



Rehabilitating an Historic House? Six Steps to Get You There!

12 March 2020 - Final

1. Contact Naples Historical Society: 239-261-8164.
2. Determine the historic significance of the house: Is the house historic, and is it located in or out of Naples Historic District?
 - a. The Society will verify if the house is historic and if it is recognized in the National Register (in the Naples Historic District). If IN the District, homeowners may apply for an exemption from the flood base elevation requirements and from the 50% Rule.
 - b. If OUT of the District, the Society will counsel the homeowner on submitting the an “eligibility,” application to the State of Florida. This is a precursor to applying for exemptions noted above. This review is at the state level. If a non-District structure is deemed eligible, follow steps 3-6 noted below.
3. Send the following to Jason Aldridge, Compliance Supervisor at SHPO (jason.aldridge@dos.myflorida.com):
 - a. Site location/project address and location map showing extent of project area, and
 - b. Thorough description of the work, including a narrative of how the proposed modifications will “maintain the historic character” of the house, and
 - c. Construction design documents, and
 - d. Exterior photographs or other images of specific areas of the property and, if helpful, photos/images of the street and/or adjacent structures to add context, and a
 - e. Naples Historical Society letter of support and verification of historic recognition.
Appraisals are not necessary for eligible historic structures.
4. Only projects that include exterior renovations/additions (doors/windows/roofing/siding) need SHPO approval. If so, wait a maximum of 30 days for SHPO’s review; revise if requested and re-submit. If only interior improvements that do not affect the exterior of the building are proposed, then SHPO approval is not needed and a permit application (step 5) can be submitted.
5. Complete the City’s one-page Historic Building Addition/Alteration Permit Application; additional information will be needed if there is a 1,000 sq. ft. addition or more.
6. Submit online the completed permit application, the official letter of approval from SHPO, construction documents and other support materials, floodplain elevation certificate, and the Society’s letter of support to the City Manager or his designee with a request for exemption from the FEMA floodplain regulations AND the Florida Building Code 50% Rule. Building additions will need Planning approval for zoning ordinance compliance. Fast-track building permits are issued for approved historic structures.

Will your proposed plans *maintain the historic character of the house?*

Secretary of the Interior's Standards

- a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- c. Each property shall 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 architectural elements from other buildings, shall not be undertaken.
- d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- h. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- i. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- j. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

We suggest the homeowner team contact Naples Historical Society for additional information about maintaining the historic character of the historic house. **239-261-8164.**

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