



Historic Residence Rehabilitation Nomination Form

Please read the attached Guidelines for Nominators.

1. Nominee's name & address:

2. Nominators (name & address):

Telephone: (_____) ____ - _____

Telephone: (_____) ____ - _____

E-mail _____

E-mail _____

Owner occupied: Yes No Unknown Length of residency in home: _____
Historic resource: Yes No Unknown Year built: _____

Rehabilitation needs of the resource:

Describe in detail the exterior deficiencies of the resource including features such as paint, roof, foundation, windows, masonry, siding, retaining wall(s), etc.

Describe in detail the interior deficiencies of the resource such as plumbing, electrical, HVAC, drainage, unsanitary conditions (moldy, leaking roof, damp), etc.



Historic Residence Restoration Program – Guidelines for Nominators

1. Statement of Purpose:

The restoration and protection of Deadwood’s historic buildings and structures are a primary part of the City’s goal to preserve and maintain Deadwood’s historic integrity. The expense of such restoration and protection projects may discourage property owners from having the work completed or may result in lower quality of craftsmanship. The purpose of this program is to assist and encourage property owners to use quality materials and craftsmanship by repairing first, where possible, and replacing, only if necessary.

2. Objective:

The City of Deadwood is a National Historic Landmark and is listed on the National and South Dakota State Registers of Historic Places. Maintaining these designations is critical to the economic success of the City and quality of life of its residents. The objective of the program is to stimulate the quality restoration and protection of buildings and structures contributing to the historic integrity of the City of Deadwood. Through the program, the owner of a participating building agrees to allow approved improvements to the building, commit partial repayment to Deadwood Historic Preservation Commission when ownership changes, and transfer to the Deadwood Historic Preservation Commission an easement on the resource.

3. Eligibility:

To be eligible for the Historic Residence Restoration Program, a project must meet the following criteria:

- a. The project must affect a property listed on the City of Deadwood’s 1993 Historic Sites Inventory as an historic property in the Deadwood National Historic Landmark District. Properties not listed on the inventory must be eligible for the National Register of Historic Places as defined in the National Park Service’s National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation.
- b. The property may be eligible if the removal of inappropriate alterations or the reconstruction of missing details will reverse the listing from a non-contributing resource to a contributing resource within Deadwood’s Historic Districts.
- c. The building must be a residential property as defined by Deadwood Planning and Zoning Department and be within the city limits of Deadwood. The building must also be a prominent building easily visible to the public.
- d. The building must be owner occupied for at least ten (10) years prior and the owner must be fully supportive and eager participant of this program.

The City of Deadwood’s Historic Preservation Officer determines a project’s eligibility. All eligible applications are subject to the review by the Deadwood Historic Preservation Commission.

4. Definitions:

Residential Property – is a structure used primarily as a primary residence, non income-producing building and zoned accordingly.

Building - is a structure with a roof and walls and stands permanently in one place requiring a certain amount of internal infrastructure to function, which includes such elements like heating / cooling, power and

telecommunications, water and wastewater etc. For the purposes of this program, out buildings, such as detached garages, sheds, fences etc. are not included.

Prominent Building – is located on a primary street, easily viewable from the street by either foot or vehicular traffic.

Qualified Expenditure – is the rehabilitation work on the exterior and interior of the building which meets the Secretary of the Interiors Standards for Rehabilitation. Purchase price, site work, decks, patios, walkways, ramps, landscaping, non-historic signage, contingency costs, fees or taxes, and new additions to the building are not qualified expenditures.

Easement – is a conservation easement for the exterior façade set for perpetuity as allowed under applicable State and Federal laws.

