

April 6, 2016

Deborah G. Andrews
Historic Preservation Program Manager
Office of Building Inspections
Portland City Hall
389 Congress Street, 3rd Floor
Portland, Maine 04101

RE: Request for Certificate of Appropriateness for Restoration and Improvements
to 98 Carroll Street Residence

Dear Deborah,

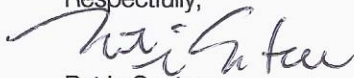
On behalf of our client Mr. Derek Leck, owner of the two story house and garage at 98 Carroll Street, we submit for your review and the boards approval documents describing Mr. Leck's goal to both restore the house to it's original 1915 appearance and make a few select improvements to his property. Architectural features are as follows,

1. Restore the balustered railing on Sunroom and Library Bay to match the balustered railing on the upper dormer at the main north elevation. Install a new balustered railing above the east entry porch roof to match the other two low roofs, and conceal a condenser unit for a new central air-conditioning system.
2. Replace all the second level slatted wood shutters with wood panel shutters matching the existing first level window shutters and center window shutters on the second level above the main entrance.
3. Replace the current garage door with a wood door with glass lites that match the original garage door shown in a 1924 photo.
4. Install gated black metal side yard fence either similar the neighbor's at 199 Western Promenade or of a black metal fence appropriate to the neighborhood. Install shrubs behind the fence.
5. Install new gas lights on the main entrance patio piers or on both sides of the granite steps, and above the garage door to create safer, illuminated access.
6. Remove existing exterior storm windows, repair and repaint, and install interior storm windows

The enclosed application photographs, drawings, material specifications and equipment suppliers are provided to illustrate how Mr. Leck is making a concerted effort to restore his house to it's original grandeur while requesting a few improvements that are in character with the era of the house while providing greater security and safer entry.

Thank you for your assistance and consideration in this matter.

Respectfully,



Patric Santerre
Licensed Maine Architect
ARCADIA designworks

199 Prospect Street, Suite A
Portland, Maine 04103
Tel: 207.347.5252

WWW.ARCADIADESIGNWORKS.COM



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.



Applicant Signature:

04/06/2016
 Date:

I have provided digital copies and sent them on:

04/06/2016
 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.

CONTACT INFORMATION:

APPLICANT

Name: PATRIC SANTERRE
Address: ARCADIA DESIGNWORKS
199 PROSPECT ST. SUITE A
Zip Code: PORTLAND, MAINE 04103
Work #: 207-347-5252
Cell #: SAME
Fax #: NA
Home: _____
E-mail: PATYLR@ARCADIADESIGNWORKS.COM

PROPERTY OWNER

Name: DEREK LECK
Address: 98 CARROLL STREET
PORTLAND, ME
Zip Code: 04102
Work #: _____
Cell #: 917-834-0045
Fax #: _____
Home: _____
E-mail: DEREK_LECK@YAHOO.COM

BILLING ADDRESS

Name: _____
Address: _____

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

ARCHITECT

Name: ARCADIA DESIGNWORKS
Address: (AS ABOVE)

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

CONTRACTOR

Name: MONAGHAN WOODWORKS
Address: 100 COMMERCIAL ST, #105
PORTLAND, ME
Zip Code: 04101
Work #: 207-715-2683
Cell #: _____
Fax #: _____
Home: _____
E-mail: M.MONAGHAN@MWOODWORKS.COM


Applicant's Signature

Owner's Signature (if different)

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