



HISTORIC DISTRICT GUIDELINES FOR THE TOWN OF SCOTTSVILLE

GENERAL INFORMATION

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Overview

The purpose of this Guideline Collection is to provide simple yet comprehensive “dos” and “don’ts” for properties within Scottsville’s Historic Overlay District. Properties are not static. Buildings do eventually deteriorate and require upkeep and maintenance. Furthermore, older buildings often need new additions or on-site amenities, such as a code compliant fire stair to provide egress from upper story spaces. New dormers and skylights might be needed in the roof to take advantage of an underutilized attic space. There also are instances in which a vacant parcel is available for appropriate development, and a new building constructed on that site should be compatible with its neighbors.

These Guidelines are grouped into four pamphlets: (1) General Information, (2) Rehabilitations, (3) New Construction, and (4) Building Site, Paint, and Amenities.

We emphasize that these are guidelines and are not to be considered mandatory; they always are open to specific building and site interpretations. The recommendations for rehabilitation and new construction are

based on nationally developed and recognized procedures, and have been adopted by numerous Historic Districts, as well as the National Park Service. Consultation with an architect, architectural historian, or historic preservationist is highly recommended, as well as with Scottsville's Architectural Review Board and the Town Zoning Administrator.

History of Scottsville’s Historic District Designation

Scottsville is unique. It is a town, but has the intimate scale of a village. It has one of the finest collections of relatively untouched historic buildings that span a period from the late-1700s to the 1920s in Virginia. Its early association with the river brought commerce to the town, resulting in the construction of mercantile warehouses. The hills surrounding the town contain pristine examples of residences with various architectural styles, from late Colonial through Greek Revival and Queen Anne, and some unique pre- and post-World War II workers’ housing. The commercial area, primarily on Valley and Main Streets, contains a collection of mid-1800 to early-1900 business and mercantile buildings, each with its own unique character-defining and stylistic elements. Their high style and concentration in one location make Scottsville’s buildings especially noteworthy.

The Scottsville Historic District and Architectural Review Board (ARB) date to 1972, with the Town’s adoption of an Architectural Design Control Ordinance that created a review board and established a designated design district in the area of the Scottsville Museum. In 1976 the U.S. Department of the Interior recognized the outstanding character of Scottsville’s historic buildings

by adding the entire downtown area of Scottsville to the National Register of Historic Places. In 1984 the Town ordinance was expanded to include the entire downtown area, and in 1987 and 1996 the Town Council amended the zoning ordinance to create the present Historic Overlay District. The purpose of this Historic Overlay District is described as follows:

From the *Scottsville Zoning Ordinance* adopted May 20, 1996:

18.0 HISTORIC OVERLAY DISTRICT - H

18.1 PURPOSE OF THE DISTRICT

The purpose of the historic overlay district is to provide for protection against destruction of or encroachment upon historic areas, buildings, monuments or other features, or buildings and structures of recognized architectural significance, which contribute or will contribute to the cultural, social, economic, political, artistic or architectural heritage of the Town of Scottsville and the Commonwealth of Virginia. It is the purpose of the district to preserve designated historic areas and historic landmarks and other historic or architectural features, and their views and surroundings within a reasonable distance, from destruction, damage, defacement and obviously incongruous development or uses of land and to ensure that buildings, structures, streets, bridges, waterways, walkways, or signs shall be erected, reconstructed, altered or restored so as to be architecturally compatible with the character of the general area in which they are located and with the historic landmark buildings or structures within the district.

The 1996 Zoning Ordinance amendment directed the ARB to prepare design guidelines for building restoration and new construction in the historic district and entrance corridors. Based on well-established U.S. Department of Interior and Virginia Department of Historic Resources models, the Scottsville Historic District Design Guidelines were adopted by Town Council in 2001—and updated in 2016—to assist both the ARB and property owners in the combined efforts to preserve and protect the architectural character of the Historic District.

