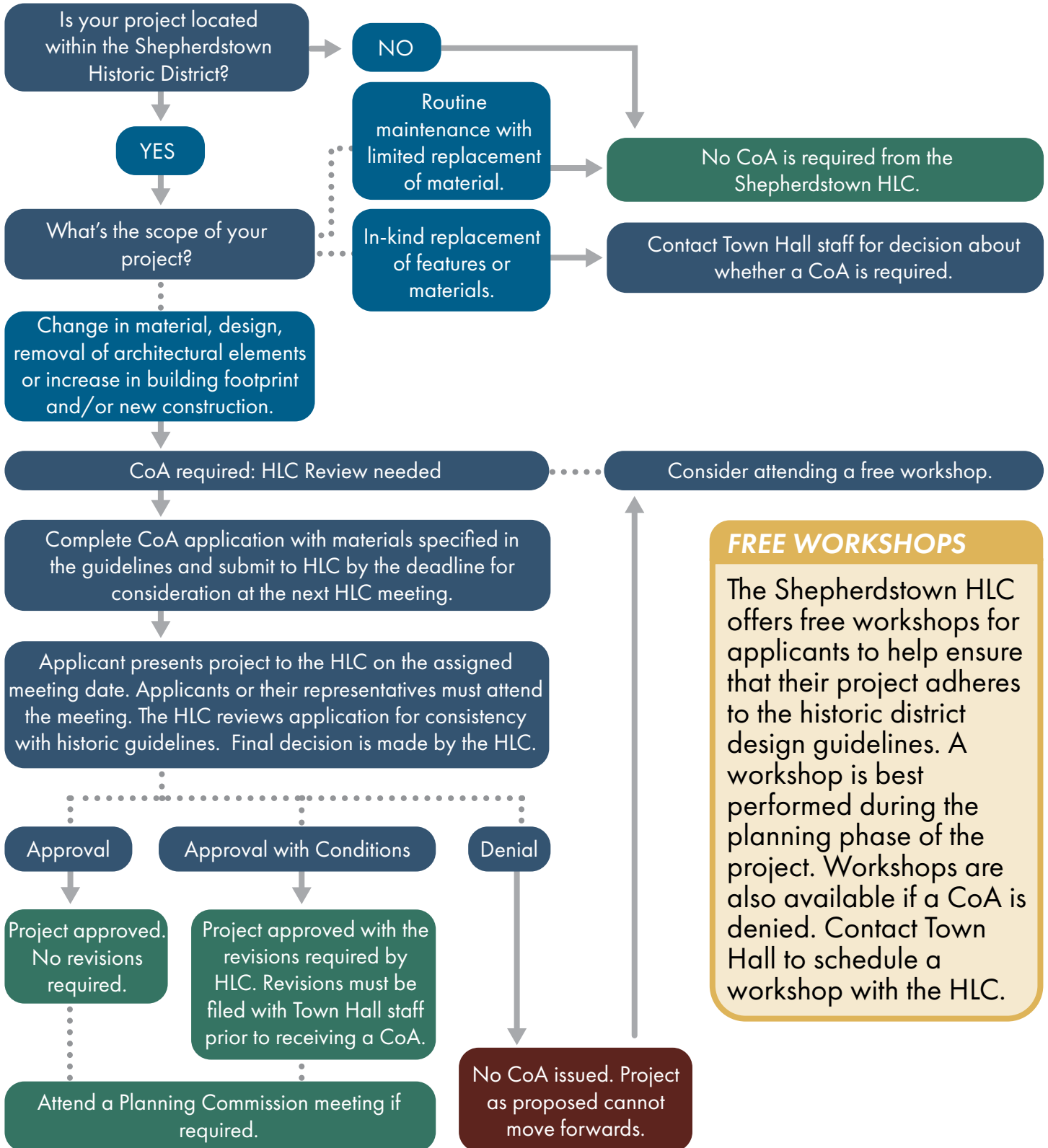




Shepherdstown WEST VIRGINIA

HISTORIC LANDMARKS COMMISSION (HLC)

Process to Obtain a Certificate of Appropriateness (CoA)



FREE WORKSHOPS

The Shepherdstown HLC offers free workshops for applicants to help ensure that their project adheres to the historic district design guidelines. A workshop is best performed during the planning phase of the project. Workshops are also available if a CoA is denied. Contact Town Hall to schedule a workshop with the HLC.

▪ Project permits are valid for one year from the date of issuance.



Shepherdstown WEST VIRGINIA

ANNUAL MAINTENANCE CHECKLIST

SPRING - MARCH/ APRIL

- Inspect the building's interior for leaks during the first heavy rain.
- Inspect the basement or crawlspace for excessive water during wet weather.
- Sweep debris from flat or low-sloping roofs.
- Examine the flashing for a tight fit and proper water shed where any horizontal surface meets a vertical surface (chimney, parapet cap, and roof).
- Clean out gutters and downspouts and inspect for damage that might have occurred during freeze-thaw cycles.
- Inspect the building's base for salt-related damage.

SUMMER - JUNE/ JULY

- Remove plants growing on or close to walls and foundation.
- Check masonry for loose bricks and mortar.
- Examine windows for broken glass or putty failure.
- Inspect any metal or cast-iron components for rust. Scrape and paint with a rust-inhibiting paint.
- Examine any painted surface for paint failure (cornice, windows, trim, and storefront). Repaint if needed.

FALL - SEPTEMBER/ OCTOBER

- Remove plants growing on or close to walls and foundation.
- Visually check for moss or lichen, especially around parapets, sills, and downspouts. Remove if needed.
- Inspect the basement or crawl space for excessive water during wet weather.
- Inspect the interior of the building for leaks during the first heavy rain of the season.
- Examine the roof slope to make sure water is not pooling in any areas on the roof during wet weather.
- Make sure water can flow freely through gutters and downspouts. Clean out if they are clogged.
- Sweep debris from a flat or low-sloping roof.

WINTER - DECEMBER/JANUARY

- Check weather stripping around windows and doors. Install or replace if missing to prevent air infiltration.
- Inspect the basement or crawlspace for excessive water during wet weather.
- Caulk any gaps in wood for a temporary watertight seal.



For additional information regarding maintenance and its importance for preservation, visit [nps.gov](https://www.nps.gov) and consult with the *Shepherdstown Historic District Design Guidelines*.

See reverse side or visit the QR code above, *HISTORIC LANDMARKS COMMISSION (HLC) Process* to know if your work requires a CoA.