



## 68TH CAROLOPOLIS AWARD NOMINATION FORM

Since 1953, the Preservation Society of Charleston has honored exceptional efforts to preserve historic structures through the Carolopolis Award program. At its core, the Carolopolis Award seeks to promote excellence in historic preservation through recognition of projects that protect the historic resources of Charleston and the Lowcountry. After nearly seventy years and more than 1,400 awards given, the Carolopolis Award has become as much a part of the fabric of the city as the buildings and structures it honors.

### Award Categories

#### CAROLOPOLIS AWARD - EXTERIOR:

Awarded for exceptional exterior rehabilitation, restoration, or preservation.

#### CAROLOPOLIS AWARD - INTERIOR:

Awarded in recognition of excellence in interior preservation of historic, publicly accessible buildings including but not limited to houses of worship, as well as civic and cultural buildings.

#### CAROLOPOLIS AWARD - NEW CONSTRUCTION:

Awarded to bring focus to creative design solutions for small-scale, compatible infill buildings in historic contexts. Residential, commercial, and mixed-use buildings are all eligible.

#### PRO MERITO AWARD:

Awarded to properties that received a Carolopolis at least twenty years ago and have maintained a high standard of preservation or have undergone a second, significant exterior rehabilitation, restoration or preservation effort.

### Eligibility

- The Carolopolis Award is not presented for what would otherwise be considered routine maintenance. Carolopolis Award-winning projects are significant undertakings in historic preservation, rehabilitation, restoration, or new construction.
- Projects must have been started 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. Incomplete or partial projects will not be awarded.
- Additions will only be considered as part of a larger rehabilitation, restoration or preservation project.

- Anyone can nominate projects with the consent of the property owner. Self-nominations are welcome.
- Preservation Society employees shall not be eligible for an award.
- The Secretary of the Interior's Standards for the Treatment of Historic Properties (<https://www.nps.gov/tps/standards.htm>) are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. This framework represents nationally observed best practices in historic preservation. Carolopolis Award winning projects must closely adhere to these Standards. Before nominating, please review the Secretary of the Interior's Standards to ensure your preservation, rehabilitation, or restoration project is consistent with these principles. The Standards for Rehabilitation are attached as an addendum to this nomination form. The Standards for Restoration and Preservation are available online at the above link.

## Requirements

1. Applicants must be members of the Preservation Society. Please contact Virginia Swift at [vswift@preservationsociety.org](mailto:vswift@preservationsociety.org) or (843) 722-4630 ext. 21 to verify membership status.
2. Nomination fee:
  - A \$100 fee must accompany each nomination form submitted. Individual nomination forms and fees are required for each building nominated.
  - If you are nominating multiple buildings as part of a single project\*, a nomination form and \$100 fee must be submitted for each building.
 

\*For the purposes of the Carolopolis Award program, a project is defined as the total scope of work involving any collection of associated buildings under the management of a single project team.
3. A completed nomination, which includes:
  - Nomination form (see pages 4-5)
  - Detailed project narrative (see page 6-7)
  - **High-resolution, high-quality photographs** (300 DPI preferred, must be at least 1MB)
    - Submit "before" and "after" images as JPG or TIF files via Dropbox link or flash drive. **Good "before" images are critical** to understanding the scope of the work and judging the merits of the project.
  - Historical documentation is encouraged as supplemental material.
4. All nominations are due to the Preservation Society of Charleston **no later than Friday, August 27, 2020**. Materials may be submitted:
  - Via email or as a Dropbox link to Anna-Catherine Carroll to [accarroll@preservationsociety.org](mailto:accarroll@preservationsociety.org), or;

- Mailed or delivered by hand to the Preservation Society of Charleston, 147 King Street, Charleston, SC 29401.
5. Preservation Society staff may request a site visit if the application or photographs are unclear, or to better understand the scope of work of the project.
  6. If the project is selected for a Carolopolis Award, the property owner consents to the Society's use of any nomination materials (including photographs and narrative materials) at the Carolopolis Awards, in printed or digital publications, and as part of press packets about the Awards.
  7. A representative associated with the project (owner, contractor, architect, etc.) should be present, if feasible, at the Carolopolis Awards to receive the plaque.
    - The Carolopolis Awards ceremony is scheduled to be held on a to-be-determined date in January, 2022.
    - Two complimentary tickets will be given per project for use at the nominator's discretion.
  8. The recipient agrees to install and maintain the Carolopolis or Pro Merito Award plaque in a visible location on the primary façade of the building that received the award. Interior Carolopolis Award plaques shall be placed in a conspicuous location in the interior of the building, near its entrance.
    - The plaque may not be transferred or sold, and if it is to be permanently removed from the façade or interior for any reason, it is to be returned to the Preservation Society of Charleston.
    - If the plaque is subsequently lost or damaged, the property owner is responsible for the cost of replacement or repair.

