



CITY OF BIDDEFORD

PLANNING DEPARTMENT

Greg D. Tansley, A.I.C.P.
Jennie P. Franceschi, P.E., C.P.E.S.C.
205 Main Street
PO Box 586
Biddeford, ME 04005

HISTORIC PRESERVATION COMMISSION APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Type of Application (see pages 2 and 3 below):

Certificate of Appropriateness – Commission Review

Certificate of Appropriateness – Subcommittee Review

Note: If unsure, check with the Planning Department which applies.

Applicant's/Owner's Information:

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone(s): _____

Applicant's E-mail: _____

Applicant's Legal Interest in the Property:

Owner

Purchase and Sale

Lease/Rental Agreement

Owner's Name: _____

Owner's Address: _____

Owner's Phone(s): _____

Owner's E-mail: _____

Representative's (Agent, Engineer, Architect, and/or Contractor) Information:

Agent's Name: _____

Agent's Address: _____

Agent's Phone(s): _____

Agent's E-mail: _____

Attach separate pages where multiple representatives are involved.

Project Information:

Project Address: _____

Project Zone: _____ Existing Use of Property: _____

Project Tax Map(s): _____ Project Lot Number(s): _____

COMMISSION Review Project Activities (Check all that apply):

Alterations and Repair

Removal and/or replacement of architectural detailing (for example porch spindles and columns, railings, window moldings, and cornices)

Installation or replacement of siding

Porch replacement or construction of new porches

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

Other: _____

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 (e.g., HVAC)

Other: _____

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

Other: _____

SUBCOMMITTEE Review Project Activities (Check all that apply):

Alterations and Repair

Window and door replacement, including storms/screens

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

Other: _____

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

Other: _____

Note: In cases where the project is minor in nature, the Planning Department may determine that even if the activity qualifies for full Commission review it would be more appropriate to have it delegated to Subcommittee review.

Note: Your project may also require a building permit. Please call the Code Enforcement Office (284-9236) to make this determination.

Submittal Information Checklist:

Required Application Fee: If full Commission review is required - \$140.00
 If Subcommittee review is required – N/A

10 Copies of the following are required:

- Completed Application Form
- Description of Proposed Activity

10 Copies of the following are recommended or may be requested:

- Photographs of the building involved as well as adjacent buildings
- Samples of materials proposed for use in the activity
- Drawings (i.e., exterior elevations) and/or plans to illustrate the proposed activity for which the certificate is being applied for, including lettering styles (if applicable)

Note: Where Subcommittee Review is applicable, only 3 Copies of the above should be submitted.

Signature of applicant: _____

Date: _____

Signature of property owner: _____

Date: _____