

## 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 your scheduled meeting.**



**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