Procedures

1. If you are planning work on the exterior of your building, and your property is located in the Historic Overlay District or the Entrance Corridor Overlay District, please contact the Scottsville Zoning Administrator's Office at (434) 286-9267 in advance. The Scottsville Architectural Review Board (ARB) is tasked with reviewing many exterior projects prior to the issuance of a building permit. While minor changes are exempt from review by the ARB, it is better to check in advance prior to commencing your project.
2. If the Zoning Administrator determines that a Certificate of Appropriateness (COA) from the ARB is required, he will provide you with a simple application form. The ARB meets once a month and applications must be submitted prior to the deadline for the next meeting. If you are planning a major project, you will benefit from meeting with the Chair of the ARB for a pre-application meeting.
3. The application form clearly indicates what must be submitted to be reviewed by the Architectural Review Board. Adding a fence to your property might require only a small sketch, whereas a new building would require detailed plans and exterior elevations. The Town Zoning Administrator and/or Chair of the Architectural Review Board can assist you with your application.
4. Once the application is submitted, it will be forwarded to the Architectural Review Board for review at a regularly scheduled meeting. The Board requires that you or a representative attend the meeting to present the project and be available to answer any questions. Many projects require only one meeting. In the event that yours is a complex project, or if the design you submit is in conflict with the Scottsville Historic District Guidelines, more meetings may be required.
5. Upon approval by the ARB, the building permit proceeds through the normal process for new construction, in conformance with state and national building codes.

If you are denied a Certificate of Appropriateness, you may return to the Board with suggested alternatives that the Board may wish to consider for approval. You also may appeal the Architectural Review Board's decision

to the Town Council. The Town Administrator can provide you with the necessary directions and information regarding appeals.

The Town of Scottsville encourages you to maintain your historic property and to use these guidelines for any repair, maintenance, additions, or new construction within the historic area. Scottsville's architectural legacy is an important chapter in Virginia's history.

Standards For Rehabilitation

The Scottsville Historic District Design Guidelines apply the general standards for historic preservation established by the U.S. Secretary of the Interior's Guidelines for Historic Preservation to the specific building styles found in Scottsville.

These standards pertain to historic buildings of all materials, construction types, sizes, and occupancy, and encompass the exterior of the structure, related landscape features, and the building's site and environment as well as attached, adjacent, or related new construction. The standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration technical feasibility. It is important to note that similar standards have been adopted by many other Historic Districts.

Standards 9 and 10 also should be followed for new construction not attached to historic buildings, and should be considered for structures along Routes 20 North and 6 West between the Historic Overlay District and the Town Line.

1. A property should 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 should be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property should be avoided.
3. Each property should 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, should not be undertaken.

4. Changes to a property that have acquired historic significance in their own right should be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property should be preserved.

6. Deteriorated historic features should be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the old in design, color, texture, and, where possible, materials. Replacement of missing features should be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, should be undertaken using the gentlest means possible. Treatments that cause damage to historic materials should not be used.

8. Archaeological resources should be protected and preserved in place. If such resources must be disturbed, mitigation measures should be undertaken.

9. New additions, exterior alterations, or related new construction should not destroy historic materials, features, and spatial relationships that characterize the property. The new work should be differentiated from the old and 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 should 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 not be impaired.

Rehabilitation Tax Credit Programs

The tax codes of the United States and of the Commonwealth of Virginia provide unique and creative incentives for taxpayers who contribute to the preservation of Virginia's old and historic buildings.

By rehabilitating eligible historic buildings, taxpayers can qualify for substantial income tax credits. Historic Rehabilitation Tax Credits have been provided by the

Federal tax codes since 1976. The Commonwealth of Virginia established the State Tax Credit program in 1996. The Virginia Department of Historic Resources administers both programs in Virginia. In some cases, rehabilitation projects may qualify property owners for both State and Federal tax credits.

The Federal Rehabilitation Tax Credit Program

This program is designed to promote private investment in the rehabilitation of the nation's historic income-producing buildings. The credit, a dollar-for-dollar reduction of Federal income tax liability, is calculated as a percentage of the eligible rehabilitation expenses. Certified historic rehabilitations will qualify investors for a 20% Rehabilitation Tax Credit.

