

# CITY OF PORTLAND, MAINE

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## HISTORIC PRESERVATION PROGRAM

Dear Applicant for Historic Preservation Review:

To receive a Certificate of Appropriateness for exterior or site alterations to a designated historic property, it is necessary for you to complete the enclosed application form and return it with a copy of proposed plans, drawings, specifications and application fee to the Department of Building Inspections, Portland City Hall, 389 Congress Street, Room 315, 3<sup>rd</sup> Floor, Portland, Maine, 04101.

Following a preliminary review of your application, historic preservation staff will determine whether the project requires Historic Preservation Board review or whether an administrative review is appropriate. (Routine or minor projects, such as sign or awning installations, are typically reviewed at the staff level.) If necessary, you may be asked to submit additional information.

For projects requiring Board review, the application should be submitted at least two weeks prior to the desired meeting date of the Historic Preservation Board—see attached meeting schedule. The Board meets on the first and third Wednesdays of each month. **Twelve (12) paper copies as well as one (1) digital copy of the application and supporting materials are required for Board reviews.**

Building and site alterations are reviewed for the conformance with the review standards of the historic preservation ordinance (attached). If your project involves new construction, a copy of the ordinance's new construction standards and guidelines is available upon request.

If you have questions about the application or would like guidance in meeting the ordinance review standards, feel free to contact me at 874-8726 or by e-mail at [dga@portlandmaine.gov](mailto:dga@portlandmaine.gov)

Sincerely,



Deborah G. Andrews  
Historic Preservation Program Manager

The Historic Preservation Ordinance and Review Standards as well as other information is available on the City's web site at <http://www.portlandmaine.gov/planning/historic.asp>

**Historic Preservation Program**  
**Department of Planning and Urban Development**  
Fourth Floor, City Hall  
389 Congress Street  
(207) 874-8721 or 874-8719

**Office Hours**  
Monday thru Friday  
8:00 a.m. – 4:30 p.m.

*Note: Your project may also require a building permit. Please call Building Inspections (874-8703) to make this determination.*



Date: 2 MARCH, 2015

**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:**

188 PINE ST

**CHART/BLOCK/LOT:** 069 D013001

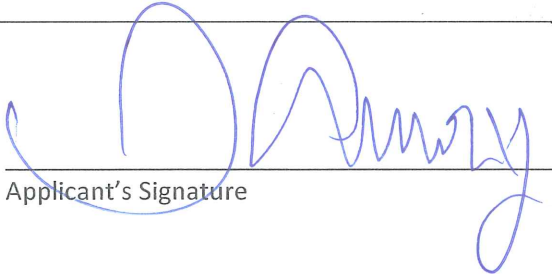
**PROJECT DESCRIPTION:** Describe below each major component of your project. Describe how the proposed work will impact existing architectural features and/or building materials. If more space is needed, continue on a separate page. Attach drawings, photographs and/or specifications as necessary to fully illustrate your project—see following page for suggested attachments.

REPLACEMENT OF EXISTING 6' HIGH WOODEN FENCE  
(REFER TO ATTACHED PHOTOS & DESCRIPTION)

**CONTACT INFORMATION:**

|   |   |
|---|---|
| <p><b>Applicant – must be owner, Lessee or Buyer</b></p> <p>Name: <b>JOAN &amp; DAN AMORY</b></p> <p>Business Name, if applicable:</p> <p>Address: <b>198 PINE ST</b></p> <p>City/State: <b>PORTLAND, ME</b> Zip Code: <b>04102</b></p> | <p><b>Applicant Contact Information</b></p> <p>Work # <b>772-0913</b></p> <p>Home#</p> <p>Cell #                                      Fax#</p> <p>e-mail: <b>joanamory@aol.com</b><br/><b>damory1@gmail.com</b></p> |
| <p><b>Owner – (if different from Applicant)</b></p> <p>Name:</p> <p>Address:</p> <p>City/State :                                      Zip Code:</p>   | <p><b>Owner Contact Information</b></p> <p>Work #</p> <p>Home#</p> <p>Cell #                                      Fax#</p> <p>e-mail:</p>   |
| <p><b>Billing Information</b></p> <p>Name:</p> <p>Address:</p> <p>City/State :                                      Zip Code:</p>   | <p><b>Billing Contact Information</b></p> <p>Work #</p> <p>Cell #                                      Fax#</p> <p>e-mail:</p>  |
| <p><b>Architect</b></p> <p>Name: <b>MOHR &amp; SEREDIN</b></p> <p>Address: <b>10 PLEASANT ST</b></p> <p>City/State: <b>PORTLAND,</b> Zip Code: <b>04101</b></p>   | <p><b>Architect Contact information</b></p> <p>Work # <b>871-0003</b></p> <p>Home#</p> <p>Cell # <b>833-0698</b>                      Fax# <b>871-1419</b></p> <p>e-mail: <b>tseredin@mohrseredin</b></p>           |
| <p><b>Contractor</b></p> <p>Name: <b>JAMIE JOHNSTON</b></p> <p>Address:</p> <p>City/State :                                      Zip Code:</p>  | <p><b>Contractor Contact Information</b></p> <p>Work #</p> <p>Home#</p> <p>Cell #                                      Fax#</p> <p>e-mail: <b>jjohnston@meca.edu</b></p>  |

\_\_\_\_\_  
 Applicant's Signature



\_\_\_\_\_  
 Owner's Signature (if different)

**APPLICATION FEES:**

Check all reviews that apply. (Payment may be made by Cash or Check payable to the City of Portland.)

|                                     |   |           |
|-------------------------------------|---|-----------|
| <input checked="" type="checkbox"/> | Administrative Review (for minor or standard alterations)   | \$50.00   |
| <input type="checkbox"/>            | HP Board Review   | \$100.00  |
| <input type="checkbox"/>            | 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  |
| <input type="checkbox"/>            | After-the-fact Review (for work commenced without advance approval)   | \$1000.00 |
| <input type="checkbox"/>            | Sign Review for signs in historic districts   | \$75.00   |

**The City invoices separately for the following:**

- Notices (\$.75 each)
- Legal Ad (% of total Ad)

## 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 **FENCE REPLACEMENT**

### 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) PHOTOGRAPHS OF MODEL OF  
PROPOSED FENCE DESIGN

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](mailto:dga@portlandmaine.gov)  
Rob Wiener (756-8023) or by e-mail at [rwiener@portlandmaine.gov](mailto:rwiener@portlandmaine.gov)