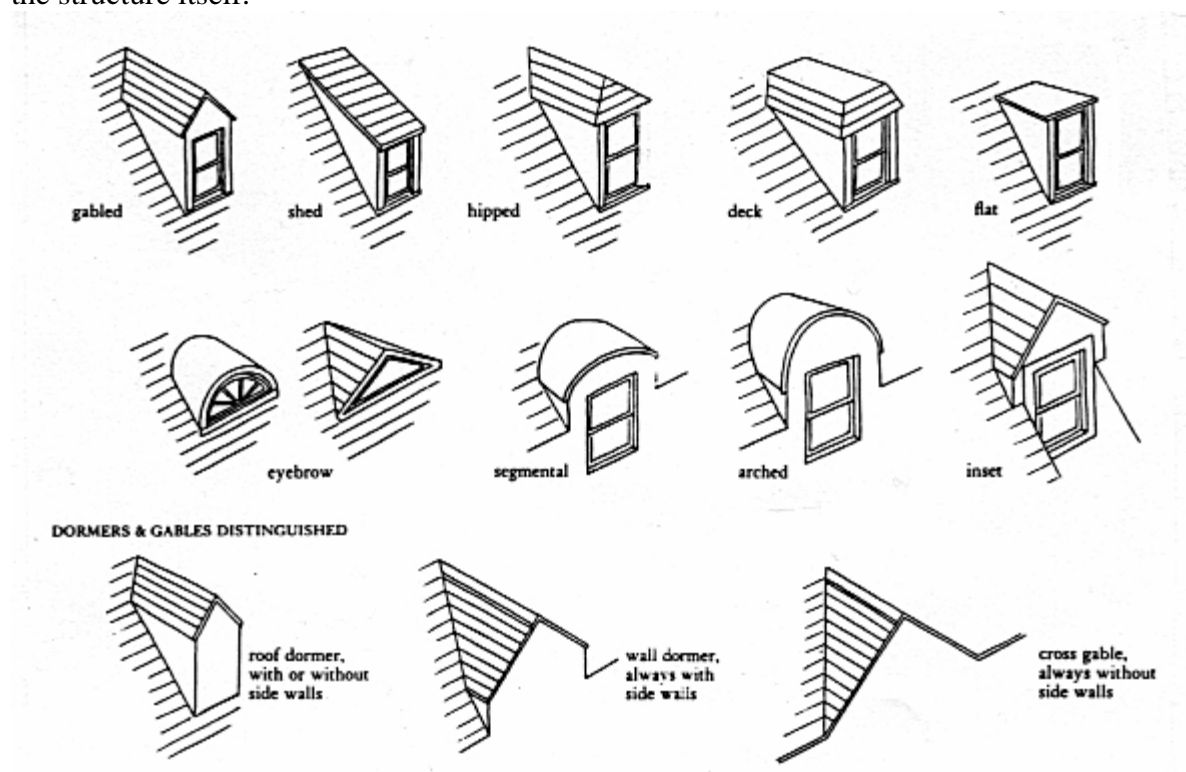
### Flat Roofs



## Roof Projections

New roof projections include dormers, skylights, penthouses and any utility equipment, such as antennas and other electronic receivers, air conditioners and solar collectors. If you are considering a new roof projection, make every effort to follow these guidelines:

- ◆ Preserve the integrity of the original or later integral roof shape.
- ◆ Minimize the visual impact of any new projections by:
  - ◆ Selecting a location and height profile where the projection is not visible from the street or adjacent buildings; and
  - ◆ Using materials, color and texture of the existing building that are integral to its period and character.
- ◆ Match new projections to the size, style and scale of any existing ones on the structure and to the structure itself.



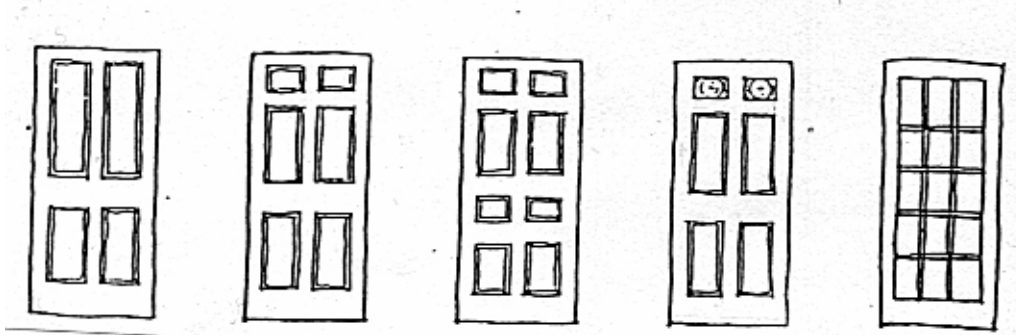
## Entryways

This section encompasses a variety of features associated with entryways, such as doors, porches, stairs, railings, columns and other architectural and decorative elements. In general, try to retain original elements whenever possible. Alterations and renovations should not hide or damage them. Repair rather than replace and, if replacement is necessary, use pictorial or physical evidence to find an accurate replacement for the feature. Repairs should match the original in material, color, size and shape.

