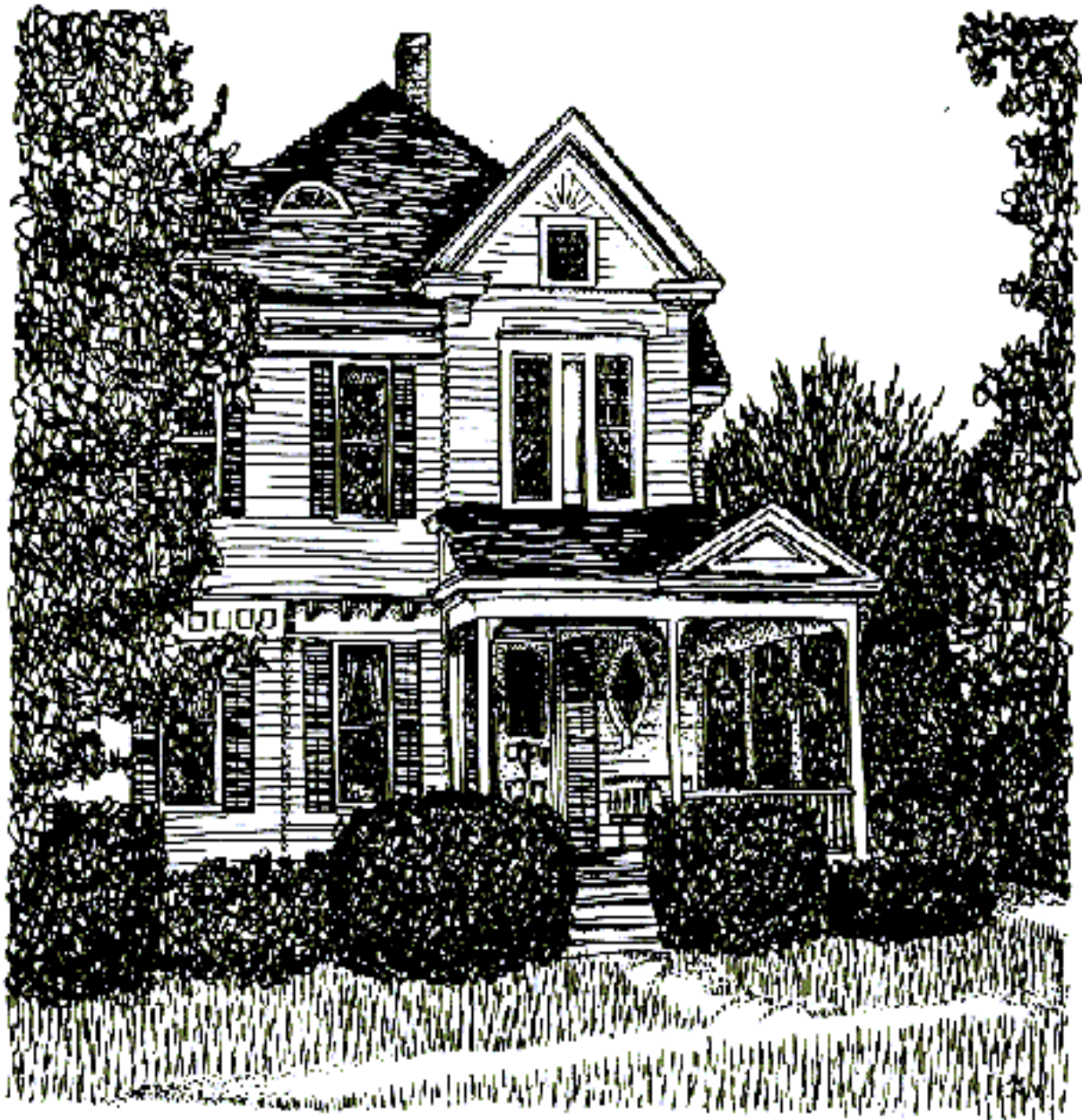


# Historic Property Owner's Guide





## Table of Contents

1. Introduction.....	3
2. The National Register of Historic Places.....	5
3. The Secretary of the Interior’s Standards.....	8
4. What listing on the National Register Does.....	14
5. Preservation Tax Incentives.....	15
6. The Deadwood Fund Grant.....	22
7. Revolving Loan Program.....	23
8. Preservation Briefs.....	24
9. Maintenance Checklist for Historic Properties.....	26
10.Contact List.....	28
11. South Dakota Codified Law 1-19A-11.1.....	30

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## Introduction

Historic Preservation is saving the physical materials that make a building, object or site significant to a community and its culture. This sense of community and the artifacts of its past can educate this generation, as well as the future generations, about the lessons of the past. Preservation is a partnership between the private sector, federal, tribal, state and local governments.

Preservation has gone through its own growing stages. In the beginning preservationists considered only grand buildings as significant. In more recent years, however, they are examining entire neighborhoods that contain both high style and vernacular or common buildings.

Federal governmental involvement began in 1906 with passage of the Antiquities Act, which provided protection to federally owned prehistoric and historic sites. This national policy was enhanced through the Historic Sites Act of 1935. The act empowered the Secretary of the Interior through the National Park Service to survey, document, evaluate, acquire and preserve both publicly and privately owned historic sites. But, the big push for federal organization and regulatory control did not come into being until 1966, with passage of the National Historic Preservation Act. This act established State Historic Preservation Offices, the National Register of Historic Places and the Advisory Council on Historic Preservation.

State Historic Preservation offices administer federal programs for the National Park Service through grants-in-aid from the revenue of offshore oil leases. These activities include the National Register, conducting historical and archeological site surveys, monitoring federal projects, and providing technical assistance and incentive programs. The **National Register of Historic Places** recognizes significant national, state and local properties. In South Dakota the



The South Dakota State Historic Preservation Office (SHPO) is located in the Cultural Heritage Center in Pierre

statewide historic preservation office is the **State Historic Preservation Office** in Pierre.

