



Jeff Levine, AICP, Director  
Planning & Urban Development Department

**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:

- 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.

Susan Marshall  
Applicant Signature:

6-1-2015  
Date:

\_\_\_\_\_  
I have provided digital copies and sent them on:

6-1-2015  
Date:

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3<sup>rd</sup> Floor, Room 315.



Date: 6.1.2015

**HISTORIC PRESERVATION**  
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Pursuant to review 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:**

192 Brackett Street Portland Me 04102

**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.

No changes to other architectural features will be needed.

Existing fence will be removed and replaced. Stockade fence aligned with chain link (from Reiche basketball court) will be replaced with stockade fence (wooden) fence beyond that point will be replaced with wooden 4' picket fence. A gate will be placed, with opening facing Brackett Street. Please see attached photos/plans.

CONTACT INFORMATION:

APPLICANT

Name: Brackett Street Vet  
Address: 192 Brackett St  
Portland Me  
Zip Code: 04102  
Work #: 207-772-3385  
Cell #: \_\_\_\_\_  
Fax #: 207-772-5819  
Home: \_\_\_\_\_  
E-mail: smarshall@vetar.com

PROPERTY OWNER

Name: Nancy Flood / John Flood  
Address: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: 207-415-6505  
Fax #: \_\_\_\_\_  
Home: \_\_\_\_\_  
E-mail: \_\_\_\_\_

BILLING ADDRESS

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

ARCHITECT

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

CONTRACTOR

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

\_\_\_\_\_  
Applicant's Signature

see attached letter  
Owner's Signature (if different)



## Historic Preservation Application Fee Schedule:

• Administrative Review (for minor or standard alterations)	\$50.00
• HP Board Review	\$100.00
• 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
• 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.

## 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.***

## 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) All sketches / photos have been sent previously, to Deb Andrews. will also be attached to application

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

## Application Deadlines for Historic Preservation Board Review 2015

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, **one (1) paper copy as well as one (1) digital copy (see digital requirements on page \_\_\_\_)** of the application and supporting materials are required for Board reviews. These materials must also be accompanied by the application fee (see chart for fee structure). The completed application must be received by the Planning Division **no later than 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	2015 Meeting Dates	
December 23, 2013	January 7	
January 7	January 21	
January 21	February 4	
February 4	February 18	
February 18	March 4	
March 4	March 18	
March 18	April 1	
April 1	April 15	
April 15	May 6	
May 6	<del>May 20</del>	
May 20	June 3	
June 3	June 17	
June 17	July 1	
July 1	July 15	
July 22	August 5	<i>Note: only 1 meeting in August</i>
August 19	September 2	
September 2	September 16	
September 16	October 7	
October 7	October 21	
October 21	November 4	
November 4	November 18	
November 18	December 2	<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.*