

Historic Preservation Application Fee Schedule:

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| • 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 Review

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



Date: 7/25/13

**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:

76-78 Spruce St 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.

This is a request for approval to replace the left side porch and entry door on the above property. We also plan to construct a roof over this porch. Attached photos show the very deteriorated condition of the porch and entry-way to be replaced. The new roof over this porch will be built to be identical to the roof over the front porch, only smaller to fit to scale of the smaller side porch. The front porch was rebuilt last year with approval from Historic Preservation. The new side porch will be built with materials identical to the front porch, and will match the front porch in appearance, with the exception that the stairs on the side porch will come down the side of the porch rather than down the front. Work will be done to code by an experienced contractor and Keith Jansen, the manager. Porch will fit existing footprint.

CONTACT INFORMATION:

APPLICANT

Name: Meredythe Lindsey
Address: 19 Anderson St #1
Landlord's Best Friend Property Management
Portland, ME
Zip Code: 04101
Work #: 207-774-4508
Cell #: 207-650-0842
Fax #: 207-774-4508
Home: N/A
E-mail: meredythe@landlordsbestfriend.com

PROPERTY OWNER

Name: Keith Larsen / Cameo Investments, LLC
Address: 99 Maddocks Ave
Ellsworth, ME
Zip Code: 04605
Work #: N/A
Cell #: 207-217-4953
Fax #: N/A
Home: 207-217-4953
E-mail: keithlarsen@hotmail.com

BILLING ADDRESS

Name: Same as owner
Address: _____

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

ARCHITECT

Name: N/A
Address: _____

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

CONTRACTOR

Name: Bill Angell
Address: 28 Jessica Lane
S. Portland, ME
Zip Code: 04106
Work #: 207-653-8841
Cell #: 207-653-8841
Fax #: N/A
Home: N/A
E-mail: Sue.Esty-Angell@delhaize.com

Meredythe Lindsey
Applicant's Signature

Elizabeth C Berg for Keith Larsen
Owner's Signature (if different)
(Property Mgt. for owner)

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 Porch Roof
- 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 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)
- Materials - list all visible exterior materials. Samples are helpful.
- Other(explain) materials list and estimate (including labor)

If you have any questions or need assistance in completing this form, please contact Historic Preservation staff: Deb Andrews (874-8726) or by e-mail at dga@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