The **Advisory Council on Historic Preservation** provides advice to the President of the United States and to Congress. The Council's most visible activity is reviewing and commenting on proposed federal undertakings. Under the National Historic Preservation Act federal agencies must evaluate the impact of projects on properties listed in or eligible for listing in the National Register of Historic Places. These agencies must then seek comment on undertakings from both the State Historic Preservation Office and the Advisory Council.



## **The National Register of Historic Places**

The National Register of Historic Places is the nation's official list of cultural properties worthy of preservation. It recognizes a variety of historic or prehistoric resources that have local, statewide or national significance. National Register listing can enrich local preservation efforts by publicly recognizing local properties that are significant enough to merit national recognition. This program is central to a number of federal programs that encourage protection and improvements of historic properties.

Register listings include buildings, structures, objects, sites or districts containing any combination of thematically related types. Properties eligible must meet three basic tests: age, significance and integrity. In terms of age it should be at least fifty years old. To meet the second test for significance a property must satisfy at least one of four official criteria (A through D).

### **Criteria**

Significant properties are those:

- A. That are associated with events that have made a significant contribution to the broad patterns of our history or
- B. That are associated with the lives of persons significant in our past or
- C. That embody the distinctive characteristics of a type, period or method of construction or that represent the work of a master or that possesses high artistic values or represent a significant and distinguishable entity whose components may lack individual distinction or
- D. That have yielded or may be likely to yield information important to history or prehistory.

A property must be proven to be historically or architecturally or archaeologically significant to be listed in the register.

Finally a property must have integrity of location, design, setting, materials, workmanship, feeling and association to a sufficient degree that it still accurately represents the history of the place and its context.

## **Examples of Properties Listed under the National Register Crite-**

The Richards Cabin in Perkins County was listed under Criterion A for the role it played in the settlement and homesteading of South Dakota.



The Pyle House in Huron was listed under Criterion B for its association with Gladys Pyle, the first elected woman U.S. Senator.





## **Examples of Properties Listed under the National Register Crite-**

The Nichols Building in Rapid City was listed under Criterion C as an example of Colonial Revival architecture.



The Turtle Effigy in Hughes County was listed under Criterion D for the archeological potential it may yield.





# Secretary of the Interior's Standards

**Preservation** is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

## ***Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Rehabilitation of Buildings***

### **Standards for Preservation**

1. A property shall be used as it was historically, or be given a new use that maximizes the retaining of distinctive materials, features, spaces, and spatial relationships. Where treatment and use have not been identified, a property will be protected and if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and property documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

# Secretary of the Interior's Standards

6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. When the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.

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## ***Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Rehabilitation of Buildings***

**Rehabilitation** is 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.

### **Standards for Rehabilitation**

1. A property will be used as it was historically, or be given a new use that requires minimal change to its distinctive materials.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will 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 elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

# Secretary of the Interior's Standards

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. When the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

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## ***Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Restoring Buildings***

**Restoration** is 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 reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required

# Secretary of the Interior's Standards

work to make properties functional is appropriate within a restoration project.

## **Standards for Restoration**

1. A property will be used as it was historically, or be given a new use, which reflects the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of historic materials or alteration of features, spaces and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alternation or removal.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using

# Secretary of the Interior's Standards

the gentlest means possible. Treatments that cause damage to historic materials will not be used.

9. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
10. Designs that were never executed historically will not be constructed.

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## ***Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Reconstructing Buildings***

