



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.

Handwritten Signature
Applicant Signature: _____

July 7, 2015
Date: _____

I have provided digital copies and sent them on: _____
July 7, 2015

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.

Project Description - 32 Orchard St., Portland ME 04102

1. We plan to re-roof the house, using the same kind & color of asphalt shingles as are on the house currently.
2. Following an energy audit, we will be blowing in some insulation in various un- or under-insulated walls, and then taking the opportunity to reshingle the house as necessary, matching the existing wooden shingles.
3. We plan to replace 6 windows in the kitchen, which is at the back, left-hand corner of the house. 4 of these windows face the rear of the lot, 2 the side, but even these 2 are not clearly visible from Orchard Street. The windows to be replaced (by Brosco) were installed when we moved here in 1994 & have proved unsatisfactory. We are planning to replace them with new Andersen A-Series windows in the same size and the same style as the Brosco windows.
4. We are considering installing a wooden screen door on our front entryway. This is a double door, and is not really visible from the street as the entryway faces sideways. The doors we are considering are made by the Combination Door Company, Traditional #50 style, with interchangeable glass storm and insect screen inserts. The wood would be painted.

CONTACT INFORMATION:

APPLICANT

Name: JOHN WATSON / NANCY
Address: 32 ORCHARD ST. BRAIN
PORTLAND
Zip Code: ME 04102
Work #: _____
Cell #: _____
Fax #: _____
Home: 207 774 3968
E-mail: jwcip@qwi.net

PROPERTY OWNER

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

BILLING ADDRESS


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

ARCHITECT

Name: NONE
Address: _____
Zip: _____
Work #: _____
Cell #: _____
Fax #: _____
Home: _____
E-mail: _____

CONTRACTOR

Name: MILK CREEK BUILDERS
Address: 276 MIDDLE RD
FALMOUTH
Zip Code: ME 04105
Work #: _____
Cell #: 207 423 3844
Fax #: _____
Home: _____
E-mail: _____

 Applicant's Signature

Owner's Signature (if different)

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) _____

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