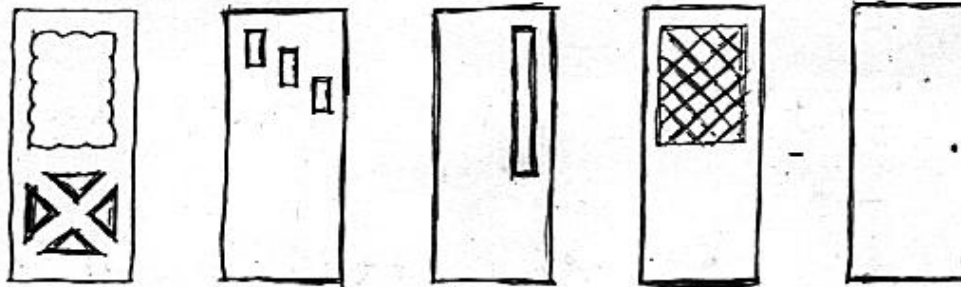


- ◆ Do not use architectural elements that falsify or confuse the history of a building. Architectural elements are closely linked to particular styles and often reflect the manufacturing techniques of the period. Architectural salvage yards can be a good source of old features. Also, various catalogs are now available with period features. Finally, local millwork contractors can many times reproduce original elements in proportion and style at a tolerable cost.
- ◆ Retain original and later important door openings, entrance design and door elements, including transoms and sidelights. If replacement is necessary, select a door or feature

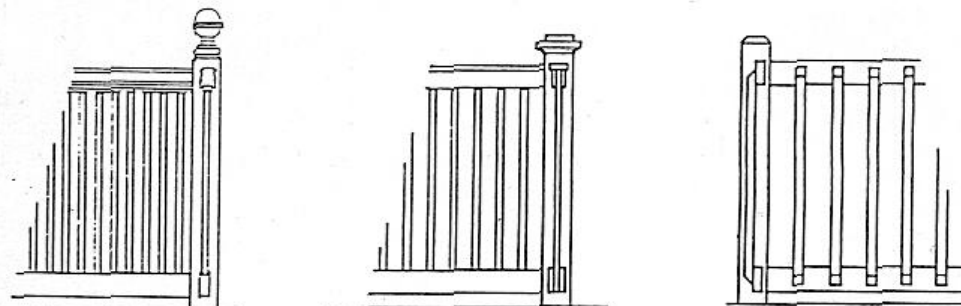
that is the appropriate style and age for your structure.



- ◆ Do not use a removable storm door that will destroy the integrity or your original doorway. Simple storm doors are preferred so that they do not hide or compete with the door and doorway features. They should be a color that matches or complements the door trim. Wooden storm doors in period styles are readily available. See the diagram below of inappropriate storm and screen doors



- ◆ Metal and unpainted aluminum doors are prohibited in historic districts.
- ◆ Try to retain or replicate original hardware on your doors.
- ◆ Retain and repair porch steps, railings, columns and decorative elements. Try to use original materials when replacing a feature. For example, do not replace wood posts and railings with metal ones, or wood porch decks with concrete. As stated above, use the style and detail appropriate to the period of the house.



- ◆ Install fire escapes at the rear of your building where they are least visible from a public way. If they must be installed on a visible facade of the building, design them using the same attention to detail and style as other exterior features.

- ◆ Repair and replace entryway wood trim whenever possible. Match exterior trim in material, color, size and shape. Do not cover trim with artificial siding or other materials.

## **Ironwork**

This section refers to all architectural metals on your structure, including cast iron, steel, pressed tin, copper, aluminum and zinc. These materials appear in many forms and features, such as metal cornices, hardware, iron facades, porches and steps, grilles and grates.

- ◆ Retain any original or later contributing metal materials, features, details and ornamentation on your structure.
- ◆ Replace any deteriorated or missing ironwork with materials and elements that match the original in material, color, texture, size, shape, profile, and detail of installation.
- ◆ Paint ironwork elements to their original color based on physical evidence or, if necessary, choose another color that is appropriate to the style and period of the building. Refer to the Paint section of these Guidelines.
- ◆ Clean ironwork to remove corrosion or deteriorated paint using the mildest method possible. Experiment using a test patch in advance of cleaning.

## **Signs, Marquees and Awnings (Residential and Commercial)**

A sign, marquee or awning may be an important feature of your building's ornamentation. If so, retain and repair this feature as necessary. Any new sign, marquee or awning should not detract from the essential form of the building nor obscure its architectural features. Listed below are some additional considerations if you are planning to add a sign, marquee or awning to your historical structure.

