

CITY OF PORTLAND, MAINE

HISTORIC PRESERVATION PROGRAM

Dear Applicant for Historic Preservation Review:

To receive a Certificate of Appropriateness for exterior or site alterations to a designated historic property, it is necessary for you to complete the enclosed application form and return it with a copy of proposed plans, drawings, specifications and application fee to the Office of Building Inspections, Portland City Hall, 389 Congress Street, 3rd Floor, Portland, Maine, 04101. You are required to submit **Please submit one hard copy and one copy in digital format of the application and all supporting materials, along with the applicable fee.**

Following a preliminary review of your application, historic preservation staff will determine whether the project requires Historic Preservation Board review or whether an administrative review is appropriate. (Routine or minor projects, such as sign or awning installations, are typically reviewed at the staff level.) If necessary, you may be asked to submit additional information.

For projects requiring Board review, the application should be submitted at least two weeks prior to the desired meeting date of the Historic Preservation Board—see attached meeting schedule. The Board meets on the first and third Wednesdays of each month.

Building and site alterations are reviewed for the conformance with the review standards of the historic preservation ordinance (attached). If your project involves new construction, a copy of the ordinance's new construction standards and guidelines is available upon request.

If you have questions about the application or would like guidance in meeting the ordinance review standards, feel free to contact me ([874-8726](tel:874-8726), dga@portlandmaine.gov) or Preservation Planner

Rob Wiener ([756-8023](tel:756-8023), rwiener@portlandmaine.gov)

Sincerely,

Deborah Andrews

Deborah G. Andrews
Historic Preservation Program Manager

Note: Your project may also require a building permit. Please call Building Inspections (874-8703) to make this determination.

Date: 02-15-16



**HISTORIC PRESERVATION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Pursuant to review under the City of Portland's Historic Preservation Ordinance (Chapter 14, Article IX of the Portland City Code), application is hereby made for a Certificate of Appropriateness for the following work on the specified historic property:

PROJECT ADDRESS:

152 MIDDLE ST

CHART/BLOCK/LOT: _____ (for staff use only)

PROJECT DESCRIPTION: Describe below each major component of your project. Describe how the proposed work will impact existing architectural features and/or building materials. If more space is needed, continue on a separate page. Attach drawings, photographs and/or specifications as necessary to fully illustrate your project—see following page for suggested attachments.

1. REMOVE DETRIORATED STEEL STEPS

2. INSTALL GRANITE STEPS

CONTACT INFORMATION:

APPLICANT

PROPERTY OWNER

Name: D.L. McDonald Co

Name: STORER BROS. CONDO ASSOC.

Address: PO BOX 1798
PORTLAND, 04104-1798

Address: 48752 MIDDLE ST
PORTLAND, ME.

Zip Code: 04104-1798

Zip Code: 04102

Work #: 207-272-6392

Work #: Deb Shangraw

Cell #: 207-272-6392

Cell #: Emerald Mgmt. Co

Fax #: 1-207-221-1468

Fax #: _____

Home: _____

Home: _____

E-mail: JMVIDU@AOL.COM

E-mail: Shangraw@EmeraldManagement.Biz

BILLING ADDRESS

ARCHITECT

Name: W/A SAME

Name: aka


Address: _____

Address: _____

Zip: _____ Zip: _____
 Work #: _____ Work #: _____
 Cell #: _____ Cell #: _____
 Fax #: _____ Fax #: _____
 Home: _____ Home: _____
 E-mail: _____ E-mail: _____

CONTRACTOR

Name: D.L. McDonald Co
 Address: Po Box 1798
Portland
 Zip Code: 04104-1798
 Work #: 207 272-6392
 Cell #: 207 272-6392
 Fax #: 1-207-221-1468
 Home: NA
 E-mail: JIM.VISUE@EAOL.COM

 Applicant's Signature  Owner's Signature (if different)

Historic Preservation Application Fee Schedule:

- **Administrative Review** (for minor or standard alterations) \$50.00
- **HP Board Review** \$100.00
- **HP Board Review for major projects** involving new construction \$750.00
 or building addition exceeding 1000 sq. ft. or comprehensive
 rehabilitation/redesign of existing structures
- **After-the-fact Review** (for work commenced without advance \$1000.00
 approval)
- **Sign Review** for signs in historic districts \$75.00

Noticing/Advertisements for Historic Preservation Board Review*

• Legal Advertisement: Percent of total bill

• Notices: .75 cents each

(notices are sent to neighbors prior to any workshop or public hearing meetings)

*** You will be billed separately for these costs.**

Activities Requiring Approval in Historic Districts

If your property is located within a historic district or is an individually designated historic structure, it is necessary to receive approval before proceeding with any exterior alteration, construction activity or site improvement that will be visible from a public way. Following is a list of activities requiring review.

Please check all those activities that apply to your proposed project.

Alterations and Repair

- Window and door replacement, including storms/screens
- Removal and/or replacement of architectural detailing (for example porch spindles and columns, railings, window moldings, and cornices)
- Porch replacement or construction of new porches
- Installation or replacement of siding
- Masonry work, including repointing, sandblasting, chemical cleaning, painting where the masonry has never been painted, or conversely, removal of paint where the masonry historically has been painted
- Installation or replacement of either roofing or gutters when they are a significant and integral feature of the structure
- Alteration of accessory structures such as garages

Additions and New Construction

- New Construction
- Building additions, including rooftop additions, dormers or decks
- Construction of accessory structures
- Installation of exterior access stairs or fire escapes
- Installation of antennas and satellite receiving dishes
- Installation of solar collectors
- Rooftop mechanicals

Signage and Exterior Utilities

- Installation or alteration of any exterior sign, awning, or related lighting
- Exterior lighting where proposed in conjunction with commercial and institutional signage or awnings
- Exterior utilities, including mechanical, plumbing, and electrical, where placed on or

near clearly visible facades

Site Alterations

STATE OF FLORIDA

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES, DIVISION OF MOTORIST SERVICES

- Installation or modification of site features other than vegetation, including fencing, retaining walls, driveways, paving, and re-grading

Moving and Demolition

- Moving of structures or objects on the same site or to another site
 Any demolition or relocation of a landmark contributing and/or contributing structure within a district

Note: *Your project may also require a building permit. Please call Building Inspections (874-8703) to make this determination.*

ATTACHMENTS

To supplement your application, please submit the following items, *as applicable to your project*. Keep in mind that the information you provide the Historic Preservation Board and staff is the only description they will have of your project or design. Therefore, it should precisely illustrate the proposed alteration(s).

Exterior photographs (required for all applications.) Include general streetscape view, view of entire building & close-ups of affected area.

Sketches or elevation drawings at a minimum 1/4" scale. Please label relevant dimensions. All plans shall be submitted in 11" x 17" format except for major projects, where 22" x 34" plans are requested. Applicants for major projects should submit one (1) 11" x 17" copy for scanning purposes.

_____ Details or wall sections, where applicable.

_____ Floor plans, where applicable.

_____ Site plan showing relative location of adjoining structures.

_____ Catalog cuts or product information (e.g. proposed windows, doors, lighting fixtures, fencing)

Materials - list all visible exterior materials. Samples are helpful.

If you have any questions or need assistance in completing this form, please contact Historic Preservation staff: Deb Andrews (874-8726, dga@portlandmaine.gov) or Rob Wiener (756-8023), rwiener@portlandmaine.gov).

Please return this form, application fee (see attached fee schedule), and related materials to:

Historic Preservation Program
Department of Planning and Urban Development
Portland City Hall, 4th Floor
389 Congress Street
Portland, ME 04101

Application Deadlines for Historic Preservation Board Review