



**LEWISTON**  
Maine

# Historic Preservation Review Board

## Application for Certificate of Appropriateness

A certificate of appropriateness is required for any activity listed on the back of this form. A signature on this application signifies that the applicant has reviewed Article XV, Section 5 of the Lewiston Zoning and Land Use Code.

Please print legibly

1. Street address of subject property: \_\_\_\_\_

2. Legal owner of property: \_\_\_\_\_

3. Name of individual applicant (a person): \_\_\_\_\_

4. Applicant's address, telephone, and email: \_\_\_\_\_

5. Current use of property: \_\_\_\_\_

6. Brief description of activity for which certificate of appropriateness is required: \_\_\_\_\_

**The application shall include the following information, keyed to the requirements listed below. Any missing element may be cause for the board to deny the application as incomplete.**

- A. Demonstration of the right, title, or interest of the applicant in the subject property. This requirement includes a copy of the deed to the property and any other documentation showing that the applicant has the authority to undertake the activities for which a certificate of appropriateness is requested.
- B. Scale drawings indicating the design and location of any proposed alterations or new construction.
- C. A site plan showing the structure in context and improvements such as walls, walks, terraces, accessory buildings, signs, and other elements affecting exterior appearance
- D. Copies of any building, sign, or other permits required by local, state, or federal regulations
- E. Current and historical (if available) exterior photographs of the building and adjacent buildings
- F. An evaluation of each applicable review criterion, with sufficient detail for the board to make a finding that all applicable criteria will be met. (See Lewiston Zoning and Land Use Code, Article XV, Section 5. Refer to the *Lewiston Historic Preservation Design Manual* for guidance.)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received Date

\_\_\_\_\_  
Staff Signature

## **What projects require a Certificate of Appropriateness?**

A certificate of appropriateness is required for any activity listed below when applied to a designated historic structure or a contributing structure in a designated historic district. Districts and structures are listed in the Zoning and Land Use Code, Article XV, Section 6.

1. Any change in the exterior appearance, including signage.
2. New construction of a principal or accessory building or structure within a designated historic district.
3. Demolition or removal (see Article XV, Sections 7 and 8).
4. Any change in siding materials, roofing materials, exterior door or window sash, or integral exterior decorative elements, including, but not limited to, cornices, brackets, windows, architraves, doorway pediments, railings, balusters, columns, cupolas, cresting, and roof decorations.

## The Secretary of the Interior's Standards for Rehabilitation: Guidelines and Standards

### A. Alterations to existing Buildings

Standard 1. A property should be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

Standard 2 The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

Standard 3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historic development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

Standard 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

Standard 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

Standard 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial.

Standard 7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

Standard 8. Significant archeological resources affected by a project shall be protected and preserved. Such resources must be disturbed, mitigation measures shall be undertaken.

Standard 9. New additions, exterior alteration, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.

## Applicant Narrative to Address Criteria for Certificate of Appropriateness

Standard 10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

### B. New Construction

Criterion 1. Mass. The height of a principal building or structure, its bulk, the nature of the roofline, and the proportions of the new construction will be of the same scale and proportion of the existing significant structures.

Criterion 2. The location, size and proportion of openings in the facade, primarily windows and doors, of new construction will be consistent in proportion and rhythm with openings in the facade of existing significant structures.

Criterion 3. The massing and type of roof (flat, gabled, hip, gambrel, mansard) of the new construction shall complement the massing and type of roof of existing significant structures.

Criterion 4. Nature of building materials and texture shall exhibit the characteristics of texture, composition and reflectivity of adjacent structures and buildings.

Criterion 5. Mechanical equipment or other utility hardware on the roof, ground or buildings will be screened from public view with materials harmonious with the building, or they will be so located as not to be visible from public ways.

### C: Demolition or relocation of listed historic buildings

Criterion 1. The physical condition of the building makes the continued use of the building uneconomical.

Criterion 2. The removal of the building will not adversely affect the character of the historic district.

Criterion 3. The reuse of the site will be compatible with the character of the district, and proposed buildings or structures will comply with the criteria dealing with new construction, subsection c of Section 5. 3.

Criterion 4. There is no practical alternative that will allow the retention of the property.

Criterion 5. The building has been deemed unsafe by the division of code enforcement.