- ◆ Make the new feature consistent with the existing size and color of the building. Consider also that it should also be consistent with other signs along the street. Refer to the Exeter Town Zoning Regulations (5.7.6 Regulation for Signs in the Historic District) for more detail.
- ◆ Attach new signs, marquees and awnings in such a way that they can be removed at a later date without damaging the material to which they are fastened.
- ◆ Signs:
  - ◆ A display of date is encouraged when the date and historic name of a building can be documented.
  - ◆ Lettering forms or typeface on a sign may be contemporary or relate to the period of the building or its later contributing features.
  - ◆ Lighting of a sign should not dominate the illumination of the building. Additional information on lighting is available in another section of these guidelines.
  - ◆ Plastic signs are strongly discouraged.
  - ◆ Flashing signs are prohibited.
  - ◆ Temporary signs or banners, displayed within the districts for a period of less than 30 days, do not require an HDC Application.
- ◆ Awnings:
  - ◆ Canvas awnings are preferred.

- ◆ Valances should be flexible, i.e., their bottom edges are free hanging.

The residential sign fee is different than the standard HDC Application fee. Contact the Planning Department for further information. See fee schedule (5.8 of Zoning Ordinance).

## **Landscape Features**

As stated earlier, general landscape maintenance does not require a review by the HDC. However, major landscaping plans can have a significant impact on the overall appearance of your structure and do require review and approval by the HDC. Also note that some features of a landscape project, such as a patio, walkway or fence may be covered in other sections of this document.

In general, preserve the existing landscape features that enhance your property. Maintain original layout and materials of walkways, steps and paved areas. Any alterations should improve site circulation without altering the integrity of your structure. New paved areas, such as driveways and parking areas, must be reviewed for location and their relationship to the site, other existing buildings and the streetscape.

Permanent lawn ornamentation, such as fountains and statues require HDC review and approval.

## **Fencing and Boundary Walls**

Fencing and walls should be compatible with your property in material, proportion and style and are an important aspect of the historic site and streetscape. You should make every effort to repair and maintain existing stone walls and decorative iron fences. Some appropriate fencing and boundary materials are wood, wrought iron and stone. Chain link and wire fencing are only allowed in the rear of a property or in other non-visible locations.

## **Exterior Lighting**

As with other exterior elements on your structure, retain and repair original or later contributing lighting fixtures. Replace deteriorated or missing lighting fixtures or elements with ones appropriate in design and scale to the character of the building and its setting. Base your replacements on physical or documentary evidence. Carefully review your choice of fixture for the intensity and distribution of light and its affect on neighboring properties.

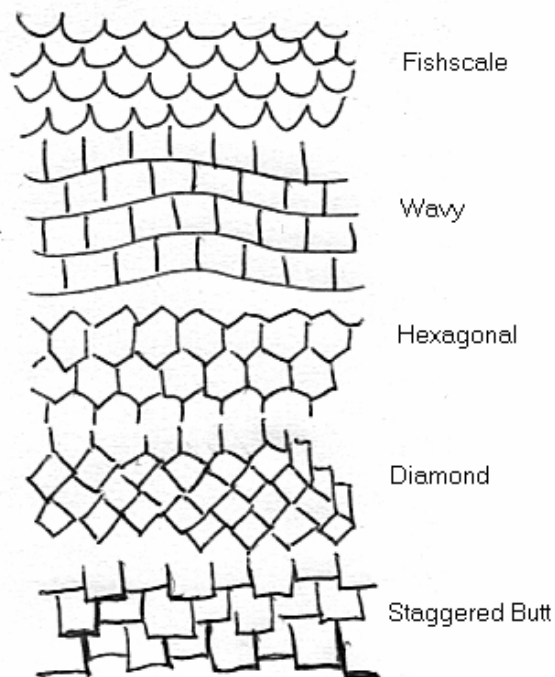
- ◆ New lighting should be appropriate for the building and its projected use. Owners of structures built prior to the invention of electricity should select a style that reflects the dominant period of the home or building.
- ◆ Try to accurately represent the original period of the structure.
- ◆ Do not obscure the building form or architectural detailing.
- ◆ Do not expose conduits.
- ◆ Architectural night lighting is recommended for historic structures.

For more on lighting relative to signs, please refer to the Signs, Marquees and Awnings section of these Guidelines.

## Exterior Walls

Retain and repair the original exterior wall materials of your structure. In all cases, try to repair by patching and other preservation methods. If replacement is necessary, try to match the original material and features in material, color, texture, size, shape, profile and detail of installation. Repainting of exterior walls is covered in more detail in a later section of these Guidelines. Some additional guidance specific to each wall composition is provided in the following paragraphs.

