



CONTACT INFORMATION:

APPLICANT

Name: Tom Williams  
Address: 29 Ocean Ave  
Portland, ME  
Zip Code: 04103  
Work #: 207-838-4360  
Cell #: 11 11 11  
Fax #: —  
Home: 11 11 11  
E-mail: wmsconstruction8@ad.

ad.  
com

PROPERTY OWNER

Name: Larry Robinson  
Address: 310 Spring St  
Portland, ME  
Zip Code: 04101  
Work #: 207-232-6060  
Cell #: 11 11  
Fax #: —  
Home: 11 11  
E-mail: —

BILLING ADDRESS

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

ARCHITECT

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

CONTRACTOR

Name: Tom Williams  
Address: 29 Ocean Ave  
Portland, ME  
Zip Code: 04103  
Work #: 207-838-4360  
Cell #: 11 11 11  
Fax #: —  
Home: 11 11 11  
E-mail: wmsconstruction8@

ad.  
com

Tom Williams  
Applicant's Signature

[Signature]  
Owner's Signature (if different)

## 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 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.

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](mailto:dga@portlandmaine.gov)) or Rob Wiener (756-8023), [rwiener@portlandmaine.gov](mailto: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, 4<sup>th</sup> Floor  
389 Congress Street  
Portland, ME 04101