5. Program Requirements:

- a. The actual costs of restoring or rehabilitating the exterior and interior of the historic residential building will be used in determining the value of the grant. There is a maximum award allowed per building. The maximum standard award per building is 100 percent of the qualified expenditures and capped at \$100,000. Consulting fees such as construction management fees, tax moratorium consultant fees, and engineering fees, will be paid 100% by the Historic Preservation Commission.
- b. The owner must sign a grant agreement to proceed with restoration or life safety issues. Should the owner transfer ownership before the 10 year term, the remaining grant amount (prorated at 10% per year) shall be paid to Historic Preservation.
- c. The conservation easement occurs after the project has been completed and verified by the Historic Preservation Officer and the Building Inspector. The owner must maintain the property up to building code standards or the owner may be subject to the costs associated with any remediation work.
- d. The funds are to be used for restoration or rehabilitation of the historic exterior and interior features, if possible, and then removal and replacement of inappropriate materials. Interior work will be limited to restoration of historic features such as existing wood floors and wood trim and life safety features.
- e. All work must be done by City of Deadwood licensed contractors under an approved building permit. The building permit fee will be waived. Work is to be fully defined and competitively bid. Payments are to be for materials and/or contractor's costs only supported by verifiable invoices. Owner's time is not reimbursable.
- f. All projects will be performed pursuant to the Secretary of the Interior's Standards for the Treatment of Historic Properties and the Secretary of the Interior's Guidelines for the Rehabilitation of Historic Buildings.
- g. Contractor shall include in their costs, insurance to cover personal property damage, furniture moving costs when appropriate, temporary covers to protect property, persons and pets from injurious construction materials and work.

6. Selection Process

Selection Process will begin by obtaining all Historic Residence Restoration Applicant Forms and presenting these to the Deadwood Block Clubs presidents or their representatives. This group will select the residential properties which meets the above criteria and where the owner is known to best represent possible outcome for this program. Those applicants not selected will be eligible for selection the following year.

The Block Club recommended applicants shall be presented to the Historic Preservation Office to be presented before the Selection Committee. The Historic Preservation Officer will then present to the Historic Preservation Commission for approval or denial into this program. City Commission action is required as final approval.

The Deadwood Historic Preservation Commission reserves the right to amend, or to change or modify this program for any reason. The number of projects funded for each year will be dependent to the maximum budgeted for the program by the Deadwood Historic Preservation Commission.

7. Forms and Technical Assistance:

- a. **Nomination Forms** - Loan application forms and loan technical assistance are available at the NeighborWorks Office, 795 Upper Main Street in Deadwood. Telephone: (605) 578-1401.
- b. **Conservation Easement** – sample conservation easement is available at the Historic Preservation Office located at Deadwood City Hall, 108 Sherman Street in Deadwood. (605) 578-2082.
- c. **Certificate of Appropriateness** – The applications are available at the Historic Preservation Office located at Deadwood City Hall, 108 Sherman Street in Deadwood. (605) 578-2082. This form is also available online at: <http://www.cityofdeadwood.com> , under **Permits, Licenses & Forms** tab, then under Historic Preservation heading.

This form must be completed and given to the Historic Preservation Officer who will present it to the Historic District Commission for consideration. *[No work can start until Historic District Commission approval and the owner/applicant has an approved City of Deadwood Building Permit.]*

- d. **City of Deadwood Building Permit** – A City of Deadwood (Residential or Commercial) Building Permit must be acquired from the City of Deadwood Building Inspector located at 67 Dunlop Avenue, in Deadwood. Telephone: (605) 578-3082. This permit application form is also available online at: <http://www.cityofdeadwood.com> , under **Permits, Licenses & Forms** tab, then under Building Inspector heading.

8. Required Supporting Documentation:

- a. Provide detailed description of exterior changes including materials, colors and dimensions.
- b. Proposed scope of work for exterior and interior rehabilitation.
- c. Current and historic photos of the building if available.
- d. Anticipated project budget including the entire project.
- e. Projected timeline.



Historic Residence Rehabilitation Program

Administrative Procedures

1. Nomination Forms

- Historic Residence Rehabilitation Program Nomination forms can be obtained from Historic Preservation Office or City of Deadwood Website.
- Completed forms with proper signatures should be submitted to the Historic Preservation Office.

2. Determination of Eligibility

- The Historic Preservation Officer will conduct an initial review of the nominations to determine eligibility which may include an on-site inspection of the property. This will include:
 - a. Determination the resource historically qualifies for the program.
 - b. The property is owner occupied for at least 10 consecutive years prior to selection.
 - c. Based on the nomination, the project requires more work than can be covered by existing programs and the owner is incapable of restoring the property either through financial ability, knowledge of restoration / construction work processes or physical limitations.
- Photographs may be taken for additional documentation for the selection committee.
- A building assessment may be conducted by the Historic Preservation Officer and the Building Inspector.
- The Historic Preservation Officer will provide either written or oral reports for use during the selection process.

