Approved for Historic Preservation
Certificate of Appropriateness
Date: 06/04/15

Portland, Maine | Yes. Life's good here.

ector
evelopment 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.

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☑ I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.

Applicant Signature: _____ Date: April 14, 2015

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.

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Date: April 14, 2015

HISTORIC PRESERVATION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

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:

320 SPRING STREET, PORTLAND, ME

CHART/BLOCK/LOT: 061 / G005 (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.

1. BASEMENT WINDOWS WILL BE REPLACED BECAUSE OF ROTTING SILLS, DEGRADED BRICKWORK AND GENERAL DYSFUNCTION
2. REPLACEMENT WINDOWS ARE PROPOSED TO BE NEW MARVIN WINDOWS THAT MATCH THE EXISTING 3X1 LIGHT STYLE
3. NO CHANGE IN WINDOW SIZE
4. NO WINDOWS ARE ON SPRING STREET SIDE AND ONLY ONE WINDOW CAN BE SEEN FROM THE STREET
5. File “McNiff_basement_windows_basic.pdf” - shows basic layout of basement floor plan with windows referenced by sequence letters A through H.
6. File “McNIFF_Window _Reference_April2015.PDF” - shows a list of pictures supplied in ZIP archive, with reference to window locations, letters A through H and cross referenced to the replacement window items in the Marvin/ Eldridge quote.
7. File “ McCargoBasement_Marvin_011515.pdf“ — Marvin / Eldridge Quote for McNiff/ McCargo basement windows dated 15 January 2015
8. File “McNiff_basement_windows_Apr2015.pdf” — shows basic layout of basement floor plan plus added picture names and location of photo as supplied in ZIP archive.

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n McNiff & Heather McCargo
320 SPRING STREET
PORTLAND, ME

Zip Code: 04102
Work #: 207-326-7148
Cell #: 207-632-7118
Fax #:
Home: 207-541-4733
E-mail: brian@mcnifflight.com

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

CONTRACTOR
Name: Marvin / Eldridge
Address: 317 Marginal Way
Portland, ME
Zip Code: 04101
Work #: 207-772-2003
Cell #:
Fax #: 207-772-0418
Home:
E-mail: jbate@marvinportland.com

Applicant's Signature

Owner's Signature (if different)

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ervation Application Fee Schedule:

ve **Review** (for minor or standard alterations)	$50.00
eview	$100.00
eview **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.

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ing Approval in Historic Districts

located within a historic district or is an individually designated historic structure, it is
e approval before proceeding with any exterior alteration, construction activity or site
will be visible from a public way. Following is a list of activities requiring review.
those activities that apply to your proposed project.

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.

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ur application, please submit the following items, *as applicable to your project.*
: the information you provide the Historic Preservation Board and staff is the only
ill have of your project or design. Therefore, it should precisely illustrate the proposed

_____ photographs (required for all applications.) Include general streetscape view, view of entire building & close-ups of affected area.

X 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.

X 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