

Historic Homeowner Program

Construction Evaluation Documentation Form

Your name _____

Your address _____
street address city/town state zip

Contact info _____
phone email address

Construction date of your house; dates of major additions, alterations (if known)

Architectural style _____

Architects/builders associated with your house (if known) _____

Is your house subject to historic district regulation? Listed on the National Register of Historic Places?
Otherwise protected (preservation easement or restriction)?

If yes, name of historic district or easement holder and contact information

What materials are present on your house now?

primary siding/interior material (i.e., clapboards, shingles, brick) secondary siding materials?

window sashes (type and material: i.e., 8/8, wood true divided lite) shutters?

What other materials are present on your house? Describe the material/color and its location/use on the house
(i.e., red brick foundation, brown asphalt roof, etc.)

any brick? any stone? any stucco?

steel or fiberglass doors/garage doors? storm/replacement windows?

roof color and material? gutters/downspouts and material(s)?

What construction work are you planning?

What interior features of your house will be affected by your project?

What do you hope your project will achieve? What are your goals for the project?

Have you worked/are you working with an architect or contractor?

architect/contractor name

phone/email contact

Do you need more information on any advice or recommendations you have received regarding your proposed construction? Have you consulted other preservation groups?

When is your construction project slated to begin? _____

Show us what your project looks like! In order to get a good sense of your house and its features, how it fits into its setting, and how your project may affect its character or appearance, you will need to provide background information on your house and its surroundings, including digital or standard photographic images of the existing conditions of the house. You will also need to provide any sketches or plans you have drawn up and/or any written estimates, bids, or specifications you have for your proposed project, along with a site plan of your house on its lot (with the compass orientation of your house indicated) and any other plans or maps (such as an assessors' map) that show how surrounding houses are oriented around your property.

Please include photographic images of:

- 1) all four sides of your house, including one overall image of your house from its main public viewpoint, or the viewpoint you consider most important;
- 2) overall and detail images of the existing condition and/or location where your project is to be constructed;
- 3) overall and detail images of any interiors that will be affected by your project;
- 4) overall images of any other buildings on your property (garages, barns); and
- 5) detail shots showing architectural features of your house that define its character (such as the front entrance, porches, one or more windows).

Please also include streetscape images of the house(s) directly abutting your house on the same side of the street. If you have clippings or images from magazines that illustrate the intent of your construction project, please include copies of those as well. Finally, photocopies of historic images will be extremely useful if they are available.

Digital photographic files: Historic New England's e-mail software can accept individual messages of up to 5 MB of content, including the body of the e-mail and any attachments. Photos sent in JPG file format with an

image resolution of 72-300 ppi are preferred; no TIF files please. Please include additional attachments in multiple e-mail messages if necessary. Senders will receive a rejection message if the file exceeds 5MB.

Standard photographs: A 35mm camera is preferable, using any color print film and 4” x 6” prints. If you send photos, try to mail them in a reinforced or waterproof envelope or inner plastic bag and with a stiffener (such as a piece of cardboard) to prevent them from being damaged in shipping. Photos will not be returned, so if you want a set of the same photos, ask for duplicates when you have your film processed.

How to photograph your house: If possible, step far enough away from the house to frame one whole wall in a single shot; when you frame the image, try to imagine that wall as a portrait sitting in a frame. Don’t worry about including the whole roof in your overall wall shots.

If it is not possible to frame the whole wall in one shot, or if trees or landscaping block much of the wall, take an angled view of the wall by stepping back from one corner and shooting the photograph at a 45 degree angle. You can always provide detail shots of anything special on that wall that cannot be seen clearly in the overall photo. Follow the same framing techniques for each detail you photograph by setting each element inside an imaginary “frame” and including a little area around the edge of each detail. Finally, try to photograph the house on an overcast or cloudy day without strong shadows on any one wall.

Plans, Specifications, Bids, Proposals:

Digital plan/CAD files: We regret that we cannot receive electronic format copies of plans at this time. Non-CAD plans or images can, however, be scanned onto a compact disk and mailed to us. Alternatively, you may send paper copies of your plans and elevations, no larger than 24” x 36” (11” x 17” preferred). For new construction projects that alter the exterior footprint of the house include a site plan showing location(s) of the house and any other buildings on the site. Specifications, bids and proposals that further illustrate your project should be included.

Please complete and file your Construction Evaluation Documentation Form at least 60 days prior to the anticipated start of your construction project

Send or email your completed Construction Evaluation Documentation Form to:

Sally Zimmerman, Preservation Specialist,
Historic New England, c/o The Lyman Estate,
185 Lyman Street, Waltham MA 02452-5645
or szimmerman@historicnewengland.org

Photographs or other submissions will not be returned; please do not send materials that you wish to be returned to you!

As a function of Historic Homeowner membership, Historic New England staff will not intervene or participate in local historic district, zoning, planning board, building inspection, or other local, state or federal regulatory actions, or advocate for particular design approaches or proposals before any local, state, federal or other governmental body, board, commission, or authority. The Historic Homeowner Program does not support or recommend the installation of vinyl siding or vinyl replacement windows. Property owners are solely responsible for obtaining all local government approvals, where required, for projects, including, but not limited to, certificates of appropriateness, hardship or non-applicability, building permits, site plans, special permits, or variances.

Form received _____ Report sent _____ Follow-up consult _____