

Searsport Historic Preservation Commission

Application for Certificate of Appropriateness

Dear Applicant:

A Certificate of Appropriateness from the Searsport Historic Preservation Commission is required for any physical changes to the exterior of a building or structure that is a historical landmark or within a historic district and the demolition of any building or structure, 50 years old or older in any district. This includes, but is not limited to exterior changes, any addition, reconstruction, alteration, or demolition, whether or not a building permit is required. It is not the purpose or desire of this Commission to discourage improvements to your property, but to ensure that its unique character is maintained.

Before filling out the application, please familiarize yourself with the Town of Searsport Land Use Ordinance Section VII Historic Preservation Commission. The Historic Preservation Commission and Code Enforcement Officer can help you with the application procedure. They can be reached at the Searsport Town Office (207) 548-6372.

In reviewing the proposed work on your building and/or site, the HPC is guided by the Standards of Review as contained in Section VII Historic Preservation Commission of the Town of Searsport Land Use Ordinance and by the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation.

In the application, please include photographs of the existing condition, descriptions and illustrations of the proposed work or demolition. These should clearly state the nature of the proposed work, and the photographs should be clearly identified. Please submit site plans, drawings or sketches, and any other material you feel will describe your project. These items will assist the Commission in understanding your proposal. **Please return you completed application, to the Code Enforcement Officer 7 day prior to you scheduled meeting.**

Searsport Historic Preservation Commission
Application for Certificate of
Appropriateness / Demolition Delay
(For Demolition Delay, complete Sections 1 and 4 only)

1. Basic Information:

Name of Applicant: _____

Address of Applicant: _____

Contact Phone of Applicant: (____) _____ - _____

Name of property owner if different from Applicant:

Address of property owner if different from Applicant: _____

Location of property: _____
(Street Address) MAP LOT

Present Use and Zoning classification: _____ (_____) _____
(Use) Zone

Names and addresses of Abutters (attach separate sheet if necessary)

Name: _____, Address: _____

Name: _____, Address: _____

Name: _____, Address: _____

Name: _____, Address: _____

Name: _____, Address: _____

2. Specified Improvements: *(Skip this section and proceed to section 4 for Demolition)*

Please provide detailed description of how you propose to treat or change the exterior appearance of the building(s) or structure(s), where applicable. Some of the elements you should list below, but not limited to: siding, roofing, eaves, corner trim, window sash, window trim, doors and door trim porches, dormers, bay windows, signage, finishes, materials, color etc. Attach separate sheets as needed, clearly labeled.

1. Architectural Element: _____

Describe Work and Impact on Element: _____

Photo Number: _____ Drawing Number: _____

2. Architectural Element: _____

Describe Work and Impact on Element: _____

Photo Number: _____ Drawing Number: _____

3. Architectural Element: _____

Describe Work and Impact on Element: _____

Photo Number: _____ Drawing Number: _____

3. Major Improvements: *(Skip this section and proceed to section 4 for Demolition)*

Please describe the proposed work and include elevations drawn to scale that illustrate architectural details and identify proposed materials, finishes and a site plan if appropriate.

Describe Existing Structures, Architectural Elements and Site: _____

Describe Work and Impact: _____

Photo Number: _____ Drawing Number: _____

Photo Number: _____ Drawing Number: _____

Photo Number: _____ Drawing Number: _____

4. Demolition:

A Certificate of Appropriateness is required for the demolition and also for moving of a building or structure. Attach photographs of the property and of adjacent sites if in a Historic District.

Current Condition of Structure: _____

Reason for Demolition or Moving: _____

Does the building contribute to a historic district or landmark property? _____
If not, please explain: _____

Photo Number: _____ Drawing Number: _____
Photo Number: _____ Drawing Number: _____
Photo Number: _____ Drawing Number: _____

Signature of Applicant: _____ Date: ____/____/____

APPROVAL

Meeting Date: _____ Map / Lot: _____

Board Votes: Yes _____ / No _____

Description of Approval: _____

HPC Chairman

DENIAL

Meeting Date: _____ Map / Lot: _____

Board Votes: Yes _____ / No _____

Description of Denial: _____

HPC Chairman