**Reconstruction** is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

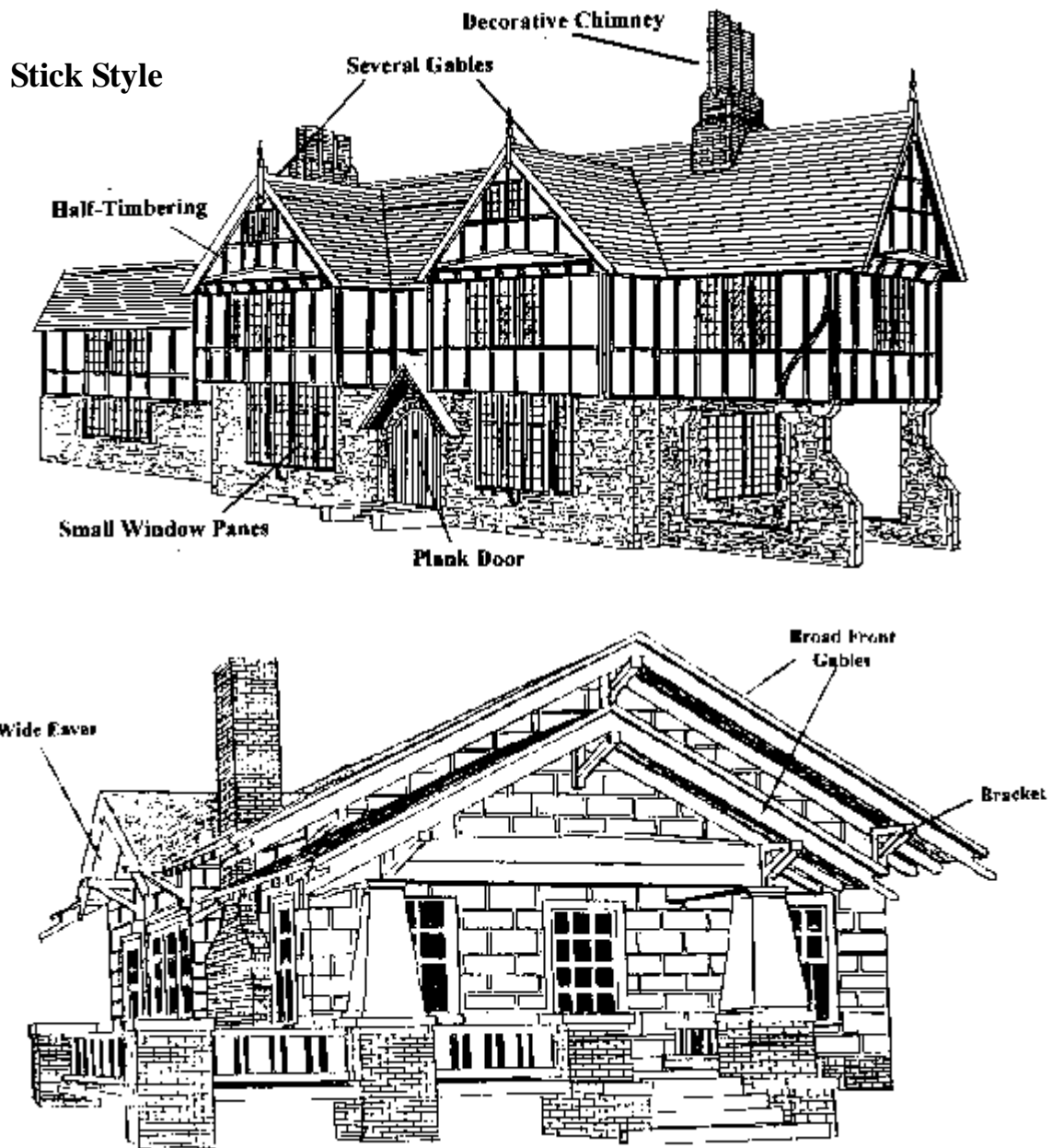
### **Standards for Reconstruction**

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentation and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts, which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of features from other historic properties. A reconstructed property will re-create the appearance of

# Secretary of the Interior's Standards

the non-surviving historic property in materials, design, color and texture.

5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.



**Craftsman**



# **What National Register Listing Does**

Gives honor and prestige to enrolled properties.

Provides eligibility for investment tax credits on certified rehabilitation of commercial properties.

Provides eligibility grants for federal historic preservation grants when available, Deadwood Fund Grants, and other preservation related grants.

Provides eligibility for low interest loans from Preserve SD.

Often provides eligibility for other non-federal funding programs.

Automatically enrolls the property in the State Register of Historic Places, which may qualify the property for an eight-year property tax assessment moratorium on certified improvements.

Provides for review by the State Historic Preservation Officer and the Advisory Council for Historic Preservation of federal undertakings that may affect historic properties.

Provides planning information for federal, state and local agencies.  
It does not obligate owners to make repairs or improvements.

# **What National Register Listing Does Not Do**

It does not change the title of the property.

It does not take away an owner's rights to due process.

# Preservation Tax Incentives

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## Preservation Incentives

*Contact the South Dakota State Historic Preservation Office to apply for the following programs:*

### **\* Federal Tax Credits**

In 1976, Congress passed the Tax Reform Act. This was the first time economic inducements were offered to potential investors to preserve historic buildings. These federal tax credits are available only for income-producing property. The tax benefit program is governed by several rules that must be followed to take advantage of investment tax credits. Those rules are **Secretary of the Interior's Standards for Rehabilitation**. Accompanying them are guidelines, which further define and illustrate the standards.

### **\* Property Tax Moratorium**

In 1982, South Dakota enacted legislation to provide for an eight-year property tax moratorium on historic properties that have been rehabilitated. This moratorium applies to both income-producing (commercial) and private (residential) property. The same standards and application forms that are used for the federal tax credit are used for the state moratorium.

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## Summary of State Property Tax Moratorium

The South Dakota Legislature has provided for certain property tax benefits for the rehabilitation of historic structures in SDCL-19A-20. If a historic building qualifies for the tax benefit, an eight-year moratorium is placed on the property tax assessment of certified improvements. Property tax assessments may not be increased due to certified rehabilitation of the building.

The state property tax benefit may be utilized by the owner of any certified historic structure, including private residences. To be eligible, the property must be:

1. On the State or National Register of Historic Places.
2. Restored or rehabilitated according to the Secretary of the Interior's *Standards for Rehabilitation of Historic Places*.

# Preservation Tax Incentives

3. Certified for tax exemption by the South Dakota State Historical Society's Board of Trustees
4. Encumbered with a covenant attached to the deed of the property for the life of the moratorium guaranteeing the continued maintenance and protection of the building's historic features for the life of the moratorium.

Application for certification is made by the property owner, who submits a completed application form and supporting documents to the State Historical Society's State Historic Preservation Office (SHPO). A Restoration Specialist at the SHPO reviews the application and supporting documentation and any potentially controversial items are discussed with the owner.

A staff recommendation is made to the State Historical Society's Board of Trustees, who makes the final determination of certification based on whether the work meets the Secretary of the Interior's *Standards for Rehabilitation*. If the Board of Trustees issues a certificate of eligibility for the moratorium, the owner must present the certificate to the local tax assessor to activate the moratorium. The property tax assessment of certified rehabilitation work is frozen as of January 1 of the year in which the certification is granted and carries forward for a total of eight years.

Although formal application for certification is made after work on the building is completed, **it is strongly suggested that the owner/developer/contractor submit plans and specifications for a proposed project to the SHPO prior to beginning work.** A Restoration Specialist can review the proposed rehabilitation and assist owners to interpret the Secretary's *Standards*. Prior to beginning work, non-conforming portions of a plan can be discussed by the owner and SHPO staff in order to bring about conformance. It can be costly and difficult (sometimes impossible) to correct work that is not conformance with the *Standards for Rehabilitation* after work has begun.

