



Date: 4-2-16

**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:

68 WINTER ST. PORTLAND

CHART/BLOCK/LOT: 045 ED 19. (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.

Phase 1

- Expand existing yard
- Remove current asphalt driveway with in new yard borders
- Re-fence areas indicated on drawing to enclose expanded yard. Add fence along back property edge and left property edge. 6' high white cedar to match existing
- Add 4' high white cedar fence along driveway to separate driveway from yard. to match existing in style.

Phase 2

- Expand existing driveway to allow side by side parking
- Retain existing tree next to quad meters.
- Re-surface driveway

CONTACT INFORMATION:

APPLICANT

Name: Amy Grommes Pulaski
Address: 68 Winter St

Zip Code: 04102
Work #: _____
Cell #: 207-272-7336
Fax #: _____
Home: _____
E-mail: amygrommes@gmail.com

BILLING ADDRESS

Name: _____
Address: _____

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

CONTRACTOR TBD.

Name: _____
Address: _____

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

PROPERTY OWNER

Name: _____
Address: _____

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

ARCHITECT

Name: _____
Address: N/A

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

[Signature]
Applicant's Signature

[Signature]
Owner's Signature (if different)

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. $8\frac{1}{2}" \times 11"$
- 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. Pictures
- 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