

Required Information for Applications for New Mechanical Equipment in Historic Districts

Mechanical equipment may include air conditioning units, mini-splits, air intake units, hoods, fans, meters, and similar equipment mounted on the ground, exterior walls, or roof of a structure. Also included are exterior vents, pipes, chimneys, etc. necessary for interior mechanical equipment like furnaces and water heaters.

- Completed Historic District Commission Application
- Photo(s) of existing conditions where the equipment is proposed to be located
- Roof plan or plot plan, as appropriate, showing location of equipment
- Drawing or photo of mechanical unit with dimensions
- Include information on any mounting pads, brackets, etc. as appropriate
- Indicate all new penetrations, their diameter, and any related vents, pipes, etc.
- Indicate length, location, and materials of line sets, electrical lines, ducts, etc.
- Anything else that will make clear what will be installed, where, and what it will look like

General information:

- It is appropriate for mechanical equipment and vents to be located behind the building, on a roof, in an attic, or otherwise out of sight from the street or sidewalk. If this is not possible, include the reason for the proposed location on the application.
- Line sets for mini-splits that run on the interior of walls or through attics may often be approved by staff. If this is not possible, explain why and propose inconspicuous line-set locations. Exterior line sets must be approved by the HDC, not staff, and they may not snake or branch on exterior walls. The HDC will not approve line sets that are conspicuous or detract from historic features of the building or district.
- Mechanical equipment that is not visible from the street, sidewalk, or public alleys may usually be approved by staff. Visible units and line sets longer than the minimum required to enter the building next to the unit must usually be approved by the Historic District Commission.
- Shelf-mounted or hanging mechanical equipment is usually only appropriate on the rear of commercial buildings if not visible from the street.
- Vents and other exhaust may not be located on building elevations that face the street or interfere with historic features of the building.