

## 2010 CAROLOPOLIS AWARD & PRO MERITO AWARD NOMINATION

Since 1953, the Preservation Society of Charleston has awarded the Carolopolis plaque to recognize the importance of individual property owners' efforts to maintain and restore Charleston's historic resources. The Preservation Society formalized the guidelines and criteria for selecting recipients in 1959, and since then the Markers and Awards Committee has met annually to review Carolopolis Award nominations. The Carolopolis plaque, a modified reproduction of the City of Charleston seal, is placed on buildings to recognize outstanding achievement in exterior restoration, rehabilitation, preservation, and new construction. The Pro Merito, or "For Merit," wreath is placed beneath a Carolopolis Award to recognize those properties that have received a Carolopolis Award not less than twenty years ago and have either undergone a second major renovation or have demonstrated a high level of continuous preservation.

A brief description of each award category is listed below (refer to attachment for further details):

### **Carolopolis/Pro Merito:**

***Exterior Preservation***—briefly defined as the act or process of applying measures necessary to sustain the existing form, integrity and materials of an historic property.

***Exterior Restoration***—briefly defined as the act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time.

***Exterior Rehabilitation***—briefly defined as the act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural or architectural values.

***New Construction***—briefly defined as the act or process of construction of a new building that is completed, and is architecturally and aesthetically an asset within the context of the existing streetscape and neighborhood.

### **Pro Merito only:**

***Continuous Preservation***—briefly defined as applicable to those properties that have previously received a Carolopolis Award not less than twenty years ago and have been continuously maintained at a high level of long-term preservation.

The Preservation Society welcomes the opportunity to review nominations for these awards. Please participate by nominating those individuals who have demonstrated their responsible stewardship of Charleston's historic architecture.

## **Eligibility**

- ❖ Projects must have been begun and completed within the last three years, with approval of the Board of Architectural Review if applicable.
- ❖ All work must be completed by submission date of the nomination.
- ❖ Preservation Society employees shall not be eligible for an award.
- ❖ Self-nominations are welcome.

## **Requirements**

- ❖ The completed nomination packet must be received at the Preservation Society of Charleston by August 27, 2010. **Nominations are accepted no later than 5:00pm on Friday, August 27, 2010.**
- ❖ A computer disc containing “before” and “after” images. Good “before” images are important in helping the committee members to understand the scope of the work. Please do not include written comments or numbers on the individual images.
- ❖ A detailed, written project description must accompany the nomination. This should include the scope of the work, details of exterior work, changes, and/or additions, and materials used.
- ❖ A non-refundable \$15.00 processing fee must accompany the nomination, made payable to the Preservation Society of Charleston.

## **Checklist**

To be considered, nominations must contain the following:

- ❖ Signed and completed nomination form
- ❖ Computer disc containing “before” and “after” photos of the exterior facades
- ❖ ALL photos must be submitted on a compact disc in JPEG format. Discs will not be returned.
- ❖ Photo file names should designate a file as containing “before” or “after” images. Please do not include written comments on individual images. As an alternative, photos provided should have corresponding file names or file numbers written on the back, not on the front of the photograph.
- ❖ \$15.00 processing fee
- ❖ Deliver to the Preservation Society of Charleston, 147 King Street (physical address) or mail to: P.O. Box 521, Charleston, SC 29402

## **CAROLOPOLIS/PRO MERITO AWARD CATEGORY DEFINITIONS & CRITERIA**

### **I. EXTERIOR PRESERVATION:**

Defined as the act or process of sustaining the existing form, integrity and materials of an historic property. To protect and stabilize the property, work generally focuses on the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction.

A property shall be used as it was historically used or be given a new use that maximally retains the property's distinctive materials, features, spaces, and spatial relationships.

The historic character of a property shall be retained and preserved. The replacement of intact or reparable historic materials and the alteration of features, spaces, and spatial relationship that characterize a property shall be avoided.

Changes to a property that have acquired historic significance in their own right shall be preserved

Distinctive materials, features, construction techniques, and examples of craftsmanship that characterize a property shall be preserved. Chemical or physical treatments not in accordance with the standards of the Preservation Society and the Board of Architectural Review is prohibited.

### **II. EXTERIOR RESTORATION:**

Defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and the reconstruction of missing features from the restoration period.

A property shall be used as it was historically used or be given a new use that reflects the property's restoration period.

Materials and features from the restoration period shall be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period shall not be undertaken.

Materials, features, spaces, and finishes that characterize other historical periods shall be documented prior to their alteration or removal.

Distinctive materials, finishes, features and construction techniques or examples of craftsmanship that characterize the restoration period shall be preserved.

Deteriorated features from the restoration period shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old feature in design, color, texture and, where possible, materials.

Replacement of missing features from the period chosen for restoration shall be substantiated by documentary and physical evidence. A false sense of history shall not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.

Chemical or physical treatments, if necessary, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

### **III. EXTERIOR REHABILITATION:**

Defined as the act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features that convey its historical, cultural or architectural values.

A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.

The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property shall be avoided.

Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties shall not be undertaken.

Changes to a property that have acquired historic significance in their own right shall be retained and preserved.

Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

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, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.

Chemical or physical treatments, if necessary, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

### **IV. NEW CONSTRUCTION:**

Defined as the act of constructing a new building that is completed and is architecturally and aesthetically an asset within the context of the existing streetscape and neighborhood.

New construction shall respect the height, scale and mass of the existing neighborhood.

New construction shall respect the height, scale and mass of the existing streetscape.

New construction shall be compatible with the existing neighborhood in terms of building materials, color and texture.

New construction shall accommodate in contextual form historic elements and insert new elements without sacrificing the opportunity for contemporary expression.

### **V. CONTINUOUS PRESERVATION:**

**(Pro Merito only)** Defined as applicable to those properties that have previously received a Carolopolis Award not less than twenty years ago and have been continuously maintained at a high level of long-term preservation.

**NOMINATION FORM**  
**(Nominations are due August 27, 2010)**

**Please check one**

- Carolopolis Award  
 Pro Merito Award

**Background Information (print or type)**

Property owner's  
name: \_\_\_\_\_

Address of property being  
nominated: \_\_\_\_\_

Property owner's phone:  
(work) \_\_\_\_\_ (home) \_\_\_\_\_

Property owner's  
address: \_\_\_\_\_  
\_\_\_\_\_

Nominator's  
name: \_\_\_\_\_

Nominator's  
address: \_\_\_\_\_  
\_\_\_\_\_

Nominator's phone:  
(work) \_\_\_\_\_ (home) \_\_\_\_\_

Nominator's relationship to nominated property: (owner, neighbor, architect,  
etc.) \_\_\_\_\_

**Project Information (print or type)**

Construction date of nominated  
property: \_\_\_\_\_

Date work was initiated and  
completed: \_\_\_\_\_

Name of architect(s) and/or contractor(s) involved in  
project: \_\_\_\_\_  
\_\_\_\_\_

Project summary (Carolopolis or Pro Merito Categories) Describe the EXTERIOR work completed with respect to the history of the property and the architectural integrity of the building; use additional text, photos and diagrams if necessary:

Summary of continuous preservation (Pro Merito Continuous Preservation Category only):

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
(nominator)

Check here if you would like membership information mailed to you.

Mail or deliver to the Preservation Society of Charleston.

Physical address:

147 King Street

Charleston, SC 29401

Mailing address:

P.O. Box 521

Charleston, SC 29402