# 68th Carolopolis Award/Pro Merito Award Nomination Form

Please check all that apply:

- Carolopolis Award - Exterior
- Pro Merito Award

- Carolopolis Award for New Construction
- Carolopolis Award for Interiors

## ***Property Information***

Street Address of Nominated Property: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Neighborhood: \_\_\_\_\_

Under BAR jurisdiction? " yes " no

Is this property subject to a conservation easement or covenant? " yes " no  
If so, who is the easement holder? \_\_\_\_\_

Has this property received any other awards? " yes " no

Award: \_\_\_\_\_

## ***Nominator Information***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to project/owner: \_\_\_\_\_

Signature of nominator: \_\_\_\_\_

## ***Property Owner Information***

check this box if this information is the same as  
above

Property owner name(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of property owner consenting to nomination:

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(The Preservation Society will not accept a nomination form that is not signed by the owner of the property being nominated)

# General Project Information

Date the project was initiated:

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Date the project was completed:

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Please list the names and addresses of **all** project team members whose contributions should be recognized, including but not limited to: architects, contractors, designers, conservators, etc.

## Historical Background Information

Have you done any historical research on this property?     yes     no

Do you have any historic photographs of this property?     yes     no

Historic name of property (if any):

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Original date of construction: \_\_\_\_\_

Original owner: \_\_\_\_\_

Original architect: \_\_\_\_\_

Original contractor: \_\_\_\_\_

If you have done any historical research, please explain any important historical facts about the property below (or attach). If you have any historical imagery, please include it in the nomination package as well:

## Project Narrative

Please provide a summary of the project, highlighting key achievements. **This is your opportunity to explain why this project is deserving of a Carolopolis Award.**

### CAROLOPOLIS AWARD – EXTERIOR / PRO MERITO AWARD

A detailed project narrative should address the following questions. Please include information on the project in its entirety, including but not limited to the foundation, structure (framing, floor joists, etc.), siding or masonry, porches/piazas, windows and doors, chimneys and roofing, additions, and landscaping.

As part of the scope of this project

- Was any historic or non-historic material removed? If so, why?
- Was any portion of the building altered? If so, why?
- Were any elements or details restored? If so, what evidence supported the design?
- What materials, methods and/or treatments were used? Why?
- Please describe any other components of this preservation project that are especially noteworthy for consideration.

### CAROLOPOLIS AWARD – INTERIOR

A detailed project narrative should address the following questions. Please include information on the project in its entirety, including windows and doors, mantels, woodwork, plaster, ornamentation, finishes, creative approaches to conditioning and lighting, or any other interior element involved in the project scope.

As part of the scope of this project

- Was any historic or non-historic material removed? If so, why?
- Was any portion of the building altered? If so, why?
- Were any elements or details restored? If so, what evidence supported the design?
- What materials, methods and/or treatments were used? Why?
- Please describe any other components of this preservation project that are especially noteworthy for consideration.

### NEW CONSTRUCTION

Small-scale, compatible infill buildings appropriately respond to existing architectural patterns, and the scale of buildings within the streetscape and surrounding neighborhood. A detailed project narrative should provide thorough explanation of the project's merit and speak to how this project responds to its historic context. Please answer the following questions focusing on the exceptional nature of the design direction, material palette, details, and finishes.

- How does the building's height, scale, and mass relate to adjacent structures and fit within the streetscape?
- What elements of the project make it compatible, yet differentiated as new construction within its context?
- How does this project reflect exemplary design and material choice?

- How does this project enhance the character of the neighborhood?
- Please describe any other components of this project that are especially noteworthy for consideration.

## Project Narrative

In the narrative box below, or as an attachment, please provide a summary of the project that addresses all questions associated with the respective Carolopolis Award category outlined on p. 6. **This is your opportunity to explain why this project is deserving of a Carolopolis Award.**



Thank you for completing this nomination! As a reminder, be sure to submit clear, high-resolution “before” and “after” photographs of all façades of the building or the interior, if applicable, as well as key elements of the project, particularly if they were discussed in the narrative above (300 DPI preferred, must be at least 1MB). Photographs must be in digital format (JPEG or TIF), shared via Dropbox link, email, or on a thumb-drive.

Nominator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I am a member of the Society:     yes     no

I have paid the application fee:     yes     no

**Please submit the completed nomination form, project narrative, digital image files, and fee by August 27, 2021.**

- By e-mail to: Anna-Catherine Carroll, accarroll@preservationsociety.org (please mail or deliver check separately) or;
- In person to: The Preservation Society of Charleston Shop, 147 King Street or;
- By mail to: The Carolopolis Awards, 147 King Street Charleston, SC 29401

## Secretary of the Interior's Standards for Rehabilitation

<https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>

**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.

The Standards will be applied taking into consideration the economic and technical feasibility of each project.

1. A property will 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.
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.
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. 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. 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 will 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 will be differentiated from the 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 such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.