



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:

- 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:

John T. [Signature]

I have provided digital copies and sent them on:

Date:

6.22.2015

Date:

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.

TRANSMITTAL

16 June 2015

Deb Andrews
Historic Preservation Program Manager
389 Congress Street
Portland, ME 04101

Re: Storefront restoration at 4 through 22 Free Street

Dear Deb,

Thank you for agreeing to review proposed storefront restoration work planned for J.B. Brown's lower Free Street properties. The expedited review is appreciated as a new tenant is to occupy the ground floor of 22 Free Street starting in August and we would like to have that portion of the work completed by the end of July. At your request we have provided drawings for the comprehensive scope which I can discuss at Wednesday's board meeting.

I will have a PowerPoint of roughly 20 images to review with the board, but in a nutshell the work breaks down as follows:

1. Remove existing 4x4 ceramic tile and steel edge with a solid granite block at 2 Free Street entry (Arabica).
2. Remove all the 1x wood surrounds and beading at recessed base panels. Replace with new uniform 1x6 wood surrounds and beading.
3. Replace one door at the east end of 6 Free Street with new storefront infill to match existing to remain.
4. Remove existing entry door, sidelight and transom at 10 Free Street. Replace with new door and sidelight to better replicate existing recessed panels to remain at the sides of the entry recess.
5. Replace existing brick infill panels at 20 Free Street with solid granite blocks.
6. Remove asymmetrical recessed entry and one bay of storefront at 22 Free Street. Replace with two, matching, symmetrical recessed entries to more accurately reflect historic design.

We realize that the proposed scope of work covers a large area, but we feel the changes are simple and unifying and look forward to discussing with the board.

Thank you.

John Turk, AIA

CONTACT INFORMATION:

APPLICANT

Name: J. B. Brown
Address: 30 Danforth St.
Portland
Zip Code: 04102
Work #: 774.5908
Cell #: _____
Fax #: _____
Home: _____
E-mail: veroneau@jbbrown
.com

BILLING ADDRESS

Name: TTL Architects
Address: 30 Danforth St.

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

CONTRACTOR

Name: TBD
Address: _____

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

PROPERTY OWNER

Name: J. B. Brown & Sons
Address: _____

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

ARCHITECT

Name: John Turk
Address: 30 Danforth St.
Suite 213
Zip: 04102
Work #: 761.9662
Cell #: 332.8621
Fax #: _____
Home: _____
E-mail: jturk@ttl-architects
.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 or building addition exceeding 1000 sq. ft. or comprehensive rehabilitation/redesign of existing structures | \$750.00 |
| • After-the-fact Review (for work commenced without advance approval) | \$1000.00 |
| • Sign Review for signs in historic districts | \$75.00 |

Noticing/Advertisements for Historic Preservation Board Review*

- | | |
|--|-----------------------|
| • Legal Advertisement: | Percent of total bill |
| • Notices:
(notices are sent to neighbors prior to any workshop or public hearing meetings) | .75 cents each |

* 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

- 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