The Virginia Rehabilitation Tax Credit Program

This State tax credit, which reduces the taxpayer's Virginia tax liability, is calculated as a percentage of the eligible rehabilitation expenses. Effective for taxable years beginning on or after January 1, 1997, any individual, trust or estate, or corporation incurring eligible expenses in the rehabilitation of a certified historic structure, shall be entitled to a 25% Rehabilitation Tax Credit.

"Rehabilitation Tax Credits: A Taxpayer's Guide" has been prepared by the Virginia Department of Historic Resources and explains both Federal and Virginia Rehabilitation Tax Credit programs. The brochure may be obtained through the Virginia Department of Historic Resources Main Office, 2801 Kensington Avenue, Richmond, Virginia 23221, Telephone: (804) 367-2323 / Fax: (804) 367-2391.

Preservation Easements

Preservation Easement programs in Virginia offer individual and corporate property owners flexibility in devising ways to ensure that the Commonwealth's irreplaceable, privately owned historic resources will be here for generations to come.

The gift of a Preservation Easement is a significant contribution to all of Virginia. While the property remains in private hands, its very existence serves the greater public interest.

What is an easement? An easement is a voluntary transfer of some of the rights inherent in property ownership.

How does an easement work? Typically, the easement involves the surrender of some right that, as the owner, you would otherwise have, such as the right to modify the exterior or to use adjacent space in way that might compromise the historic character and integrity of the site.

Why give an easement? A Preservation Easement is given to protect and preserve the architectural, historic, or archaeological value of the landmark and its surroundings. It assures the grantor of the easement that the property will not be inappropriately altered or neglected following his or her tenure.

What are the advantages and benefits of donating an easement? Many donors enter such an agreement to assure that their property will be permanently protected from willful destruction, demolition, dismantling or other inappropriate treatment, while at the same time realizing certain tax benefits that accompany such a donation.

How long does an easement last? The Virginia Department of Historic Resources accepts only those easements which are granted in perpetuity. Once an historic resource is protected by a Preservation Easement, its survival for future generations is preserved.

What properties are eligible for the Preservation Easement program? In order for the Board to accept an easement, the property must be listed in Virginia Landmarks Register, either individually or as a contributing property, in a registered historic district. In order to be eligible for the tax deduction, the property must also be listed in the National Register of Historic Places individually or as a component of a National Register Historic District.

For further information, please contact the Administrator of the Preservation Easement Program, Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, Virginia 23221, Telephone: (804) 367-2323 / Fax: (804) 367-2391.

Preservation Related Assistance Agencies and Organizations

This section provides additional information about historic preservation and related conservation trends and policies in Virginia and the United States.

State and Local Organizations

Preservation Virginia

204 W. Franklin Street
Richmond, Virginia 23220-5012
Telephone: (804) 648-1889
Website: www.preservationvirginia.org

Piedmont Environmental Council

Charlottesville Office
410 East Water St., Suite 700
Charlottesville, Virginia 22902
Telephone: (434) 977-2033
Website: www.pec-va.org

Scenic Virginia

4 East Main St. #2A
Richmond, Virginia 23218
Telephone: (804) 288-5817
Fax: (804) 288-2693
Website: www.scenicva.org

Virginia Canals and Navigations Society

Website: www.batteau.org

Virginia Department of Historic Resources

2801 Kensington Avenue
Richmond, Virginia 23221
Telephone: (804) 367-2323
Fax: (804) 367-2391
Website: www.dhr.virginia.gov

Federal / National Organizations

Advisory Council on Historic Preservation

1100 Pennsylvania Avenue, NW, Suite 803
Old Post Office Building
Washington, D.C. 20004
Telephone: (202) 606-8513
Website: www/achp.gov

American Institute of Architects

1735 New York Avenue, NW
Washington, D.C. 20006-5292
Telephone: (202) 626-7300
Fax: (202) 626-7587
Website: www.aiaonline.com/