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**In 2000, tourists spent over \$624.5 million in South Dakota. That is \$1.56 billion in economic impact and 30,860 jobs. What did most travelers do here? They visited historic sites.**

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South Dakota Department of Tourism

# Preservation Tax Incentives

## **IMPORTANT POINTS:**

Certification is granted or denied by the South Dakota State Historical Society's Board of Trustees based on the Secretary of the Interior's *Standards*, which have been adopted by the board.

Any rehabilitation work on the building that is completed after the Board of Trustees grants official certification will not receive the moratorium unless a new application is made for the additional work. If rehabilitation cannot be completed in a single year, the owner should develop a plan, which divides the work into separate and distinct phases that can be certified as they are completed.

The state property tax moratorium cannot be retroactively awarded. Applications must be submitted for approval in the year that rehabilitation work is completed.

All tax certification applications submitted to the SHPO during any calendar year will be formally reviewed in December of the year they are received. Applications should be submitted no later than November 1 to allow sufficient time for the application to be reviewed prior to the Board of Trustees meeting. Late applications will generally not be accepted.

The property must be listed on the State or National Register of Historic Places no later than the meeting at which the application for the moratorium is submitted.

The state property tax benefit is independent of and separate from any Federal tax benefits. There are application fees for this program.

Fee schedule:

\$25 fee for rehabilitation/restoration work under \$4,000

\$50 fee for rehabilitation/restoration work over \$4,000

## **OWNER'S RESPONSIBILITIES:**

In order for the property to retain its tax benefits, the owner must guarantee the public some benefit for the loss in tax revenue. This guarantee is in the form of a covenant, which binds the owner to the following:

# Preservation Tax Incentives

1. The owner must maintain the property in good order and make alterations in a manner which conforms to restoration and rehabilitation standards, as defined by the State, for an eight-year period.
2. The owner must allow the public to view those portions of the project approved as tax-exempt work for at least twelve hours a year.
3. The owner must adequately insure the building against fire, and, if necessary, flood.

## Checklist

- 1) Discuss your project with the State Historic Preservation Office staff prior to beginning any demolition or construction.
- 2) List the building on the National Register of Historic Places.
- 3) Follow the Secretary of the Interior's *Standards for Rehabilitation*.
- 4) Request certification from the State Historical Society Board of Trustees.
- 5) Attach a covenant to the property deed guaranteeing the continued maintenance and protection of the building's historic features for the length of the moratorium.
- 6) File the moratorium certificate with the local Director of Equalization.

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## Summary of Federal Rehabilitation Tax Credits

What are the Rehabilitation Tax Credits? There is a 20% Investment Tax Credit (ITC) available for rehabilitating historic buildings and a 10% ITC for renovating non-historic buildings constructed before 1936. In both instances ITC is based on a percentage of the rehabilitation costs and does not include the purchase price. The tax credit applies to the building owner's federal income tax for that year in which the project is completed and approved. If it is not all needed in that year the ITC may be carried back 1 year or forwarded up to 20 years. **Note: this is a tax credit not just a deduction.**

# Preservation Tax Incentives

**Example:** 20% of a \$50,000 rehabilitation = \$10,000 tax credit

Which Buildings Qualify? The Historic Rehabilitation Tax Credit (20%) is available for buildings listed in the National Register of Historic Places which, after renovation, are used for commercial or residential use. The non-historic tax credit (10%) is available for any pre-1936 building that is not listed in the National Register and is being used for commercial but not residential rental purposes. The work does not have to be reviewed for the 10% credit. Neither ITC is available for the rehabilitation of a private residence.

What Rehabilitation Work Qualifies? Any work on the interior or the exterior of the building qualifies for the tax credit. Landscaping or new additions to the building do not qualify. The work on a historic building must be certified by the National Park Service (NPS). This is done by completing an application and submitting it to the NPS along with “before” and “after” photographs showing all work areas (interior & exterior).

How Much Money Must be Spent in Order to Qualify for the ITC? The rehabilitation expenditures must exceed the greater of either the “adjusted basis” of the building or \$5,000. “Adjusted basis” is the purchase price minus the value of the land minus any depreciation already taken by the current owner of the building plus any capital improvements.

**Example (recent purchase):** \$60,000 (purchase price) - \$7,000 (land) = \$53,000 (adjusted basis); rehabilitation expenses must exceed \$53,000

**Example (long-time ownership):** \$60,000 (purchase price) - \$40,000 (depreciation) - \$7,000 (land) + \$5,000 (capital improvement) = \$18,000 (adjusted basis); rehabilitation expenses must exceed \$18,000

When Can a Rehabilitated Building be Sold? A building must be kept at least five years in order to avoid any recapture of the tax credit by the federal government. The recapture amount ranges from 100% of the tax credit if the building is sold within the first year to 20% of the credit if it is sold within the fifth year.

How Can I Apply? To obtain the 20% federal tax benefit the owner must file a completed application. **It is highly recommended that owners of historic**



# Preservation Tax Incentives

**buildings who are interested in this program submit an application very early in the planning stages of a project.** The highest approval ratings occur when proposed construction activity is discussed and negotiated before work is completed which could prevent approval. Applications are available from the State Historic Preservation Office.

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## Answers to Frequently Asked Tax Questions

### **What is Adjusted Basis?**

Adjusted basis is the initial cost of the building for the present owner, minus depreciation, plus capital investment. Initial cost does not include cost of the land.

### **What buildings are eligible for Tax Benefits?**

All buildings listed on the State or National Register of Historic Places are eligible to apply for the 8-year property tax moratorium. All depreciable (income-producing) buildings listed on the National Register are eligible to apply for the 20% investment tax credit.

