CITY OF PORTLAND, MAINE
HISTORIC PRESERVATION PROGRAM

Approved for Historic Preservation
Certificate of Appropriateness
Date: 09/01/17

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. You may submit your application with supporting materials as hard copy, along with the applicable fee, or in digital format by emailing planning@portlandmaine.gov. If submitting digitally, an invoice will be emailed to you and the fee must be paid prior to your application being reviewed.

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.

Date: _____

HISTORIC PRESERVATION
APPLICATION FOR CERTIFICATE OF APPROPR

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Pursuant to review under the City of Portland's Historic Preservation Ordinance (Chapter 14 the Portland City Code), application is hereby made for a Certificate of Appropriateness for the following work on the specified historic property:

PROJECT ADDRESS:
107 Emery St, Apt 3, 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.

We plan to replace the existing white vinyl windows, which were installed throughout the unit in 1983, with modern equivalents. The windows we plan to install are from Earthwise Windows & Doors, from their Eclipse series (https://earthwisewindows.com/windows/). Our unit is at the rear of the building on the ground floor. IMG_107Emery_S is taken from the street at the south side of the building. IMG_107Emery_Unit3S details 4 windows we will replace on the south side. IMG_107Emery_Unit3E is of the east side from the rear parking lot (not visible from the street) of the building showing the 3 windows to be

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CONTACT INFORMATION:

APPLICANT

Name: Kieran Harrison
Address: 107 Emery St, Apt. 3
Portland ME
Zip Code: 04102
Work #:
Cell #: 202.341.5466
Fax #:
Home:
E-mail: kieranjharrison@gmail.con

PROPERTY OWNER

Name: Lauren Leigh Hi
Address: 107 Emery St, A
Portland ME
Zip Code: 04102
Work #:
Cell #: 202-372-5786
Fax #:
Home:
E-mail: llhinthorne@outlook.com

BILLING ADDRESS

Name: Kieran Harrison
Address: 107 Emery St, Apt. 3
Portland ME
Zip: 04102
Work #:
Cell #: 202.341.5466
Fax #:
Home:
E-mail: kieranjharrison@gmail.con

ARCHITECT

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

CONTRACTOR

Name: Dan Libby, Hour Glass
Address: 619 Main St
South Portland ME
Zip Code: 04106
Work #: 207.775.9915
Cell #:
Fax #: 207.828.0265
Home:
E-mail: hourglasscompany@yaho

Applicant's Signature

Owner's Signature (if different)

Historic Preservation Application Fee Schedule:

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- **Administrative Review** (for minor or standard alterations) $65.00
- **HP Board Review** $125.00
- **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 str
necessary to receive approval before proceeding with any exterior alteration, construction act
improvement that will be visible from a public way. Following is a list of activities requiring
Please check all those activities that apply to your proposed project.

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Alterations and Repair

- [x] Window and door replacement, including storms/screens
- [x] 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.

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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 tl description they will have of your project or design. Therefore, it should precisely illustrate tl alteration(s).

_4_ Exterior photographs (required for all applications.) Include general streetscape viev 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 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

Or by emailing: planning@portlandmaing.gov (after your application and related materials have been received, an invoice will be sent to you which must be paid prior to review.)

Standards for Review of Alterations to Historic Buildings

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In considering an application for a Certificate of Appropriateness involving alterations, the H Preservation Board and Staff the following review standards, as provided in the City's histori ordinance:

(1) Every reasonable effort shall be made to provide a compatible use for the property w 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.