- ◆ Wood siding (clapboards, shingles, board and batten, etc.) is an integral part of an old building and its architectural character. It is easy to maintain with proper cleaning, repair and periodic repainting. Invest in quality paint and proper preparation of the exterior wall surface before painting. Remove damaged or deteriorated paint to the next sound layer using the mildest method possible. Do not use propane or butane torches, sandblasting, water blasting or other abrasive cleaning or paint removal methods, as they can change the visual quality of the wood and accelerate deterioration.
- ◆ Shingle siding is not appropriate for every style of house. Shingle types are shown below.



- ◆ Masonry exterior walls and elements include brick, stone, terra cotta, concrete, stucco and mortar.

- ◆ Waterproofing should be kept below-grade. Painting of masonry surfaces should only be done if documentary evidence shows that this treatment was used on your historic building at some point in the history of the property.
- ◆ Repair and replace stonework by using the existing type of stone, jointing, pointing, color and finish. Any new stonework should be appropriate to the period and character of your structure.
- ◆ Stucco repairs should duplicate the existing surface as closely as possible in color, texture, material and overall appearance.
- ◆ Brickwork should be sand or water-struck to match existing work and be of the same size and pattern. The strength of the mortar is a particularly important factor for brickwork, since brick itself can be damaged if the mortar used contains too high a concentration of portland cement. Mortar was historically formulated to be softer than brick and mortar joints will need to be re-pointed approximately every 50 years.
- ◆ You can replace deteriorated mortar by raking the joints by hand or machine and replacing it with a mortar that closely duplicates the original in texture and color. Keep in mind that mortar within a wall indicates original color more accurately than surface mortar that is soiled and tends to darken with age. Tuck pointing (laying new mortar in old mortar joints of an existing brick wall) can change the appearance and character of a brick or stonewall.
- ◆ Synthetic siding, such as aluminum, vinyl, artificial stone or brick, severely compromises the appearance and integrity of old buildings. You are prohibited from using these materials without prior approval from the HDC.

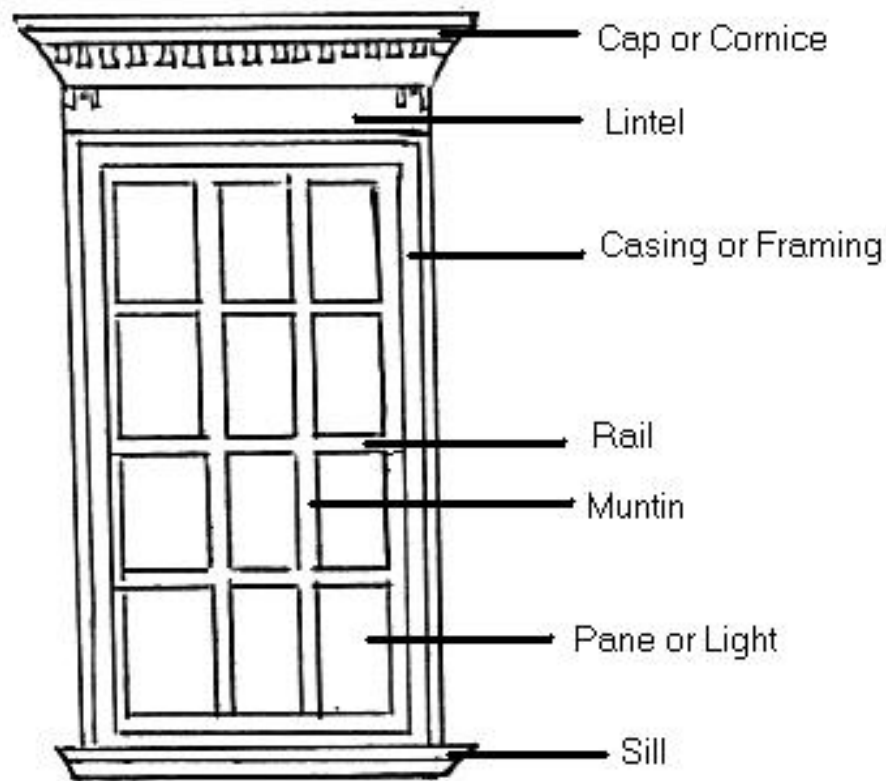
## **Storefronts**

Retain and repair functional and decorative storefront materials, features, details and ornamentation. These include such things as display windows, kick plates, corner posts and entablatures (brackets). If you must replace missing materials or features, base it on documentary evidence and match the original in material, color, texture, size, shape, profile, configuration and detail of installation to the extent possible. Other general repairs and improvements should not obscure your storefront.

