



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.

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I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.

Applicant Signature:

6/30/15

Date:

I have provided digital copies and sent them on:

Date:

NOTE:

All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3<sup>rd</sup> Floor, Room 315.



CONTACT INFORMATION:

APPLICANT

Name: Seth White  
Address: 113 Winter St.  
#1  
Zip Code: 04101  
Work #: \_\_\_\_\_  
Cell #: 317-0825  
Fax #: \_\_\_\_\_  
Home: \_\_\_\_\_  
E-mail: \_\_\_\_\_

PROPERTY OWNER

Name: Lette Saul  
Address: 113 Winter St.  
#1  
Zip Code: 04101  
Work #: \_\_\_\_\_  
Cell #: 415-577-4193  
Fax #: \_\_\_\_\_  
Home: \_\_\_\_\_  
E-mail: \_\_\_\_\_

BILLING ADDRESS

Name: SAME  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Zip: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Home: \_\_\_\_\_  
E-mail: \_\_\_\_\_

ARCHITECT

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

CONTRACTOR

Name: Seth White  
Address: SAME  
\_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Home: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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: .75 cents each  
(notices are sent to neighbors prior to any workshop or public hearing meetings)

\* 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 *Maybe Solar*

### 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).

  X   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](mailto:dga@portlandmaine.gov)) or Rob Wiener (756-8023), [rwiener@portlandmaine.gov](mailto: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, 4<sup>th</sup> Floor  
389 Congress Street  
Portland, ME 04101

This work pertains to the rear unit unless otherwise noted:

1. Raising the ridge approximately 16 inches. I estimate this to be about as much as I could raise the rear roof while keeping it lower than the front roof line (Mr. Wiener and I discussed the visual appeal of how the building diminishes as it goes back into the yard). This aspect is included more or less to scale on the "after" photo. I've included a picture of myself (all 5'7" of me) in an upstairs doorway to show why this change would help make for a more realistic living space. Moreover this would allow space for installation of collar ties, which would be helpful for reducing the chance of wracking in the balloon framing.
2. Extend the second floor dormer by having two gabled dormers connected by a shed roof. Again, the primary reason is to make a more livable footprint on the second floor.
3. Second floor deck. I've included an interior picture of what used to be a second floor deck, which we'd like to reclaim. I'm hoping the large, horizontally sliding windows can be restored. At some point (I'm guessing during the mid-80's work) this area was closed off with the shoddy structure there now.
4. Adding and moving windows. The window nearest the back door was moved there at some point, but as you can see from the before photo, it is directly under where the original roof line meets the 80's dormer. In other words, that window is under an unsupported end wall and the second floor is failing. The floor sags two inches over six feet from either side to the middle of the room. I need to move the window so I can post up a load bearing beam there. Not shown on the photoshop rendition are two windows on the NE end we'd like to reclaim: one is a picture window on the first floor, and a lone window above it by the deck. The rest of the windows are to help achieve balance between the first and second floor and to take advantage of all that great SE passive solar. On that note: we'd like to look into doing some minimal solar, if it fits the budget. A small panel on the shed roof between gables might be pretty low visual impact.
5. Extending the roof line to ventilate the building. 75% of the sill plates on all three sides of the rear unit are rotten. I think this is largely due to the fact that the unit was insulated in the mid 80's without adding ventilation. There is a fair amount of evidence to suggest that insulating balloon framing without creating ventilation quickly leads to rot, and this house certainly corroborates that. Moreover the building inspector noted some swelling and mold, particularly on the northern aspects, and thought creating an overhang would help significantly. I would like to extend the roof by a few courses of shingles, just enough to create a ventilated soffit a few inches wide behind the fascia.  
I would also like to add crown molding to the profile of the rear fascia and feel that this would be a tasteful way to help increase the roof overhang, but if the board is wedded to the plain fascia as is then that's okay. Ultimately (on a future project) I would repeat this feature on the dormer roofline on the front unit.
6. Covered entryways. I would be happy to match the shed roof covered entryway in the 1924 picture, but I thought a shed roof on the back and a gabled roof over the front entry would be a good way to tie the front and back together stylistically. I am happy to do either, but with no eaves to speak of these entrances really need to be covered.









