

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 Department of Planning and Urban Development, Portland City Hall, 389 Congress Street, 4th Floor, Portland, Maine, 04101.

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. **Fifteen copies of the application and supporting materials are required for Board reviews.**

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 at 874-8726 or by e-mail at dga@portlandmaine.gov

Sincerely,

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: 3-17-16

**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: 30 Exchange St. Portland, ME 04101

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.

WINDOW REPLACEMENT 2ND + 3RD FLOOR EXCHANGE ST
SIDE

NEW WINDOWS TO CLOSELY REPLICATE EXISTING
ALL WOOD HUNG WINDOWS - PAINTED

CONTACT INFORMATION:

APPLICANT

Name: Mainland Consultants
Address: 30 Exchange St
Portland, ME
Zip Code: 04101
Work #: 207-774-6226
Cell #: 207-653-8372
Fax #: _____
Home: _____
E-mail: _____

PROPERTY OWNER

Name: David Herrigan
Address: _____
Zip Code: _____
Work #: _____
Cell #: _____
Fax #: _____
Home: _____
E-mail: _____

BILLING ADDRESS


Name: Mainland Consultants
Address: 30 Exchange St
Portland, ME
Zip: 04101
Work #: 207-774-6226
Cell #: 207-653-8372
Fax #: _____
Home: _____
E-mail: _____

ARCHITECT

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

CONTRACTOR

Name: M Russo Construction Services, INC.
Address: 23 BRINGTON RD STE 10
WESTBROOK, ME
Zip Code: 04092
Work #: 207-838-0080
Cell #: 207-838-0080
Fax #: _____
Home: _____
E-mail: M.RUSSO22@YAHOO.COM


Applicant's Signature

Owner's Signature (if different)