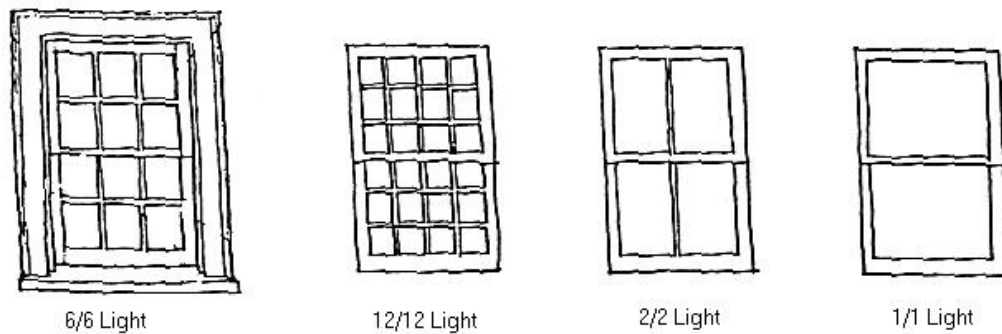
Locate any new security devices on the interior of your store. Do not use roll-down metal grates or grilles.

## Windows

The material, design and placement of the windows on your structure reflect the architectural and cultural trends of the period. You must consider several important aspects when working with windows including the original window casing, window size, number of panes, rhythm, pattern, and type of window. The parts of a window are shown in the diagram below.



- ◆ Retain and repair, whenever possible, all windows and existing elements including sash, sills, panes or lites, lintels, casings, and muntins. Also, retain decorative hardware. If replacement is necessary, it should replicate the original, e.g., the same number of panes and muntins of the same size and profile. Simulated muntins, including snap-ins, are strongly discouraged. .
- ◆ The number of panes should be compatible with the style of house.



- ◆ Removable storm windows should have a finish that blends with the color of the house or be of a paintable surface.
- ◆ Do not install new exterior storm windows that are inoperable or require the removal of any part of the original window.
- ◆ Retain stained glass or decorative windows. Tinted glass is discouraged.
- ◆ Retain and repair shutters. New shutters must be of wood and either match those known to have been on the house or of an appropriate type, e.g., solid vs. louvered. Select shutters that are large enough to cover the windows and place hinges on the window casing. Do not hang them on the exterior walls of your house. Use shutters only if there is historical evidence of their use on the house and if they are appropriate for the style of house.

## Paint

Color is an important element of a building's style and should reflect your personal taste, yet be authentic to the period. You may repaint your structure and use the existing color without an application or prior approval from the HDC. You may also select a new color from the list of suggested historic colors, shown in Appendix A of these Guidelines, with prior notification to the HDC. You are not required to pay the standard application fee for this activity or appear before the HDC for approval, however, consultation with the HDC on paint color and composition is strongly recommended.

In some instances you may want to choose a period color based on the most dominant style of the building rather than on its actual age. For historical accuracy, retain unpainted masonry surfaces.

- ◆ You may choose to stain new wood or previously stained wood. Painting is your only choice for previously painted surfaces. Either oil or latex paint may be applied over oil paint, but oil may not be used over latex. Keep in mind that a substantial buildup of paint can lead to paint failure. You may need to remove old layers of paint before applying a fresh coat. Paint removal can be damaging and should be done by hand.

**Appendix A - Historic Exterior Color Selections**

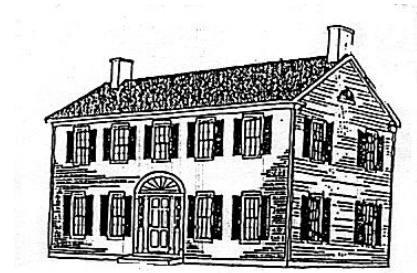
Appropriate period color selections along with coordinating trim and door colors are shown in the following tables.

Note: Any combination of base, trim and door colors may be used for all the styles listed.

*Colonial Georgian 1700-1776*

<b>Base Colors</b>	<b>Trim Colors</b>	<b>Door Colors</b>
Natural	Same as base	Dark brown
Spanish brown (dark, dull red)	White	Black/green Prussian (dark blue/green)
Indian red (“verging to the scarlet”)		Dark gray Dark red
Yellow ochre		Green

*Federal 1780-1820*



<b>Base Colors</b>	<b>Trim Colors</b>	<b>Door Colors</b>
Brick	White	Black
Off-white	Buff	Natural
Pale yellow	Medium blue	Brown
Ochre white	Pale yellow white	Red
Soft beige		
Pale green		
Medium gray		
Medium blue		

*Greek Revival 1830-1850*



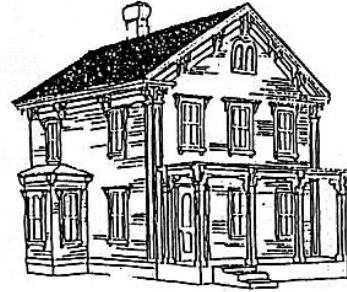
<b>Base Colors</b>	<b>Trim Colors</b>	<b>Door Colors</b>
White	Olive green	Dark green
Buff	Gray/blue	Medium blue
Green/gray	Green/black	
Blue/gray	Buff	
Pale gray	White	
Gray stain	Black	
Pale yellow	Dark bottle green	Black

