




**CONTACT INFORMATION:**

<p><b>Applicant – must be owner, Lessee or Buyer</b></p> <p>Name: <i>Marie Raza</i></p> <p>Business Name, if applicable:</p> <p>Address: <i>50 Downing St</i></p> <p>City/State: <i>Portland ME</i> Zip Code: <i>04101</i></p>	<p><b>Applicant Contact Information</b></p> <p>Work #</p> <p>Home#</p> <p>Cell # <i>207 400 0178</i> Fax#</p> <p>e-mail: <i>mar1234@y.com</i></p>
<p><b>Owner – (if different from Applicant)</b></p> <p>Name:</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p><b>Owner Contact Information</b></p> <p>Work #</p> <p>Home#</p> <p>Cell # Fax#</p> <p>e-mail:</p>
<p><b>Billing Information</b></p> <p>Name:</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p><b>Billing Contact Information</b></p> <p>Work #</p> <p>Cell # Fax#</p> <p>e-mail:</p>
<p><b>Architect</b></p> <p>Name:</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p><b>Architect Contact Information</b></p> <p>Work #</p> <p>Home#</p> <p>Cell # Fax#</p> <p>e-mail:</p>
<p><b>Contractor</b></p> <p>Name: <i>Ron Forest Fencing</i></p> <p>Address: <i>354 Payne Road</i></p> <p>City/State: <i>Scarboro, ME</i> Zip Code: <i>04074</i></p>	<p><b>Contractor Contact Information</b></p> <p>Work # <i>883-2775</i></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

### 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 (574-2703) 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.

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](mailto:dga@portlandmaine.gov)  
Rob Wiener (756-8023) or by e-mail at [rwiener@portlandmaine.gov](mailto:rwiener@portlandmaine.gov)