### **Are the Tax Benefits automatically available?**

No. These tax benefits are a privilege and can only be granted for projects that meet the Secretary of the Interior's *Standards for Rehabilitation*. Both tax benefits must be applied for by filing the appropriate application forms with the State Historic Preservation Office.

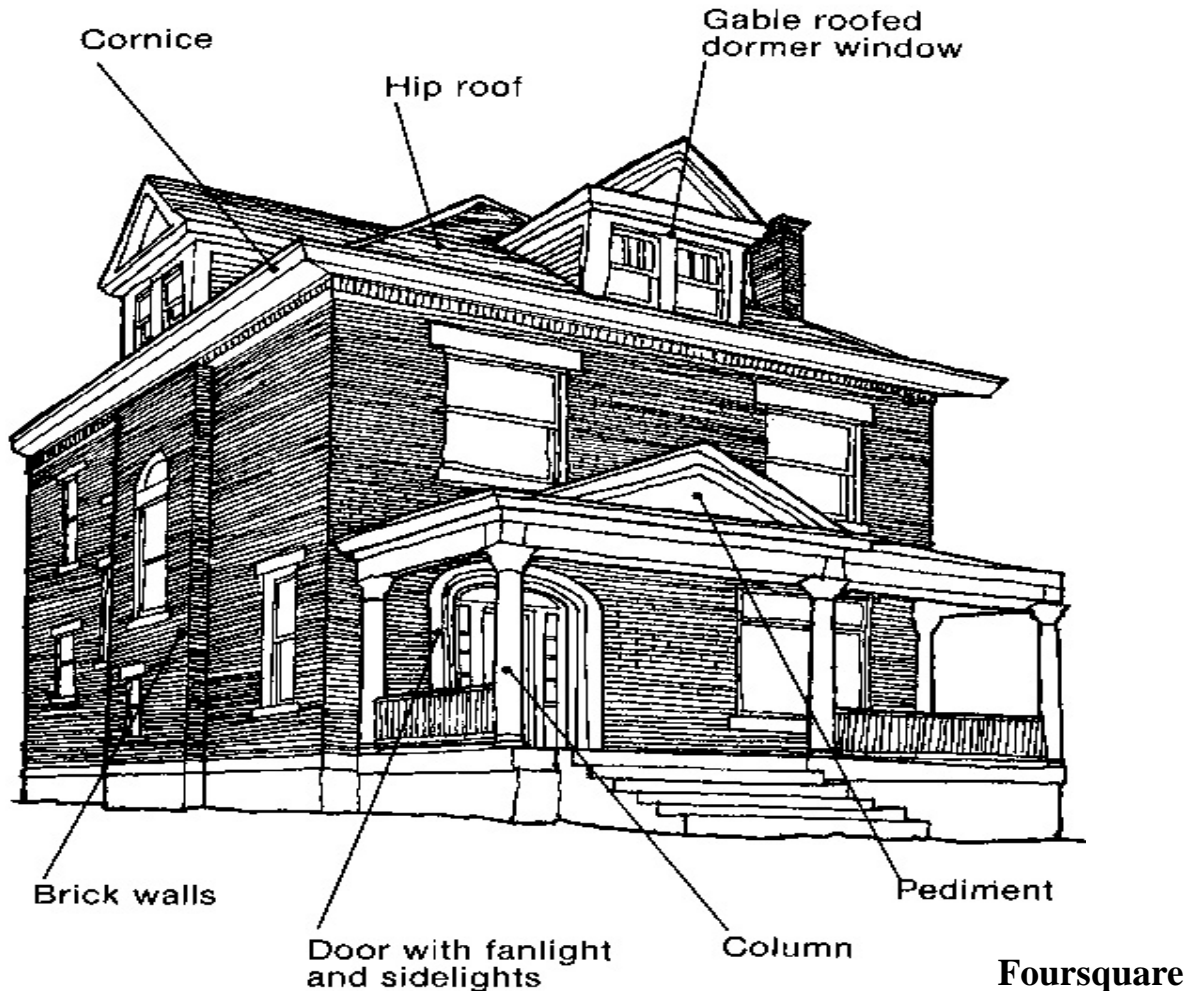
### **What benefits are available to private residences?**

Only the 8-year property tax moratorium is available to private residences. The property tax moratorium and the investment credit can both be applied to commercial (income-producing) property. Owners can apply for both benefits at the same time, using the same forms and supporting information.

### **Is it true that an owner may do anything to a building's interior?**

No. Interior features that are historically or architecturally significant must be treated in accordance with the Secretary of the Interior's *Standards*. All work will be reviewed and must be documented.

# Preservation Tax Incentives



## **Are there other areas of concern that owners should be aware of?**

Areas of special concern are window treatments, masonry cleaning, storefronts, interior spaces, additions and siding proposal. Any of the preceding will cause the projects to be closely reviewed.

## **What kind of assistance is available?**

Although the State Historic Preservation Office staff will not do design work for buildings, they will answer technical preservation questions, review draft applications, make on-site visits and provide preliminary opinions and advice.