Association for Preservation Technology International

3085 Stevenson Dr. Suite 200
Springfield, IL 62703
Telephone: (217) 529-9039
Fax: (888) 723-4242 (Toll Free)
Website: www.apti.org

Historic American Buildings Survey/ Historic American Engineering Record (HABS/HAER)

Website: www.loc.gov/pictures/collection/hh

National Alliance of Preservation Commissions

208 E. Plume Street, Suite 327
Norfolk, VA 23510
Telephone: (757) 802-4141
Website: www.napcommissions.org

National Park Service: Links to the Past

Website: www.nps.gov/history/index.htm

National Park Service: Technical Preservation Services

Website: www.nps.gov/tps

National Register of Historic Places

Website: www.nps.gov/nr

National Trust for Historic Preservation

1785 Massachusetts Avenue, NW
Washington, D.C. 20036
Telephone: (202) 588-6000
Fax: (202) 588-6038
Website: savingplaces.org

Preservation Action

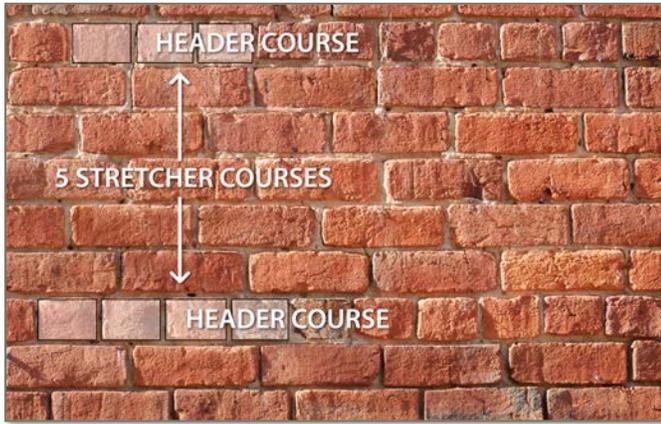
1307 New Hampshire Avenue, NW, 3rd floor
Washington, D.C. 20036
Telephone: (202) 463-0970
Fax: (202) 463-1299
Website: www.preservationaction.org

Preservation Briefs

Preservation Briefs assist owners and developers of historic buildings in recognizing and resolving common preservation and repair problems prior to work. The Briefs are especially useful to preservation tax incentive program applicants because they recommend methods and approaches for rehabilitating historic buildings that are consistent with their historic character. These are available through Superintendent of Documents, Government Printing Office. Telephone: (202) 512-1800. (A selection of PB titles that may be useful to Scottsville property owners is shown here.)

1. The Cleaning and Water-Repellent Treatments of Historic Masonry Buildings
2. Repointing Mortar Joints in Historic Masonry Buildings
3. Improving Energy Efficiency in Historic Buildings
4. Roofing for Historic Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta
8. Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings: Preservation Concerns
15. Preservation of Historic Concrete: Problems and General Approaches
16. The Use of Substitute Materials on Historic Building Exteriors
17. Architectural Character-Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
18. Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements
19. The Repair and Replacement of Historic Wooden Shingle Roofs
21. Repairing Historic Flat Plaster—Walls and Ceilings
22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
28. Painting Historic Interiors
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible
33. The Preservation and Repair of Historic Stained and Leaded Glass
35. Understanding Old Buildings: The Process of Architectural Investigation
36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
37. Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
45. Preserving Historic Wooden Porches
47. Maintaining the Exterior of Small and Medium Size Historic Buildings

Glossary



▲ **American Bond:** brick bonding characterized by a row of headers followed by 3, 5, or 7 rows of stretchers (also known as 3, 5, or 7 course common bond).

Arcade: a series of spaced openings supported by columns or piers. A building or part of a building incorporating a series of arches. A roofed passageway.

Arch: curved support of a vertical surface above.

Architrave: the lower part of a Classical entablature, resting directly on the capital of a column. The moulded trim surrounding a door or window opening.

Baluster: an upright, often vase-shaped, support for a rail.



