



ck#

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:

144 Spring St Portland ME

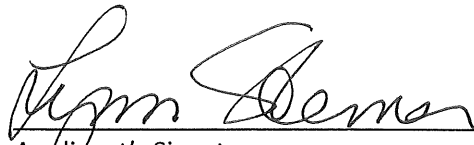
CHART/BLOCK/LOT: _____

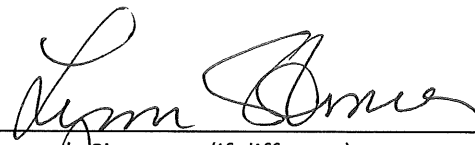
PROJECT DESCRIPTION: Describe below each major component of your project. Describe how the proposed work will impact existing architectural features and/or building materials. If more space is needed, continue on a separate page. Attach drawings, photographs and/or specifications as necessary to fully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

Radon mitigation pipe will exit
house and go up side of building
at edge of building where it
joins the garage of Crandell
Toothacher Then the pipe will
turn the corner of the building
above garage + go the rest of
the way up along back edge
of building

CONTACT INFORMATION:

<p>Applicant – must be <u>owner</u>, Lessee or Buyer</p> <p>Name: <i>Lynn Stermer</i></p> <p>Business Name, if applicable:</p> <p>Address: <i>180 Frances St</i></p> <p>City/State: <i>Portland ME</i> Zip Code: <i>04102</i></p>	<p>Applicant Contact Information</p> <p>Work #</p> <p>Home#</p> <p>Cell # <i>207 807 1620</i> Fax# <i>207 773 3505</i></p> <p>e-mail: <i>lynnstermer@gmail.com</i></p>
<p>Owner – (if different from Applicant)</p> <p>Name:</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p>Owner Contact Information</p> <p>Work #</p> <p>Home#</p> <p>Cell # Fax#</p> <p>e-mail:</p>
<p>Billing Information</p> <p>Name:</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p>Billing Contact Information</p> <p>Work #</p> <p>Cell # Fax#</p> <p>e-mail:</p>
<p>Architect</p> <p>Name:</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p>Architect Contact information</p> <p>Work #</p> <p>Home#</p> <p>Cell # Fax#</p> <p>e-mail:</p>
<p>Contractor</p> <p>Name: <i>Ken Willouette</i></p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p>Contractor Contact Information</p> <p>Work #</p> <p>Home#</p> <p>Cell # Fax#</p> <p>e-mail:</p>


 Applicant's Signature


 Owner's Signature (if different)

APPLICATION FEES:

Check all reviews that apply. (Payment may be made by Cash or Check payable to the City of Portland.)

<input checked="" type="checkbox"/>	Administrative Review (for minor or standard alterations)	\$50.00
<input type="checkbox"/>	HP Board Review	\$100.00
<input type="checkbox"/>	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
<input type="checkbox"/>	After-the-fact Review (for work commenced without advance approval)	\$1000.00
<input type="checkbox"/>	Sign Review for signs in historic districts	\$75.00

The City invoices separately for the following:

- Notices (\$.75 each)
- Legal Ad (% of total Ad)

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 *it is not on a clearly visible facade it is in driveway of park row apartments with other utilities*

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. *They will be provided by Rob Wiener*

_____ 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. *They will be provided by Ken Ouellette*

_____ Details or 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)

_____ 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) or by e-mail at dga@portlandmaine.gov
Rob Wiener (756-8023) or by e-mail at rwienner@portlandmaine.gov

Application Deadlines for Historic Preservation Board Review

The Historic Preservation Board meets on the first and third Wednesday of each month. (Only 1 meeting is held in the months of August and December.) Meetings generally begin at 5:00 and are held in Room 209 of City Hall.

In order for your proposal to be scheduled for a Historic Preservation Board meeting, a **complete** application must be received by the Planning Division **at least 2 weeks in advance of the desired meeting. The application fee is also due at that time.** Applications received after the deadline will be considered at a subsequent meeting.

Application Deadlines

2014 Meeting Dates

December 25
January 8

January 8
January 22

January 22
February 5

February 5
February 19

February 19
March 5

March 5
March 19

March 19
April 2

April 2
April 16

April 23
May 7

May 7
May 21

May 21
June 4

June 4
June 18

June 18
July 2

July 2
July 16

July 23

August 6

August 20
September 3

September 3
September 17

September 17
October 1

October 1
October 15

October 22
November 5

November 5
November 19

November 19

December 3

Note: Submission of an application by the deadline does not guarantee that you will be on the next meeting agenda. If the Planning Office receives more applications than can be reasonably reviewed in one meeting, staff reserves the option of postponing some items to the following meeting.

Standards for Review of Alterations to Historic Buildings

In considering an application for a Certificate of Appropriateness involving alterations, the Historic Preservation Board and Staff the following review standards, as provided in the City's historic preservation ordinance:

- (1) Every reasonable effort shall be made to provide a compatible use for the property which requires minimal alteration to the character-defining features of the structure, object or site and its environment or to use a property for its originally intended purpose.
- (2) The distinguishing original qualities or character of a structure, object or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- (3) All sites, structures and objects shall be recognized as products of their own time, place and use. Alterations that have no historical basis or create a false sense of historical development such as adding conjectural features or elements from other properties shall be discouraged.
- (4) Changes which may have taken place in the course of time are evidence of the history and development of a structure, object or site and its environment. Changes that have acquired significance in their own right, shall not be destroyed.
- (5) Distinctive features, finishes, and construction techniques or examples of skilled craftsmanship which characterize a structure, object or site shall be treated with sensitivity.
- (6) Deteriorated historic features shall be repaired rather than replaced wherever feasible. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the feature being replaced in composition, design, texture and other visual qualities and, where possible, materials. Repair or replacement of missing historic features should be based on accurate duplications of features, substantiated by documentary, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other structures or objects.
- (7) The surface cleaning of structures and objects, if appropriate, shall be undertaken with the gentlest means possible. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be undertaken.
- (8) Every reasonable effort shall be made to protect and preserve significant archeological resources affected by or adjacent to any project. If resources must be disturbed, mitigation measures shall be undertaken.
- (9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant cultural, historical, architectural or archeological materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the size, scale, color, material and character of the property, neighborhood or environment.
- (10) Wherever possible, new additions or alterations to structures and objects shall be undertaken in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the historic property would be unimpaired.