# Deadwood Fund Grant

## Deadwood Fund Grant Information Sheet

- The Deadwood Fund is created out of gaming proceeds from the City of Deadwood. The purpose of the fund is to make loans and grants to purchase, restore, or develop historic South Dakota properties for residential, commercial, or public purposes.
- Individuals, organizations, and public agencies sponsoring projects to retain, restore or rehabilitate historic buildings, structures or sites by returning them to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the properties which are significant to their historic, architectural, and cultural values and meeting the grant criteria are eligible to apply for a Deadwood Fund grant. *In all instances, the burden of proving that funds will support work in historic preservation lies with the applicant.* Professional guidance by someone skilled in the retention, rehabilitation, and restoration of historic properties may be needed to successfully plan, implement, and complete a project. Evaluation criteria will be used as guidelines to rank each project. *Because this is a competitive grant, a project meeting all eligibility criteria does not guarantee that it will receive a grant award.*
- A Deadwood Fund grant may be considered taxable income. In June 1997, the IRS began examinations of preservation grants in Colorado, and it claims that those grants are taxable income.
- Grants will generally be awarded in amounts ranging from \$1,000 to \$25,000.
- Where determined that an application merits support only in part or at a reduced level, the offer will be less than the amount requested. *Larger grant awards may be considered in extreme circumstances.*
- Generally, the grant amount requires a dollar-for-dollar match from nonfederal and non-state sources. The availability of matching funds must be provided with the application. Nonprofit organizations according to state law may receive grants without match; however, match is highly encouraged.
- Payment of the grant award will be made on a reimbursement basis upon receipt of a paid invoice at the completion of the work. The matching funds must be demonstrated at the time of payments. The State Historical Preservation Office staff reserves the right to inspect completed work before payment.
- Projects should demonstrate substantial public historic preservation benefits. The fund will not pay for administrative or operating costs. The following categorical exclusions will not generally be funded with Deadwood Funds: security systems, general decorative arts and furnishings, general building or site maintenance, new construction or non-historic site improvements, and work performed only to meet the Americans with Disabilities Act and building codes.

# Deadwood Fund Grant

## Eligibility Criteria for the Deadwood Fund Grant

1. The property must be listed on or eligible for listing on the National Register of Historic Places.
2. The project must meet The Secretary of the Interior's *Standards for the Treatment of Historic Properties* (36 CFR 68).
3. The applicant must demonstrate that funds are available to match the grant, and the property will have on-going use at the completion of the project for residential, commercial, or public purposes.
4. The applicant must provide assurances of the ability to maintain the property well into the future.
5. The applicant must sign an eight-year restrictive covenant running with the property, which states that the property shall be maintained in a manner that preserves the property's historic integrity. All work performed on the property within the covenant period must meet The Secretary of the Interior's *Standards for the Treatment of Historic Properties*.
6. A sign provided by the South Dakota State Historical Society must be posted at the project site. The sign will state that the project has been funded in part by the State Historical Society through the Deadwood Fund and must remain posted for the duration of the project. All publicity material should include similar recognition.

## Application Deadlines

The Deadwood Fund Grant application deadlines are 1 February and 1 October of each year. Projects may not start until after the award is granted.

## PRESERVE SOUTH DAKOTA REVOLVING LOAN PROGRAM

Preserve South Dakota operates a statewide revolving loan fund available to Preserve South Dakota members who are prepared to undertake quality rehabilitation work on their home or commercial building. These low-interest loans are offered in order to encourage preservation and economic development. Contact information can be found on page 29.

# Preservation Briefs

Preservation Briefs are leaflets published by the National Park Service to provide information regarding appropriate preservation practices as described in the Secretary of the Interior's *Standards for Rehabilitation*. The following titles are available from the State Historic Preservation Office. Preservation Office Staff is available to answer specific technical preservation questions. You can view the briefs on the National Park Service's web page at <http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm>.

1. The Cleaning and Waterproof Coating of Masonry Buildings
2. Repointing Mortar Joints in Historic Brick Buildings
3. Conserving Energy in Historic Buildings
4. Roofing for Historic Buildings
5. Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta
8. Aluminum and Vinyl Siding on Historic Buildings
9. The Repair of Historic Wood Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings: Preservation Concerns
15. Preservation of Historic Concrete: Problems and General Approaches
16. The Use of Substitute Materials on Historic Building Exteriors
17. Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
18. Rehabilitating Interiors in Historic Buildings
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster – Walls and Ceilings

# Preservation Briefs

22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating and Cooling Historic Buildings; Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs
30. The Preservation of Historic Clay Tile Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible
33. Preservation of Stained and Leaded Glass
34. Applied Decoration for Historic Interiors: Preserving Composition Ornament
35. Architectural Investigation
36. Protecting Cultural Landscapes
37. Reducing Lead-Paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40. Preserving Ceramic Floor Tiles
41. Seismic Retrofit of Historic Buildings
42. Historic Cast Stone
43. Historic Structure Reports
44. The Use of Awnings on Historic Buildings



# Maintenance Checklist for Historic Properties

Restoration may make up for years of neglect, but there is no substitute for an active maintenance program. The best way to do this is to establish a written schedule outlining each area that needs to be checked and a time schedule as to how often this needs to be done. Almost every home owner will attest to the old adage: the sooner a problem is identified and repaired, the less it will cost in time and materials in the future. For most owners, a walk around the building once in the spring and once in the fall is enough.

## 1      **FOUNDATION**

- \_\_\_\_\_ Evaluate overall site drainage – is it sloping away from the building?
- \_\_\_\_\_ Assess overall condition of crawlspace
- \_\_\_\_\_ Look for water seepage or discoloration of exterior material
- \_\_\_\_\_ Identify broken stones or concrete and evaluate and monitor its deterioration
- \_\_\_\_\_ Locate and monitor cracks in joints – if possible identify the source
- \_\_\_\_\_ Identify and correct problems that arise from one material staining another
- \_\_\_\_\_ Clean and disinfect areas where fungus has begun to grow

## 1      **METAL**

- \_\_\_\_\_ Locate and monitor stress fractures
- \_\_\_\_\_ Clean rust or corrosion no matter how small – paint immediately after cleaning

