

CONTACT INFORMATION:

APPLICANT

Name: Joe Ungs
Address: 305 Commercial Street
Apt 405
Zip Code: 04101
Work #: _____
Cell #: 646-623-8300
Fax #: _____
Home: _____
E-mail: sgnueoj@yahoo.com

PROPERTY OWNER

Name: Corner Freak LLC
Address: 305 Commercial Street
Apt 405
Zip Code: 04101
Work #: _____
Cell #: 646-623-8300
Fax #: _____
Home: _____
E-mail: sgnueoj@yahoo.com

BILLING ADDRESS

Name: Corner Freak LLC
Address: Attn Joe Ungs
305 Commercial St #405
Zip: 04101
Work #: _____
Cell #: _____
Fax #: _____
Home: _____
E-mail: _____

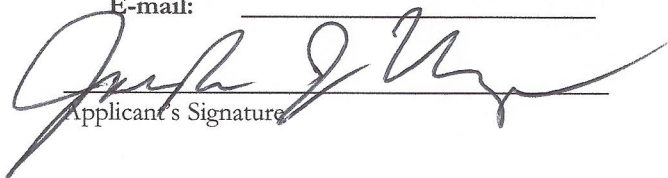
ARCHITECT

Name: PortCity Architecture
Address: 65 Newbury St
Portland
Zip: 04101
Work #: (207) 761-9000
Cell #: _____
Fax #: _____
Home: _____
E-mail: _____

CONTRACTOR

Name: N/A
Address: _____

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


Applicant's Signature

Owner's Signature (if different)

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

- 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.

Other(explain) _____

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

Or by emailing: planning@portlandmaine.gov (after your application and related materials have been received, an invoice will be sent to you which must be paid prior to review.)