Portland, Maine | Yes. Life's good here

Jeff Levine, AICP, Director
Planning & Urban Development Department

Approved for Historic Preservation
Certificate of Appropriateness
Date: 11/25/14

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: 10/31/2014

I have provided digital copies and sent them on: _____ Date: 10/31/2014

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.

CITY OF PORTLAND, MAINE

HISTORIC PRESERVATION PROGRAM

Approved for Historic Preservation
Certificate of Appropriateness
Date: 11/25/14

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 Department of Building Inspections, Portland City Hall, 389 Congress Street, Room 315, 3rd Floor, Portland, Maine, 04101.

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. **Twelve (12) paper copies as well as one (1) digital copy of the application and supporting materials are required for Board reviews.**

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 at 874-8726 or by e-mail at dga@portlandmaine.gov

Sincerely,

Deborah Andrews

Deborah G. Andrews
Historic Preservation Program Manager

The Historic Preservation Ordinance and Review Standards as well as other information is available on the City's web site at http://www.portlandmaine.gov/planning/historic.asp

Historic Preservation Program
Department of Planning and Urban Development
Fourth Floor, City Hall
389 Congress Street
(207) 874-8721 or 874-8719

Office Hours
Monday thru Friday
8:00 a.m. – 4:30 p.m.

Note: Your project may also require a building permit. Please call Building Inspections (874-8703) to make this determination.

Date: 10/31/2

HISTORIC PRESERVATION
APPLICATION FOR CERTIFICATE OF APPROPRIATENE

Approved for Historic Preservation
Certificate of Appropriateness
Date: 11/25/14

Pursuant to review under the City of Portland's Historic Preservation Ordinance (Chapter [illegible] the Portland City Code), application is hereby made for a Certificate of Appropriateness for the following work on the specified historic property:

PROJECT ADDRESS:

70 Winter Street

CHART/BLOCK/LOT: 045 E018001

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.

Roofing Repairs:

(1) repair gable transition, replace roofing material as needed, matching existing;
(2) repair roof towards rear of residence, replace roofing material as needed, matching existing; and
(3) replace/install flashing where needed.

Exterior Repairs:

(1) repair and replace, where necessary, trim boards, fascia boards and damaged / missing siding and repaint to match existing.

Windows:

(1) repair / replace window sills where necessary and paint to match existing; and
(2) replace storm windows as needed with new triple track storm windows, matching existing.

Gutter:

Install rain gutter along rear of residence to prevent water infiltration in rear of residence and basement.

All repairs / replacements will be done consistent with the existing, historic exterior and will be restorative.

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CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer	**Applicant Contact Information**
Name: Regan A. Sweeney Business Name, if applicable: n/a Address: 70 Winter Street City/State : Portland, ME Zip Code: 04102	Work # (207)370-0720 Home# (207)518-9352 Cell # (207)370-0720 Fax# e-mail: regansweeney@gmail.com
Owner – (if different from Applicant) Name: Address: SAME AS ABOVE City/State : Zip Code:	**Owner Contact Information** Work # Home# SAME AS ABOVE Cell # Fax# e-mail:
Billing Information Name: Address: SAME AS ABOVE City/State : Zip Code:	**Billing Contact Information** Work # SAME AS ABOVE Cell # Fax# e-mail:
Architect Name: N/A Address: City/State : Zip Code:	**Architect Contact information** Work # N/A Home# Cell # Fax# e-mail:
Contractor Name: Address: TBD City/State : Zip Code:	**Contractor Contact Information** Work # Home# Cell # Fax# e-mail:

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 P

✓	Administrative Review (for minor or standard alterations)	$50.00
____	HP Board Review	$100.0
____	HP Board Review for major projects involving new construction or building addition exceeding 1000 sq. ft. or comprehensive rehabilitation/redesign of existing structures	$750.0
____	After-the-fact Review (for work commenced without advance approval)	$1000.00
____	Sign Review for signs in historic districts	$75.00

The City invoices separately for the following:

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

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Activities Requiring Approval in Historic Districts

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If your property is located within a historic district or is an individually designated histori
necessary to receive approval before proceeding with any exterior alteration, constructic
improvement that will be visible from a public way. Following is a list of activities requiri
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.

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ATTACHMENTS

To supplement your application, please submit the following items, *as applicable to your*
Keep in mind that the information you provide the Historic Preservation Board and staff
description they will have of your project or design. Therefore, it should precisely illustra
alteration(s).

✓ Exterior photographs (required for all applications.) Include general streetscape
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 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 rwiener@portlandmaine.gov