## 1      **GLASS**

- \_\_\_\_\_ Monitor all joints and stress fractures in stained glass
- \_\_\_\_\_ Monitor the fit of the stained glass window and the individual pieces of glass
- \_\_\_\_\_ Monitor the effectiveness of the glazing compound

## 1      **ROOF**

- \_\_\_\_\_ Locate and monitor loose shingles
- \_\_\_\_\_ Evaluate the ridge line – if not straight, locate the source of the problem
- \_\_\_\_\_ Monitor the gutter hangers and keep them free of debris
- \_\_\_\_\_ Monitor all valley flashing
- \_\_\_\_\_ Monitor chimney brick, mortar, and flashing

## 1      **PAINT**

- \_\_\_\_\_ Evaluate the overall condition of painted surfaces
- \_\_\_\_\_ Identify potential problems and monitor deterioration

## 1      **PLASTER**

- \_\_\_\_\_ Monitor cracks and locate source of the problem

# Maintenance Checklist for Historic Properties

## 1 **PIPING**

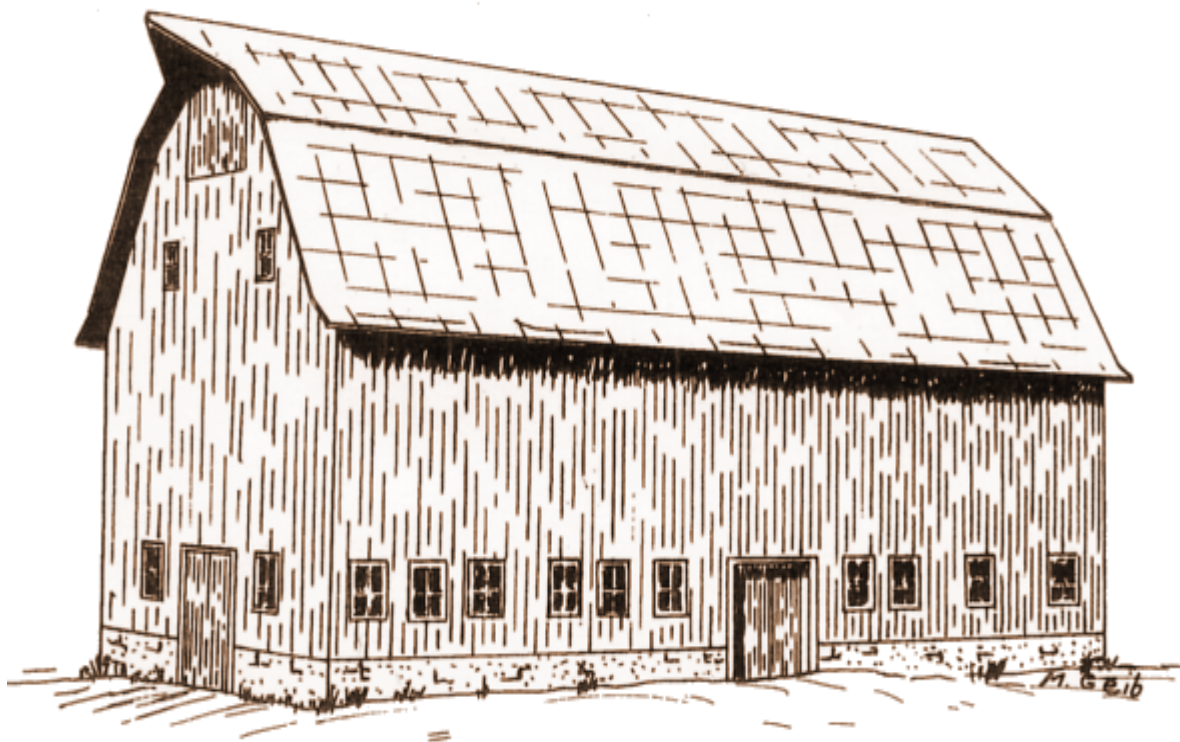
- ☐ Locate and correct leaks, excessive sweating or corrosion
- ☐ Clean out traps

## 1 **FIRE PROTECTION**

- ☐ Test smoke alarm
- ☐ Examine anchors of exterior escape ladders

## 1 **ATTIC**

- ☐ Examine insulation for settling, water damage or air leaks
- ☐ Clean out vents



**Wisconsin Dairy Barn**

# Preservation Contacts List

## **Advisory Council on Historic Preservation**

Old Post Office Building  
1100 Pennsylvania Avenue NW Suite 809  
Washington, DC 20004-2590  
(202) 606-8503  
E-mail: [achp@achp.gov](mailto:achp@achp.gov)  
[www.achp.gov](http://www.achp.gov)

## **National Alliance of Preservation Commissions**

Founders Garden House  
325 S. Lumpkin Street  
Athens, GA 30602-1532  
(706) 542.4731  
E-mail: [napc@uga.edu](mailto:napc@uga.edu)  
[www.uga.edu/napc](http://www.uga.edu/napc)

## **National Trust for Historic Preservation**

1785 Massachusetts Avenue NW  
Washington DC 20036-2117  
(202) 588-6000  
E-mail: [feedback@nthp.org](mailto:feedback@nthp.org)  
[www.nationaltrust.org](http://www.nationaltrust.org)

## **Preservation Action**

1054 31st Street,NW Suite 526  
Washington, DC 20007-6039  
(202) 298-6180  
E-mail: [mail@preservationaction.org](mailto:mail@preservationaction.org)  
[www.preservationaction.org](http://www.preservationaction.org)

## **Preserve South Dakota**

351 4th Street  
Scotland, SD 57059-2112  
(605) 583-4509  
E-mail: [preservesd@gwtc.net](mailto:preservesd@gwtc.net)  
[www.preservesd.org](http://www.preservesd.org)

