

# Jeffrey B Payson

161 Pine Street #4  
Portland, ME 04102  
Phone: 207-350-5388  
e-mail: [jeffreypayson@gmail.com](mailto:jeffreypayson@gmail.com)

January 19, 2017

Ms Deborah Andrews  
Historic Preservation Program Manager  
Portland City Hall, 4<sup>th</sup> Floor  
389 Congress Street  
Portland, ME 04101

Dear Ms Andrews,

Please find attached an application for Certificate of Appropriateness requesting permission to install a new skylight at 171 Vaughan Street in Portland. Our request is to install a skylight on the eastern slope of the gable on the south side of the home, to allow additional natural light into the center room. It is our desire to use this space as a second floor art studio.

We propose use of a Velux window; to determine the exact size window to be used, we will probe the rafter spacing from the inside of the building and choose a window that will fit within two rafter bays. To allow horizontal eye line in the bottom half of the window, we plan to install the window's lowest edge 4' 6" from the floor.

We would like to incorporate this work when we install the previously approved roofing, hopefully in April.

Please feel free to call me at 207-350-5388 or email at [jeffreypayson@gmail.com](mailto:jeffreypayson@gmail.com)

Thank you for your time and consideration.

Sincerely,

  
Jeffrey Payson



Date: January 19, 2017

**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:**

171 Vaughan Street 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.

Installation of a skylight on east facing roof slope

SIZE APPROXIMATELY 32" X 32" (FIT BETWEEN 3 RAFTERS, NOT ALL ARE 16" OC)  
BOTTOM APPROXIMATELY 4'6" FROM FLOOR (EYE LINE CENTERED AT 1/3 HEIGHT)  
POSSIBLE UNIT VELUX 31 1/4" X 39"

---

---

---

---

---

---

---

---

---

---

**CONTACT INFORMATION:**

APPLICANT

Name: Jeffrey Payson  
Address: 161 Pine Street #4  
Portland, ME 04102  
Zip Code: 04102  
Work #: \_\_\_\_\_  
Cell #: 207-350-5388  
Fax #: \_\_\_\_\_  
Home: \_\_\_\_\_  
E-mail: jeffreypayson@gmail.com

PROPERTY OWNER

Name: JAJAJA, LLC  
Address: SAME  
Zip Code: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Home: \_\_\_\_\_  
E-mail: \_\_\_\_\_

BILLING ADDRESS

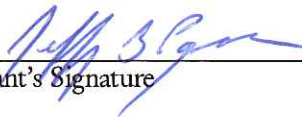
Name: SAME  
Address: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Home: \_\_\_\_\_  
E-mail: \_\_\_\_\_

ARCHITECT

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

CONTRACTOR

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
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

*INSTALLATION OF SKYLIGHT*

### 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) PHOTO OF EXISTING ROOF W/ DRAWING OVER

If you have any questions or need assistance in completing this form, please contact Historic Preservation staff: Deb Andrews (874-8726, [dga@portlandmaine.gov](mailto:dga@portlandmaine.gov) or Rob Wiener (756-8023), [rwiener@portlandmaine.gov](mailto: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, 4<sup>th</sup> Floor  
389 Congress Street  
Portland, ME 04101