*Gothic Revival 1850-1870 to Early Victorian*



<b>Base Colors</b>	<b>Trim Colors</b>	<b>Door Colors</b>
Shades of gray	Darker than base	Unpainted wood
Drab or fawn	Darker than base	Oak
Sage	Lighter than base	
Straw/sand	Lighter than base	
Chocolate	Red	
Buff	Dark gray	
Brick pink	Dark green/brown	
Mustard		
Straw colored stucco		

*Bracketed or Italianate 1840-1880*



Base Colors	Trim Colors	Door Colors
Pale beige	Darker beige	Black
Golden sand	Lighter sand	Natural
Golden brown	Darker brown	Burgundy
Olive branch stain	Lighter olive	
Light gray	Dark gray	
Deep gray	Light gray	
Gray stain	Lighter stain	
Yellow ochre	Dark green	
Blue gray	Medium brownstone	
Dark brown	Old gold	
Medium red		
Fawn	Sash (reddish brown)	
Buff	Shutter green	

*Mansard or Second Empire 1855-1885*



Base Colors	Trim Colors	Door Colors
Pale olive	Ivory	Olive
Rose	Pale rose	Dark green
Peach	Pale peach	
Golden sand stain	Ivory, yellow sash	Olive
Tan	Bittersweet	
Straw	Cream, yellow sash	
Light yellow	White, brown	
Brown	Brown, bittersweet sash and shutters	
Light brownstone	Medium brownstone	

*Queen Anne 1875-1905 Multicolored Period*



<b>Base Colors</b>	<b>Trim Colors</b>	<b>Door Colors</b>
Light olive	Dark olive, dark red accent trim	Composite of trim colors used on the house
Olive	Tan, dark olive accent trim	
Green gold stain	Yellow, dark olive accent trim or Terra cotta trim, dark salmon	
Dark olive	Rose, brown accent trim	
Sorrel	Tan, amber	
Brown first floor Deep rose second floor	Rose gable Beige trim	
Dark tan	Peach	
Antique Brass stain	Pumpkin, gold accent trim	
Curry stain	Deep rose or pumpkin	
Pumpkin	Dark olive, light pumpkin trim	
Deep rose	Olive trim, deep olive accent	
Dark taupe		

*Shingle Style 1890-1910*



<b>Base Colors</b>	<b>Trim Colors</b>	<b>Door Colors</b>
Stained shingles	Cream white	Bronze green
Silver-gray shingles	Gray white, green shutters	

*Colonial Revival 1895-present*



<b>Base Colors</b>	<b>Trim Colors</b>	<b>Door Colors</b>
Tan	White	
Yellow	White trim, green shutters	
Golden yellow	Medium brownstone	
White	Dark green	
Warm gray	White	
Cream	Bronze green	
Pale blue-gray	Ivory	
Clear middle blue		
Straw		
Buff		
Moss green		
Deep sylvan green		
Terra cotta		

## The Color White

“Contrary to popular opinion, most of the wooden houses in New England before the Revolution were not painted white. Browns, dull reds, grays, and neutral yellows are mentioned in contemporary documents and referred to as ‘stone’ colors.” Refer to the book by William H. Pierson, Jr., *American Buildings and Their Architects, The Colonial and Neo-Classical Styles*. Page 81.

The color white is a very rare occurrence during the Colonial Period. A few grand Georgian houses were painted with white lead paint, but far more often the houses were left to weather or were painted red, the least expensive color. There are some instances when an unpainted colonial house was painted for the first time white, usually during the Federal or Greek Revival Period as a way of “modernizing” the old house. White was one of the colors used in the Federal Period and was the favored house color for Greek Revival residences. It is also a popular color for Colonial Revival houses.

## **Appendix B - HDC Application Sample and Process**

All applicants to the HDC must first contact the Planning Department in the Exeter Town Office or call at 778-0591.

1. The applicant will either be instructed to go to Exeter Zoning Board of Adjustment or apply directly to the HDC.
2. If the applicant does not need zoning approval than the applicant requests an application (see attached copy of application) in person from the Planning Department.
3. Once the application is completed, return to the Planning Department and pay the appropriate fee. The applicant must provide sufficient documentation with the application so the HDC can assess the merits of the application.
4. The applicant may have to notice the abutters through the Planning Department. This is necessary for most appearance changes<sup>1</sup>. This notice takes 10 days not including the first or last day.
5. The application once returned to the Planning Department will be posted in public for one week prior to the HDC meeting.
6. The Historic District Commission meets on the third Thursday of each month, when there is business. The merits of the application will be heard by the HDC and acted upon accordingly that evening. Applicants are encouraged to provide well-documented information for review by the HDC. This could include photos, plans, maps, sketches, etc.