▲ **Balustrade:** a series of balusters topped by a rail.

Bargeboard: a projecting board, often decorated, that acts as trim to cover the ends of a structure where a pitched roof overhangs a gable. Also see *Rake Board*.

Bay: a vertical division of the exterior or interior of a building marked by repeating details such as fenestration, an order, buttresses, roof compartments, etc.

Bay Window: a window that projects from the surface by its faceted or bowed shape.

Beam: a large horizontal structural member, usually of wood or metal, that spans between columns or supporting walls. It is most often used to help carry the weight of a floor by supporting the joists, or to carry the weight of a wall above an opening.

Belt Course: a narrow horizontal band projecting from the exterior walls of a building, usually defining the interior floor levels.

Blind Arch: an arch that is set against or indented within a wall, but without any opening, as though for a door or window.

Blinds: in 18th-century America, louvered shutters, either interior or exterior, especially popular in the South for their regulation of light and ventilation.



Bracket: a support element under eaves, shelves, or other overhangs. Often more decorative than functional.

Bull's Eye: descriptive term for a round window (oculus). Also, a round moulded or carved decorative detail.



Buttress: a projecting structure of masonry or wood that supports a wall or building.

Capital: the top decorated member of a column or pilaster. The capital is immediately above the shaft and below the entablature.

Casement: a window with its sash hinged on the side and opening inward or outward.

Cast Iron: iron, shaped in a mold, that is brittle, hard, and cannot be welded. In 19th-century American commercial architecture, cast-iron units frequently were used to form entire facades.

Clapboard: See *Weatherboard*.

Column: a vertical shaft or pillar that supports, or appears to support, a load.

Corbel: a bracket or block projecting from the face of a wall that generally supports a cornice, beam, or arch.

Corner Board: one of the narrow vertical boards at the corner of a traditional wood frame building, into which the weatherboards butt.

Cornice: in Classical architecture, the upper, projecting section of an entablature. Also, the projecting ornamental moulding along the top of a wall or building.

Course: individual horizontal rows of masonry construction.

Dentil: one of a series of small rectangular blocks, similar in effect to teeth, which are often found in the lower part of the cornice.

Dependency: a structure subordinate to, or serving as an adjunct to, a main building.

◄ **Dormer:** a vertically set window on a sloping roof. Also, the roofed structure housing such a window.

Double Portico: a projecting two-story porch with columns and a pediment.

Double-Hung Sash Window: a window with two sashes, one above the other, arranged to slide vertically past each other.

Eave: the projecting overhang at the lower edge of a roof.

Entablature: in Classical architecture, the horizontal decorative treatment between a wall surface or column capital and the roof or pediment. It comprises the architrave, frieze, and cornice.

Fan Light: a semicircular or fan-shaped window with radiating members or tracery, set over a door or window.

Fascia: a flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal (eaves) side of a pitched roof.

Fenestration: the arrangement of windows in a building.

Finial: an ornament on the peak of a spire, gable, or pinnacle.



▲ **Flemish Bond:** brick bonding characterized by using alternating headers and stretchers in each course or row.

Fluted: having regularly spaced vertical, parallel grooves (flutes), as on the shaft of a column, pilaster, or other surface.



Gable: the triangular wall segment at each end of a double-pitch roof, often referred to as a gable roof.

Gambrel: a ridged roof with two slopes on both sides, the lower slope having the steeper pitch.

Header: in brick bonding, a brick laid so that its short side is exposed.

Hipped Roof: a roof with adjacent pitched sides.

Lean-To: a simple structural addition that has a single-pitch roof.



Light: pane. Individual glass-covered opening in a window. Often used with reference to the number of panes in a window sash, such as “6 over 6” or “9 over 9.”

Lintel: a horizontal beam over an opening in a masonry wall, which carries the weight of the structure above.

Mansard Roof: a roof that has two slopes on all four sides.

Masonry: wall construction of such materials as stone, brick, clay tile, concrete block, etc.

Modillion: an ornamental bracket or console used in a series under the cornice of the Corinthian and other orders.

