

# TAX EXEMPTION FOR HISTORIC PROPERTIES - INSPECTION CHECKLIST

Address: \_\_\_\_\_ Previous Rating: \_\_\_\_\_

Name/Use: \_\_\_\_\_ Inspected By: \_\_\_\_\_

Reason- prior NM or fail: \_\_\_\_\_ Under Renovation? Yes No

Following is the criteria to be used in reviewing historic properties for historic tax exemption:

	Criteria (Per Zoning Ordinance)	Circle One:	If Needs Maintenance (NM)/Fail, Provide Reason:
(a)	Any well, cesspool or cistern shall be securely covered or closed;	Pass NM Fail	
(b)	Dead trees and tree limbs that are reasonably capable or causing injury to a person shall be removed;	Pass NM Fail	
(c)	Any structure or portion of a structure which is vacant shall be securely closed so as to prevent unauthorized entry;	Pass NM Fail	
(d)	Paint or other coatings shall be applied at reasonable intervals so as to protect the exterior surface of a structure which are subject to decay;	Pass NM Fail	
(e)	The exterior grounds shall be maintained free of excessive rubbish, garbage, junk or refuse;	Pass NM Fail	
(f)	Screens and shutters existing at the time or historic designation or added subsequent thereto shall be maintained in good repair;	Pass NM Fail	
(g)	Broken windows shall be replaced or reglazed;	Pass NM Fail	

	<b>Criteria (Per Zoning Ordinance)</b>	<b>Circle One:</b>	<b>If Needs Maintenance (NM)/Fail, Provide Reason:</b>
(h)	Exterior doors and doorways shall be maintained in good repair and operable condition;	Pass NM Fail	
(i)	Skirting around the structure, if any, shall be maintained in good repair;	Pass NM Fail	
(j)	Porch flooring and support shall be maintained in a sound condition, capable of bearing an imposed load safely;	Pass NM Fail	
(k)	Railings and handrails of exterior stairs, steps, balconies, porches and other exterior features shall be maintained in a sound condition so as to afford safety;	Pass NM Fail	
(l)	Rotted exterior wood shall be replaced and repainted;	Pass NM Fail	
(m)	Broken or partially missing gutters or down-spouts shall be replaced or repaired;	Pass NM Fail	
(n)	Loose bricks or stones in the exterior of a structure shall be re-established or replaced and all joints weatherproofed by proper maintenance or appropriate materials;	Pass NM Fail	
(o)	Fences and the exterior or accessory buildings shall be maintained in reasonable repair, including painting if applicable;	Pass NM Fail	
(p)	The property shall be kept in conformance with all City codes.	Pass NM Fail	