

August 8th —

CITY OF PORTLAND, MAINE
HISTORIC PRESERVATION PROGRAM

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 Planning and Urban Development, Portland City Hall, 389 Congress Street, 4th 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. **Fifteen copies 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 (874-8726, dga@portlandmaine.gov) or Preservation Planner Rob Wiener (756-8023, rwiener@portlandmaine.gov)

Sincerely,



Deborah G. Andrews
Historic Preservation Program Manager

RECEIVED
JUL 29 2014
Dept. of Building Inspections
City of Portland Maine

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

CONTACT INFORMATION:

APPLICANT

Name: Robert Q. Libby

Address: 147 Fifth St
Auburn 04210

Zip Code: 04210

Work #: (207) 689-9845

* Cell #: (207) 890-9551

Fax #: _____

Home: Cell

E-mail: bobq.libby@gmail.com

PROPERTY OWNER

Name: Douglas C. Libby

Address: Minas Gerais
Brazil

Zip Code: N/A

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: dlibby.bb@gmail.com

BILLING ADDRESS

Name: _____

Address: _____

Zip: _____

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: _____

ARCHITECT

Name: N/A

Address: _____

Zip: _____

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: _____

CONTRACTOR

Name: Radon Removal Systems

Address: 153 Forest St
West brook

Zip Code: 04092

Work #: (207) 854-8792

Cell #: _____

Fax #: _____

Home: _____

E-mail: radonremoval@gmail.com

Robert Q. Libby
Applicant's Signature

Robert Q. Libby his agent
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 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.

**Application Deadlines for Historic Preservation Board Review
2013**

The Historic Preservation Board meets on the first and third Wednesday of each month (except where national holidays require a change in schedule.) Meetings begin at 5:00 and are held in Room 209 of City Hall. Please confirm meeting time and location before your meeting, as unforeseen changes may occur.

In order for your proposal to be scheduled for a Historic Preservation Board meeting, **15 copies of your complete application, plus the application fee**, must be received by the Planning Division **no later than Wednesday, two weeks prior to the scheduled meeting**. (See application deadlines below.) Applications received after the deadline will be considered for a subsequent meeting.

Application Deadline	2013 Meeting Dates	
December 19, 2012	January 2	
January 2	January 16	
January 23	February 6	
February 6	February 20	
February 20	March 6	
March 6	March 20	
March 20	April 3	
April 3	April 17	
April 17	May 1	
May 1	May 15	
May 22	June 5	
June 5	June 19	
June 26	July 10	
July 10	July 24	
July 24	August 7	<i>Note: only 1 meeting in August</i>
August 21	September 4	
September 4	September 18	
September 18	October 2	
October 2	October 16	
October 23	November 6	
November 6	November 20	
November 20	December 4	<i>Note: only 1 meeting in December</i>

Note: Submission of an application by the deadline does not guarantee that you will be on the next meeting agenda. If the Planning Division receives more applications than can be reasonably reviewed in one meeting, staff reserves the option of postponing some items to the following meeting.