

Committee Members:

Kurt Hulstrom, Chairman
Scott Stevens, Vice Chairman & Secretary
Kent White, Member
Jon Powers, Member
Bryce Waldrop, Member

Maine Historical Preservation Commission
55 Capitol Street, State House Station 65
Augusta, ME 04333

YORK HISTORIC DISTRICT COMMISSION

Application for Certificate of Appropriateness

Dear Applicant:

A Certificate of Appropriateness from the York Historical District 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. This includes, but is not limited to, any addition, reconstruction, alteration, or demolition, whether or not a building permit is required. Approval is also required for any new construction on the property such as improvements in lighting, paving and curbing. It is not the purpose or desire of this Commission to discourage improvements to your property, but to insure that its unique charter is maintained.

Before filling out the application, please familiarize yourself with the Historic District Ordinance in the [Town of York Zoning Ordinance](#). Article 12, sections 13 - 16 cover the application and review process. This, as well as [York Design Guidelines](#), may be found on the Town website <http://www.yorkmaine.org>. Town Hall staff in Planning and Code Enforcement can help you with the application procedure.

In reviewing the proposed work on your building and/or site, the YHDC is guided by the Standards of Review as contained in 12.14 of the Zoning 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, and 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.

- **In order for the application to be considered complete, you must include the original application along with 6 additional copies (with attachments) of the application.**
- **For demolition complete sections 1 and 4 only.**

If you have questions, please consult the Code Enforcement Officer (363-1002) or the Historic District Commission. The Commission would be happy to meet with you and discuss plans for your project before the application is submitted, and can offer assistance with restoration and preservation questions. The completed application should be filed with the Code Enforcement Office at the Town Hall. **at least 14 (fourteen) days** before a regular meeting of the Commission to be placed on the agenda for that meeting.

Historic District Committee Members

CHAIR

Kurt Hulstrom
112 York Street
York, ME 03909
363-3825
hultstro8@maine.rr.com
Term Expires: 06/30/2015

SECRETARY & VICE CHAIR

Scott Stevens
16 Algonquin Drive
Cape Neddick, ME 03902
351-5066
groundrootpres@gmail.com
Term Expires: 06/30/2015

Jon Powers
15 Georgia Street
York, ME 03909
jonandMichele2@gmail.com
Term Expire: 6/30/2016

Bryce Waldrop
107 Cider Hill Road
York, ME 039069
518-764-0062
bewaia@gmail.com

LINDSAY ROAD REPRESENTATIVE

Kent White
111 Lindsay Road
York, ME 03909
603-781-6546
kwhite@cbre-portsmouth.com
Term Expires: 06/30/2017

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OFFICE USE ONLY	
APPROVAL _____	/DENIAL _____
_____ / _____	
DATE	CHAIR
<i>*See page 6 for details</i>	

YORK HISTORIC DISTRICT COMMISSION

Application for Certificate of Appropriateness / Demolition Delay
(For Demotion 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 existing material of the building(s) or structure(s), where applicable. Some of the elements you should list below: siding, roofing, eaves, corner trim, window sash, window trim, doors and door trim porches, dormers, bay windows, etc. Attach separate sheets as needed, clearly labeled.

1. Architectural Element: _____

Date of Element: _____

Describe Existing Element: _____

Describe Work and Impact on Element: _____

Photo Number: _____ Drawing Number: _____

2. Architectural Element: _____

Date of Element: _____

Describe Existing Element: _____

Describe Work and Impact on Element: _____

Photo Number: _____ Drawing Number: _____

3. Architectural Element: _____

Date of Element: _____

Describe Existing Element: _____

Describe Work and Impact on Element: _____

Photo Number: _____ Drawing Number: _____

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

See section 12.12.3 for specific requirements, includes all new construction additions and site work. 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 Demolition 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: _____

HDC Chairman

DENIAL

Meeting Date: _____ Map / Lot: _____

Board Votes: Yes _____ / No _____

Description of Approval: _____

HDC Chairman

