



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.

Theodore B. Carter Theodore B. Carter 10/8/15
 Applicant Signature: Date:

Theodore B. Carter Theodore B. Carter 10/8/15
 I have provided digital copies and sent them on: Date:

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3rd Floor, Room 315.



Date: 10/28/15

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:

392 Spring Street, Portland, Maine

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 enclosed project will include the following:

- 1) Moving the granite steps that come off the sidewalk on Spring approx. 24 feet to the West.
- 2) Installation of new brick sidewalk leading to newly installed steps and continuing Southerly to connect to a newly installed entrance.
- 3) The walkways and terrace area are to be comprised of an Old Port or Water Struck Brick that is sympathetic to the historic nature of the present dwelling and neighborhood.
- 4) At one location in the front entry walk and surrounding the rear garden terrace we are proposing cobble stone dots approx. 4" x 4" as a coping surround
- 5) All steps indicated in the plan will be Swenson New Hampshire granite with the exception of the newly constructed front entry steps and back deck steps.
- 6) A small stone retaining wall approx. 28 inches in height and 40 feet in length to be installed to delineate the front landscape from the rear landscape. This wall is also important as it cleanly delineates the grade change from the front and back yard
- 7) we are proposing a grade change of approx. 17 inches higher in both the front and back landscape. The present grades are extremely low and are not compatible in relationship to the house and proposed landscape
- 8) elimination of the present wooden entry porch with the addition of a new porch coming directly off the front entrance. Presently the existing porch looks and feels much like a back entrance and is not sympathetic to the majesty of this historic home. All rail details will be done in classical colonial revival detail that is present in other homes on the West End.
- 9) Alteration and expansion of the back deck as shown on attached landscape plan
- 10) Elimination of existing plantings which cover a good deal of the house from the road
- 11) installation new plantings that reveal the house from the road and enhance the architecture of the home.
- 12) Installation new service entrance walk off the back driveway leading to the rear entrance of the home
- 13) installation evergreen screening around perimeter of the property for privacy purposes

CONTACT INFORMATION:

APPLICANT

Name: Ted Carter Inspired Landscapes
Address: 99 Cousins Rd.
Buxton, ME
Zip Code: 04093
Work #: (207) 761-1823
Cell #: (207) 232-7339
Fax #: (207) 929-3827
Home: (207) 929-3829
E-mail: ted@tedcarterlandscapes.com

PROPERTY OWNER

Name: Nancy & Dix Druce
Address: 392 Spring St.
Portland, ME
Zip Code: 04102
Work #: 904-631-2727 (Dix)
Cell #: 207-415-8150 (Nancy)
Fax #: _____
Home: _____
E-mail: nancy.soule@gmail.com

BILLING ADDRESS

Name: Ted Carter Inspired Landscapes
Address: 99 Cousins Rd.
Buxton, ME
Zip: 04093
Work #: (207) 761-1823
Cell #: (207) 232-7339
Fax #: (207) 929-3827
Home: (207) 929-3829
E-mail: ted@tedcarterlandscapes.com

ARCHITECT

Name: Brian Beaudette
Address: 5 Meadow Dr.
Kennebunk, ME
Zip: 04043
Work #: (207) 985-2700
Cell #: _____
Fax #: _____
Home: _____
E-mail: brianjbeaudette@gmail.com

CONTRACTOR

Name: Ted Carter Inspired Landscapes
Address: 99 Cousins Rd.
Buxton, ME
Zip Code: 04093
Work #: (207) 761-1823
Cell #: (207) 232-7339
Fax #: (207) 929-3827
Home: (207) 929-3829
E-mail: td@tedcarterlandscapes.com

Applicant's Signature

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 Review

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

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 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) _____

ATTACHMENTS
FORTHCOMING

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