Approved for Historic Preservation
Certificate of Appropriateness
Date: 12/13/16

# 'ORTLAND, MAINE
# : 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 Planning Division, Portland City Hall, 389 Congress Street, 4th Floor, Portland, Maine, 04101. **Please submit one hard copy and one copy in digital format of the application and all supporting materials, along with the applicable fee.**

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.

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 Andrews

Deborah G. Andrews
Historic Preservation Program Manager

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

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# HISTORIC PRESERVATION
## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

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:**

22 Dow Street Portland

**CHART/BLOCK/LOT:** _____ (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.

The project is a 5.6kw solar photovoltaic array of 18 panels, to be placed on the flat roof of my building at 22 Dow Street. I live in the building. The panels will be held back from the edge of the building roof as required by code, and visibility from the street will be minimal, if at all. There are no adjacent buildings overlooking my roof, so the panels will not encroach on anyone's view. The work is being done by Revision Energy.
In addition to the solar, there will be one mechanical heat pump compressor unit outside in the wide part of the alleyway between my building and 20 Dow Street. There are similar compressor units installed on buildings on my street, notably attached to the historic building at the corner of Brackett and Dow street (on the Dow side). The compressor unit is quiet, I am told, and will be a welcome change visually from the window air conditioners my tenants have been using during summer months.

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'ORMATION:

**[**

Name: Matt Power
Address: 22 Dow Street
04102
Zip Code: 207-274-1327
Work #: 207-274-1327
Cell #: power.matt@yahoo.com
Fax #:
Home:
E-mail:

**PROPERTY OWNER**

Name: Matt Power
Address: 22 Dow Street
04102
Zip Code: 207-274-1327
Work #: 207-274-1327
Cell #: power.matt@yahoo.com
Fax #:
Home:
E-mail:

**BILLING ADDRESS**

Name: Matt Power
Address: 22 Dow Street
04102
Zip: 207-274-1327
Work #: 207-274-1327
Cell #: power.matt@yahoo.com
Fax #:
Home:
E-mail:

**ARCHITECT**

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

**CONTRACTOR**

Name: Revision Energy
Address: 142 Presumpscot Street
04103
Zip Code: (207) 221-6342
Work #: Zach Nugent (Installer)
Cell #: znugent@revisionenergy.com
Fax #:
Home:
E-mail:

Matthew Power
Digitally signed by Matthew Power
DN: cn=Matthew Power, o, ou, email=power.matt@yahoo.com, c=US
Date: 2016.12.01 08:39:24 -05'00'

Applicant's Signature

Owner's Signature (if different)

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## ervation Application Fee Schedule:

| | |
|---|---|
| ve **Review** (for minor or standard alterations) | $65.00 |
| eview | $125.00 |
| eview **for major projects** involving new construction or building addition exceeding 1000 sq. ft. or comprehensive rehabilitation/redesign of existing structures | $750.00 |
| • **After-the-fact Review** (for work commenced without advance approval) | $1000.00 |
| • **Sign Review** for signs in historic districts | $75.00 |

**Noticing/Advertisements for Historic Preservation Board Review***

- Legal Advertisement: Percent of total bill
- Notices: .75 cents each
  (notices are sent to neighbors prior to any workshop or public hearing meetings)

* You will be billed separately for these costs.

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**ing Approval in Historic Districts**

located within a historic district or is an individually designated historic structure, it is re approval before proceeding with any exterior alteration, construction activity or site will be visible from a public way. Following is a list of activities requiring review. **those activities that apply to your proposed project.**

**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
- [X] 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
- [X] 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

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ur application, please submit the following items, *as applicable to your project.*
: the information you provide the Historic Preservation Board and staff is the only
ill have of your project or design. Therefore, it should precisely illustrate the proposed

_____ 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.

_x_ Other(explain) Layout of panels on roof provided by Revision Energy

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

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**Standards for Review of Alterations to Historic Buildings**

application for a Certificate of Appropriateness involving alterations, the Historic
d and Staff the following review standards, as provided in the City's historic preservation

sonable effort shall be made to provide a compatible use for the property which requires minimal alteration to the character-defining features of the structure, object or site and its environment or to use a property for its originally intended purpose.

(2) The distinguishing original qualities or character of a structure, object or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

(3) All sites, structures and objects shall be recognized as products of their own time, place and use. Alterations that have no historical basis or create a false sense of historical development such as adding conjectural features or elements from other properties shall be discouraged.

(4) Changes which may have taken place in the course of time are evidence of the history and development of a structure, object or site and its environment. Changes that have acquired significance in their own right, shall not be destroyed.

(5) Distinctive features, finishes, and construction techniques or examples of skilled craftsmanship which characterize a structure, object or site shall be treated with sensitivity.

(6) Deteriorated historic features shall be repaired rather than replaced wherever feasible. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the feature being replaced in composition, design, texture and other visual qualities and, where possible, materials. Repair or replacement of missing historic features should be based on accurate duplications of features, substantiated by documentary, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other structures or objects.

(7) The surface cleaning of structures and objects, if appropriate, shall be undertaken with the gentlest means possible. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be undertaken.

(8) Every reasonable effort shall be made to protect and preserve significant archeological resources affected by or adjacent to any project. If resources must be disturbed, mitigation measures shall be undertaken.

(9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant cultural, historical, architectural or archeological materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the size, scale, color, material and character of the property, neighborhood or environment.

(10) Wherever possible, new additions or alterations to structures and objects shall be undertaken in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the historic property would be unimpaired.