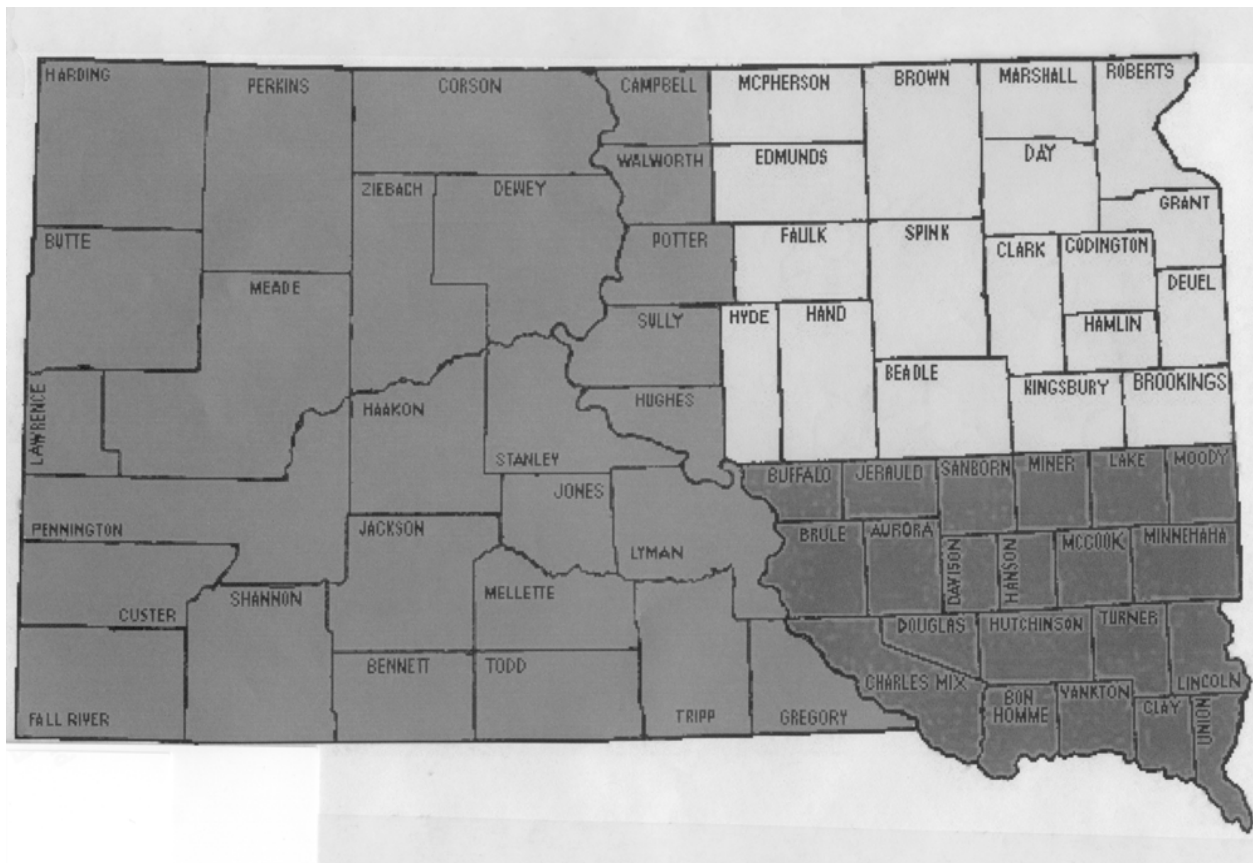
## **South Dakota State Archaeological Research Center**

2425 East Saint Charles  
P.O. Box 1257  
Rapid City, SD 57709-1257  
(605) 394-1936  
E-mail: [archaeology@state.sd.us](mailto:archaeology@state.sd.us)  
[www.sdhistory.org/](http://www.sdhistory.org/)

## **South Dakota State Archives**

900 Governors Drive  
Pierre SD 57501-2217  
(605) 773-3804  
E-mail: [archref@state.sd.us](mailto:archref@state.sd.us)  
[www.sdhistory.org/](http://www.sdhistory.org/)

# Preservation Contacts List



## **State Historic Preservation Office**

900 Governors Drive

Pierre SD 57501

605-773-3458 (phone)

605-773-6041 (fax)

## **National Register Contact #s**

West River 605-773-3103

Northeast 605-773-6296

Southeast 605-773-6056

## **Restoration Specialist**

Statewide 605-773-6005

## State Law: SDCL 1-19A-11.1

**1-19A-11.1 Preservation of historic property - Procedures.** The state or any political subdivision of the state, or any instrumentality thereof, may not undertake any project which will encroach upon, damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places until the Office of History (SD State Historical Society) has been given notice and an opportunity to investigate and comment on the proposed project. The office may solicit the advice and recommendations of the board with respect to such project and may direct that a public hearing be held thereon. If the office determines that the proposed project will encroach upon, damage or destroy any historic property which is included in the National Register of Historic Places or the State Register of Historic Places or the environs of such property, the project may not proceed until:

- (1) The Governor, in the case of a project of the state or an instrumentality thereof or the governing body of the political subdivision has made a written determination, based upon the consideration of all relevant factors, that there is no feasible and prudent alternative to the proposal and that the program includes all possible planning to minimize harm to the historic property, resulting from such use; and
- (2) Ten day's notice of the determination has been given, by certified mail, to the Office of History. A complete record of factors considered shall be included with such notice.

Any person aggrieved by the determination of the Governor or governing body may appeal the decision pursuant to the provisions of chapter 1-26.

The failure of the office to initiate an investigation of any proposed project within thirty days from the date of receipt of notice thereof is approval of the project.

Any project subject to a federal historic preservation review need not be reviewed pursuant to this section.