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<sup>1</sup>All applications involving new construction, demolition, relocation, substantial changes in volume or size, or other changes which effect structural or historic contribution of abutting property shall require notification of owners of abutting property beyond public notice.

**EXETER  
HISTORIC DISTRICT COMMISSION  
APPLICATION**

The primary purpose of the Historic District Commission is to preserve Exeter's heritage as seen in its exterior architecture while promoting full use and enabling development and renovation consistent with the guidelines of the zoning ordinances. The Commission also functions as a resource for those interested in promoting the spirit and intent of the District outside its boundaries. It is the intention of the Commission to move as expeditiously as possible on the applications that come before it. However, the Commission may require additional submissions or site visits that may delay consideration of an application.

Property location: \_\_\_\_\_  
Map: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_  
(This information can be obtained from the Assessor's Office or Planning Dept.)

**Owner of Property**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_

Applicant (IF not owner, complete Authorization below)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_

The above named owner and applicant recognize that the property is situated in the Historic Districts of Exeter, New Hampshire. We certify that the information contained in the application is true to the best of our knowledge and request that the Exeter Historic District Commission consider the following proposal for said property.

Signed: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)  
\_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)  
\_\_\_\_\_ (Applicant) \_\_\_\_\_ (Date)

**Authorization**

I/We attest that I/we am/are the owner(s) of the above named property to be modified, and I/we authorize the applicant to represent me/us before the Exeter Historic District Commission in all matters concerning this application.

\_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ Please check any of the following categories, which are appropriate to this application:

- \_\_\_\_\_ Move an existing structure to, from or within the Districts
- \_\_\_\_\_ Demolition of all or part of an existing structure
- \_\_\_\_\_ New construction
- \_\_\_\_\_ New construction – addition to an existing structure
- \_\_\_\_\_ Change appearance (roofing, chimney, doors, fence, landscaping, etc.)
- \_\_\_\_\_ Window replacement
- \_\_\_\_\_ Restore to original or appropriate style or period
- \_\_\_\_\_ Signs: New or Change
  - Location(s)
    - Primary \_\_\_\_\_
    - Secondary \_\_\_\_\_
  - Size(s)
    - Primary \_\_\_\_\_
    - Secondary \_\_\_\_\_
  - Type(s) (wall, hanging, banner, freestanding)
    - Primary \_\_\_\_\_
    - Secondary \_\_\_\_\_
  - Illumination
    - Primary \_\_\_\_\_
    - Secondary \_\_\_\_\_
- \_\_\_\_\_ Other

**Application Requirements:**

To be accepted by the Commission, an application must be accompanied by sufficient documentation for the Commission to assess its merits and to allow the Town’s Code Enforcement Officer to measure compliance. Attach the following applicable items:

- photos or drawings of the structure to be modified;
- plans or drawings detailing any change and locating them on the structure and/or site; and
- samples, or other tangible representations of materials and architectural details.
- Description of proposed work (attach additional sheets as necessary):  
Provide all pertinent specifications, materials and dimensions in your description.

**I/We have read the Application Requirements stated above. \_\_\_\_\_ (Initial)**

If known, list the architects, designers, contractor and others who are or will be involved with the design and execution of the work proposed in the application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The described work is scheduled to begin on \_\_\_\_\_ and to be completed by \_\_\_\_\_.

HDC Abutter Notification: Applications involving new construction, demolition, relocation, substantial change in volume or size, or other changes, which affect its structural or historic contribution to a District, shall require notification of owners of abutting property beyond public notice. Applications for minor changes, alteration, additions, signs, and other items deemed to have limited impact on the Historic Districts by the Commission chairperson, unless overruled by the members of the Commission will be reviewed by the Commission with public notice only. A fee of \$ 10.00 per abutter will be charged if abutter notification is required.

Please attach a check, made payable to the Town of Exeter, for the total amount.

HDC Abutter Notification Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_  
Check # \_\_\_\_\_

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\*\*\*\*\*FOR EXETER HISTORIC DISTRICT COMMISSION USE ONLY\*\*\*\*\*

EXETER HISTORIC DISTRICT COMMISSION  
CERTIFICATE

Application received by Planning Department Office \_\_\_\_\_(Date)

Accepted by Historic District Commission \_\_\_\_\_(Date)

Public Hearing held by HDC \_\_\_\_\_(Date)

Disposition of Application:

\_\_\_\_\_Disapproved    \_\_\_\_\_Approved

\_\_\_\_\_  
(Authorized Signature)                      Date

Notes:

**Notice to Abutter**

Applications involving new construction, demolition, relocation, substantial change in volume or size, or other changes, which affect structural or historic contribution of abutting property, shall require notification of owners of abutting property beyond public notice. Applications for minor changes, alteration, additions, signs, and other items deemed to have limited impact on the Historic Districts by the Commission chairperson, unless overruled by the members of the Commission, will be reviewed by the Commission with public notice only.