3. Selection Process

Block Club Review

- The Block Club(s), or representatives thereof, where a nomination is located, shall participate in the initial review and selection of at least one residential property nominated from their respective neighborhood.
- When the Block Club selection is complete, a member of the Block Club shall meet with the nominee to inform them of their selection and seek their approval to proceed (if not known) while acknowledging additional selection processes are required.

Selection Committee Review

- The Block Club's selection will be through a recommendation to the final selection committee. The selection committee includes the Mayor, One City Commissioner, Chair of Deadwood Historic Preservation Commission, Block Club Representative and City Finance Officer with input from the Historic Preservation staff.
- Historic Preservation Officer meets with the selection committee for recommendations for approval or denial into the Historic Residence Rehabilitation Program.
- The number of projects funded for each year will be dependent on the maximum budgeted for the program by the Deadwood Historic Preservation Commission.

Approved 4/13/16

- The selection committee recommendation is then presented to the entire Historic Preservation Commission for approval or denial into the Historic Residence Rehabilitation Program.

4. Historic District Commission Review and Approval

- Based on recommendation from the selection committee, the Historic Preservation Commission approves or denies the Nomination.
- If approved, a “Notice of Award” is issued to the Nominee along with a detailed outline of next steps and the grant conditions.
- Grant Conditions contain assignment of a conservation easement and agreement for 50% cost recovery including:
 - At the end of each full calendar year, 10% of the recovery costs (50% of the original grant) will be forgiven for a term of up to 10 years. If the owner desires to sell the property before the end of the 10 year term, the remaining portion of the recovery costs will be due in full.
 - In the event the property is sold or transfer of ownership due to the Nominee’s death or becomes disabled and is unable to live in the property the recovery cost will be forgiven.

5. Project Scoping

- The Historic Preservation Officer, City of Deadwood Building Inspector, and Project Manager make arrangement to visit the property. During this visit, a rough scope of work will be outlined with the property owner.
- The Project Manager completes documentation for a bid document including drawings, specifications, schedules, etc. as well as insurance requirements, furniture moving (if required), temporary personnel and property protection requirements.
- The construction bid documents will be reviewed by the owner, Historic Preservation Officer, City of Deadwood Building Inspector and Project Manager. Once accepted by these parties, the project will be competitively bid to qualified City of Deadwood licensed contractors.
- Bidding process will follow the City of Deadwood guidelines.
- If bids exceed the allotted amount, the bids will be reviewed in order to eliminate accesses or other work to bring the costs in line. If this process fails, the project can be terminated or discussed with the Historic Preservation Commission as to alternatives.
- A Project Approval or Certificate of Appropriateness will be required upon completion of the scope of work.

6. Project Beginning and Ending

- City of Deadwood enters into a contract with the licensed Contractor for the project.
- The Contractor obtains a City of Deadwood Building Permit. A “Notice to Proceed” from the Historic Preservation Officer must be obtained before applying for a City of Deadwood Building Permit.
- All payments are for materials and/or contractor’s costs only, supported by verifiable invoices. No prepayments for materials are permitted.
- The Historic Preservation Officer and/or Building Inspector/Project Manager inspect the work in progress.
- The Historic Preservation Officer and Building Inspector/Project Manager conduct a final inspection after the completion of the entire project.

7. Expenditure Disbursement

- The Contractor will submit a request for payment along with copies of invoices.
- Historic Preservation Staff will review payment request. If all required documentation is correct an inspection request will be sent to the Building Inspector.
- The Building Inspector will schedule a time with Contractor to review requested payment to assure work is completed and/or materials are on site.
- The Building Inspector will approve or deny request based on results of meeting with Contractor.
- If approved the Historic Preservation Staff will send a voucher and backup information to NeighborWorks to process payment through the Revolving Loan Account.
- The Historic Preservation Commission will approve the disbursement at their next meeting. If approved the request will be added to the City of Deadwood Commission's bill list for City (final) approval.
- Upon City approval, the City Finance Office issues checks for the disbursement to the Historic Preservation Office.
- The Contractor may pick-up disbursement check from the Historic Preservation office or request to have it mailed. The Contractor must sign lien waivers before final payment is made.