Mortar: bonding material used in construction with brick, stone, or concrete block.

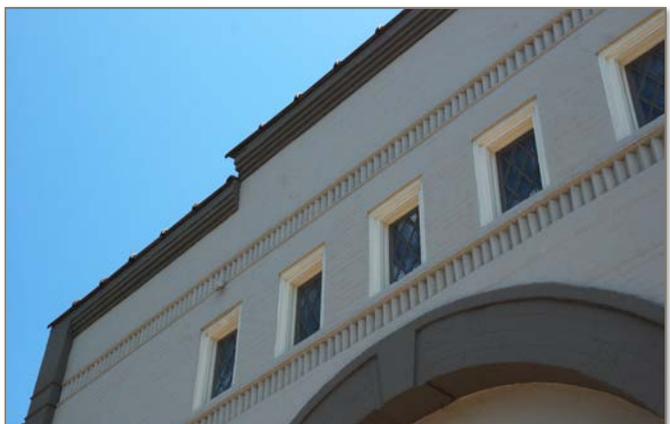
Moulded Brick: brick shaped in a mould. Commonly refers to bricks moulded into decorative shapes.

Moulding (Molding): a decorative band or strip of material with constant profile or section designed to cast interesting shadows. It generally is used in cornices and as trim around window and door openings.

Mullion: a vertical post or other upright dividing an opening into two or more smaller openings.

Muntin: thin strips that divide individual window panes.

Palladian Window: a 3-part window with a large arched central opening and flanking rectangular sidelights.



▲ **Parapet:** low, solid, protective wall or railing along the edge of a roof or balcony. (Also illustrated, *String Course*.)

Pediment: a wide, low-pitched triangular gable within the facade of a building.

Pilaster: a shallow, flattened pier attached to a wall, often decorated to resemble a half column.

Pitched Roof: a non-flat roof that slopes in one direction or two opposing directions.

Plinth: the base of a pedestal, column, or statue.

Pointing: the outer and visible finish of the mortar between the bricks or stones of a masonry wall.

Portico: a major porch, usually with a pedimented roof supported by Classical columns.

Preservation: focus on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

Pressed Metal: thin sheets of metal moulded into decorative designs and used to cover walls and ceilings.

Quoin: units of stone or brick used to accentuate the corners of a building.

Rake Board: a flat board with a vertical face that forms the trim along the inclined side of a pitched roof.

Rail: the horizontal framing portion of a screen, paneling, etc.

Reconstruction: re-creates vanished or non-surviving portions of a property for interpretive purposes.

Rehabilitation: acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

Restoration: depicts a property at a particular period of time in its history, while removing evidence of other periods.

Ridge: the horizontal junction of the two sloping planes of a pitched roof.

Riser: the vertical surface of a step that "rises" one tread to the next.

Rustication: masonry cut in massive blocks separated from one another by deep joints.

Sash: a frame in which the panes of a window are set.

Shaft: the main part of a column between the base and capital.

Shutters: small solid wooden panels mounted on the interior or exterior sides of windows originally for security, shading, or weather protection purposes but now primarily for decorative effect.

Siding: the narrow horizontal or vertical wooden boards that form the outer face of the walls in a traditional frame structure.

Sill: the lowest horizontal member in a frame or opening for a window or door.

Soffit: the underside of architectural trim along the edge of a wall surface or base of a roof, mounted on the lower side of the fascia.

Stretcher: in brick bonding, a brick laid so that its long side is exposed.

String Course: a narrow, continuous ornamental band set in the face of a building as a design element. (See also illustration, above, for *Parapet*.)

Surround: the moulded trim around a door or window opening.



▲ **Transom:** a horizontal band of window lights or a single panel above a door or window.

Tread: the horizontal surface of a step. It occurs above a "riser".

Veranda: roofed open gallery or porch.

Vergeboard: a bargeboard.

Weatherboard: one of a series of long, narrow boards with one edge thicker than the other, overlapped to cover the outer walls of frame structures.

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