

Town of Odessa Historic Commission



Historic District Guidelines

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HISTORIC REVIEW APPLICATION PROCESS

The procedure for obtaining a historic review, recommendation and report is as follows:

- 1. Obtain an application for a building permit, historic review, and/or zoning permit from the Town Administration Office.*
- 2. Fill out the appropriate sections. Provide all details of the proposed work (design, style, measurements, materials, etc.) Applicant shall provide samples of proposed materials when appropriate. For fences, site work, additions, and outbuildings, scaled plot plans are required. Detailed elevation drawings are also required for all additions and new construction. Applicants are encouraged to submit photographs with application.*
- 3. Submit the complete application, together with application fee, to the Town Administration Office or postmark your mailed submission by at least 14 calendar days preceding the Historic Commission's monthly meeting, typically held on the 2nd Thursday of each month. Applications received after this time may not be placed on that meeting's agenda. Applicants will be notified if additional information is required prior to a formal review. In such a case where additional information is requested, the applicant's place on the agenda will be held, pending sufficient information is provided.*
- 4. You are not required to attend the meeting at which your application is to be considered. However, it is often helpful if you (or a representative) are present to clarify any unclear points or to agree to suggested modifications. In the event a permit does not include sufficient information to act upon, the permit may be returned to the applicant for additional information.*

HISTORIC REVIEW APPLICATION PROCESS (continued)

5. *The Historic Commission will decide on your application in one of four ways: The application will be approved, approved with conditions, tabled for further information, or denied. Upon approval of an application, the Historic Commission shall transmit a report to the Zoning Administrator stating the conditions upon which approval was granted, and cause a historic review certificate to be issued. Final action shall be taken within sixty (60) days after filing of the request; if not, the application shall be deemed to be approved, except when there is mutual agreement between the Commission and the applicant has been made for an extension of the time limit.*

6. *Upon receipt of notification of approval, you may obtain your building permit at the Town Administration Office upon payment of the required building permit fee. No work may be started until the permit has been obtained.*

7. *In accordance with Section 151.5 of the Town of Odessa Zoning Ordinance, in emergency situations in which there is a threat to persons or property, an owner may make those repairs required to offset the threat by obtaining an emergency permit from the Mayor or Zoning Administrator.*

8. *Decisions of the Commission may be appealed to the Board of Adjustment. Such appeals must be filed with the administrative official and the Board of Adjustment within twenty (20) days of the receipt of the Commission's written decision.*

ALL PROCEEDINGS OF THE COMMISSION ARE ORGANIZED TO COMPLY WITH THE DELAWARE FREEDOM OF INFORMATION ACT, 29 DEL C CHAPTER 100.

ODESSA & THE NATIONAL REGISTER OF HISTORIC PLACES

The National Register of Historic Places

The National Register of Historic Places is the official list of the Nation's cultural resources worthy of preservation. Authorized under the National Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archaeological resources. The National Register is administered by the Nation Park Service under the Secretary of the Interior. Properties listed in the national Register include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archaeology, engineering, and culture. These resources contribute to an understanding of the historical and cultural foundations of the Nation.

Listing in the National Register has the following results which assist in preserving historic properties:

- Recognition that a property is of significance to the Nation, the State or the community.
- Consideration in the planning for Federal or federally assisted projects.
- Eligibility for Federal tax benefits.
- Consideration in the decision to issue a surface coal mining permit.
- Qualification for Federal assistance for historic preservation, when funds are available.

Listing properties in the National Register often changes the way communities perceive their historic resources and gives credibility to efforts of private citizens and public officials to preserve these resources as living parts of our communities. Listing in the Nation Register, however, does not interfere with a private property owner's right to alter, manage or dispose of property.

Properties that lie within the National Register District may also lie within or about a local historic area. Such properties must receive approval from the local architectural review board for all proposed exterior work.

Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings

Introduction

Adopted as part of the National Historic Preservation Act of 1966, the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings* have been tried and tested over the years by local, state, and federal agencies seeking to regulate the rehabilitation of historic structures in their respective jurisdictions. The ten Standards have been extremely useful to local communities just beginning the process of preserving and protecting their historic resources. Architectural review boards with some experience, however, have learned that the Standards' broad applicability does not always address the specific and unique characteristics of a local area. These boards have gone on to set up their own local rehabilitation standards, or guidelines, to address more completely the issues and needs with which they are familiar. These local guidelines stand as a supplement to the Secretary's Standards. Together, both offer a sound basis from which to review the effects of change on historic structures and areas.

The appendix offers in complete form the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*.

- APPENDIX -

- Historic District Map
- Application for Historic Review
- Application for Zoning Permit
- Research Guide for Odessa Property Owners
- The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings