Inspections Division
Date: 08/05/16

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, dga@portlandmaine.gov) or Preservation Planner Rob Wiener (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.

Inspections Division
Date: 08/05/16

Portland, Maine | Yes. Life's good here.

Jeff Levine, AICP, Director
Planning & Urban Development Department

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a ***legal signature*** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are ***paid in full*** to the Inspections Office, City of Portland Maine by method noted below:

- [X] Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- [ ] Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- [ ] I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.

Applicant Signature: _____ Date: 6-17-2016

I have provided digital copies and sent them on: _____ Date: 6-17-2016

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3rd Floor, Room 315.

Inspections Division
Date: 08/05/16

Date: _____

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:
578 Congress 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.

We plan to replace the existing awning with one of the same size and slope. The one difference is that the new awning will have a straight valence.

Color - maroon.
Fabric - ~~Sa~~ Sunbrella

Inspections Division

Date: 08/05/16

CONTACT INFORMATION:

APPLICANT

Name: 578 Congress LLC

Address: Bill Stauffen
151 Newbury St.

Zip Code: 04101

Work #: 699 5727

Cell #: 650 1993

Fax #: 650

Home: 883 2472

E-mail: bstauffen@eco-Stony.com

PROPERTY OWNER

Name: Same as

Address: applicant

Zip Code:

Work #:

Cell #:

Fax #:

Home:

E-mail:

BILLING ADDRESS

Name: same as above

Address:

Zip:

Work #:

Cell #:

Fax #:

Home:

E-mail:

ARCHITECT

Name: N/A

Address:

Zip:

Work #:

Cell #:

Fax #:

Home:

E-mail:

CONTRACTOR

Name: Maine Bay Canvas

Address: 53 Industrial Way

Zip Code: 04103

Work #: 207 878 8888

Cell #:

Fax #:

Home:

E-mail: jason@mainebaycanvas.com

Applicant's Signature

Owner's Signature (if different)