**ABUTTER LIST**

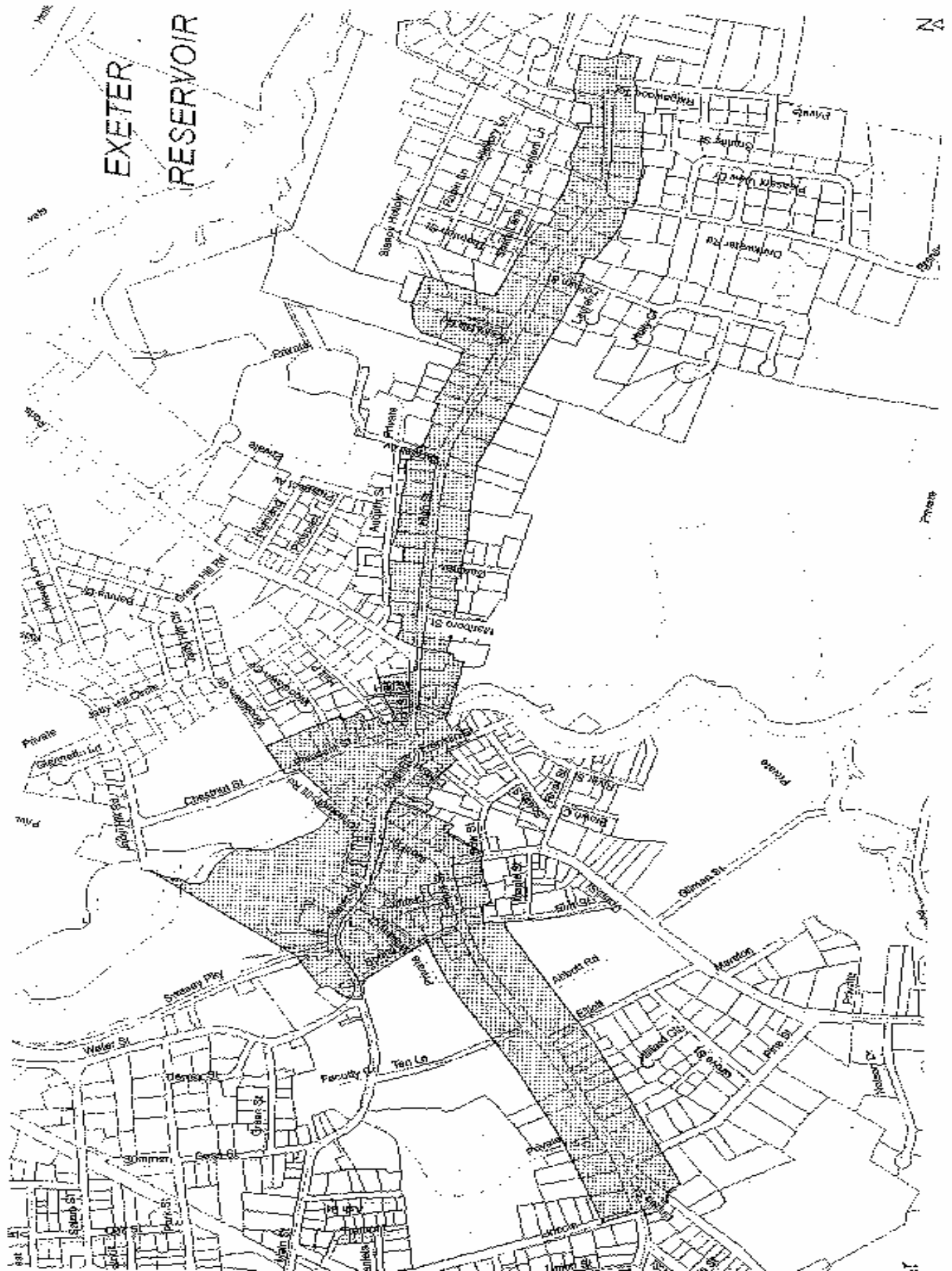
Map:	Block:	Lot:	Owner_____
Address:_____			Address_____
_____			_____
_____			_____

Map:	Block:	Lot:	Owner_____
Address:_____			Address_____
_____			_____
_____			_____

Map:	Block:	Lot:	Owner_____
Address:_____			Address_____
_____			_____
_____			_____

Map:	Block:	Lot:	Owner_____
Address:_____			Address_____
_____			_____
_____			_____

Map:	Block:	Lot:	Owner_____
Address:_____			Address_____
_____			_____
_____			_____



Appendix C – Historic Districts

September 2006

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