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Jeff Levine, AICP, Director
Planning & Urban Development Department

Approved for Historic Preservation
Certificate of Appropriateness
Date: 05/04/16

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: 4-2-16.

I have provided digital copies and sent them on: 4-2-16 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.

Date: 4-2-16

HISTORIC PRESERVATION
APPLICATION FOR CERTIFICATE OF APPROPRI

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Pursuant to review under the City of Portland's Historic Preservation Ordinance (Chapter 14, 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 E0 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
- Refence 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 seperate driveway from yard. to match existing in style.

Phase 2
- Expand existing driveway to allow side by side parking
- Retain existing tree next to gas meters.
- Re surface driveway

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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

PROPERTY OWNER

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

BILLING ADDRESS

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

ARCHITECT

Name:
Address: N/A
Zip:
Work #:
Cell #:
Fax #:
Home:
E-mail:

CONTRACTOR TBD.

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

Applicant's Signature

Owner's Signature (if different)

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Activities Requiring Approval in Historic Districts

If your property is located within a historic district or is an individually designated historic stru
necessary to receive approval before proceeding with any exterior alteration, construction acti
improvement that will be visible from a public way. Following is a list of activities requiring r
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 th description they will have of your project or design. Therefore, it should precisely illustrate th alteration(s).

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X Exterior photographs (required for all applications.) Include general streetscape view building & close-ups of affected area.

X 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. 8½" x 11"

____ Details or wall sections, where applicable.

X Floor plans, where applicable.

X Site plan showing relative location of adjoining structures.

____ Catalog cuts or product information (e.g. proposed windows, doors, lighting fixtures, fencing)

X 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