



71st Annual Carolopolis Award Nomination Form

The Carolopolis Award program was established in 1953 to promote excellence in historic preservation through recognition of projects that protect the historic resources of Charleston and the Lowcountry. Now in its 71st year, the Carolopolis Award is a time-honored tradition celebrating the Charleston community's commitment to preserving its rich history and heritage. The Preservation Society of Charleston (PSC) is pleased to invite nominations in the following five award categories through Friday, **September 20, 2024**.

AWARD CATEGORIES

CAROLOPOLIS AWARD - EXTERIOR:

Awarded for substantial and 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 high-quality, compatible new construction projects within historic contexts. Residential, commercial, and mixed-use buildings are all eligible and must relate to the scale of surrounding, historic buildings.

CAROLOPOLIS AWARD - RESILIENCE:

Awarded to projects that sensitively adapt historic properties to changing climate conditions, while adhering to best practices for historic preservation, and retaining the integrity and character of the structure.

PRO MERITO AWARD:

Awarded in recognition of rehabilitation, restoration or preservation work undertaken on properties that received an initial Carolopolis Award at least 20 years ago and have undergone a subsequent, exceptional 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 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.
- PSC employees shall not be eligible for an award.
- Properties that have received a Carolopolis Award within the past 20 years are not eligible to re-nominate under the same category.
- Carolopolis Award winning projects must closely adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties (<https://www.nps.gov/tps/standards.htm>), 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. Before nominating, please review the 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.

NOMINATION REQUIREMENTS

1. Applicants must be members of the PSC. Please contact Mike Olson at molson@preservationsociety.org or 843.722.4630 ext. 124 to verify membership status.
2. Nomination fee:
 - A \$100 fee must accompany each nomination form submitted.
 - 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 by a single project team.)*
 - The nomination fee may be waived at the discretion of the PSC. If economic hardship is a factor, the applicant should include a written explanation with the nomination.
3. A completed nomination, which includes:
 - Nomination form (see pages 5-7)
 - Detailed project narrative, including information on property history (see pages 8-10)
 - High-resolution images, including photos taken before, during, and after construction. High-quality images are crucial to understanding the scope of work and judging the merits of the project. Please submit all images as individual files via an online sharing platform, such as Dropbox, or flash drive.
4. All nominations are due no later than Friday, September 20, 2024. Materials and payment may be submitted via:
 - Email to Anna-Catherine Alexander, acalexander@preservationsociety.org, or;
 - Mail or hand-delivery to the Preservation Society of Charleston, 147 King Street, Charleston, SC 29401.
 - Nomination fees can be paid by via credit card at:
<https://preservationsociety.org/what-we-do/preservation-initiatives/carolopolis-nomination-fee/>

ADDITIONAL CONSIDERATIONS

1. Carolopolis Award decisions are guided by a multidisciplinary, independent review committee based on award eligibility criteria.
2. Special consideration will be given to projects that support generational homeownership, legacy businesses, affordable or workforce housing, and/or provide meaningful community benefits.
3. If the project is selected for a Carolopolis Award, the property owner consents to the PSC's use of any nomination materials at the Carolopolis Awards, in printed or digital publications, and as part of materials shared with local press.
4. A representative associated with the project (owner or project team member) should be present, if feasible, at the Carolopolis Awards to receive the plaque.
 - The Carolopolis Awards ceremony is typically held in February. The date and venue will be announced later this year.
 - Each award-winning project team will receive two complimentary tickets for use at their discretion. All other tickets will need to be purchased in advance of the ceremony.
5. The recipient agrees to install and maintain a 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 will be returned to PSC.
 - If the plaque is subsequently lost or damaged, the property owner is responsible for the cost of replacement or repair.

71st Annual Carolopolis Award Nomination Form

Please check all that apply:

- Carolopolis Award - Exterior
- Carolopolis Award - Interior
- Carolopolis Award - New Construction
- Carolopolis Award - Resilience
- Pro Merito Award

PROPERTY INFORMATION

Street Address of Nominated Property: _____

City/State/Zip Code: _____

Neighborhood: _____

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: _____

Email: _____ 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): _____

Address: _____

Email: _____ Phone: _____

Signature of property owner consenting to nomination:

(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: _____

Date the project was completed: _____

Please provide project drawings and plans as attachments if available. If the project required Board of Architectural Review (BAR) approval, please provide the most recent BAR meeting date:

Project team members:

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.

PROPERTY HISTORY

An important part of the Carolopolis Award program is sharing the stories behind the buildings that bear the Carolopolis Award plaque. If you have done any research on the property or have personal memories to share, please explain in the narrative section below or attach to this form. Applicants are strongly encouraged to provide old or historic photographs, documents, or other archival materials that speak to the property's history:

Historic name of property (if any): _____

Original construction date: _____

Original architect/contractor: _____

Notable or long-time owners or residents of the property:

Historical narrative:

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, siding or masonry, porches/piazas, windows and doors, chimneys and roofing, additions, and landscaping, etc. 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.

CAROLOPOLIS AWARD - NEW CONSTRUCTION

High-quality, compatible new construction appropriately responds to existing architectural patterns, and the scale of buildings within the streetscape and surrounding neighborhood or district. A detailed project narrative should provide thorough explanation of the project's merit and speak to how it 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 and context?
- 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/district?
- Please describe any other components of the project that are especially noteworthy.

CAROLOPOLIS AWARD - RESILIENCE

Sensitively designed climate adaptation strategies provide protection for historic structures, while ensuring preservation of their historic character and integrity. A detailed project narrative should clearly address the need for intervention, how the solution mitigates climate challenges, and how alterations to the building relate to its historic form, character, and immediate context. Please answer the following questions:

- Describe the flooding conditions or events that prompted the adaptation project.
- How does this project address risks posed by changing climate conditions?
- Please describe the nature and extent of alterations to the historic structure.
- Was any historic or non-historic material removed? If so, why?
- What materials, methods and/or treatments were used? Why?
- How does this approach to adaptation relate sensitively to the streetscape and/or surrounding historic context.
- Please describe any other components of the project that are especially noteworthy.

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.

Nominator signature: _____

Date: _____

I am a PSC member: Yes No

I have paid the application fee: Yes No

Please submit the completed nomination form, project narrative, digital image files, and fee by **September 20, 2024**:

- **By email to:** Anna-Catherine Alexander, acalexander@preservationsociety.org or;
- **In person to:** The Preservation Society of Charleston Shop, 147 King Street, or;
- **By mail to:** The Carolopolis Awards, Preservation Society of Charleston, 147 King Street, Charleston, SC 29401
- Nomination fees can be paid via credit card at <https://preservationsociety.org/what-we-do/preservation-initiatives/carolopolis-nomination-fee/> or via check to the Preservation Society of Charleston

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

<https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.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.