

**Committee Members:**

Robert Cutts, Chairman  
Kurt Hulstrom, Vice Chairman  
Scott Stevens, Secretary  
Kent White, Member  
Jon Powers, 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 [thecaswellfarm@myfairpoint.net](mailto:thecaswellfarm@myfairpoint.net) or (207)363-3227. 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

Robert Cutts  
P.O. Box 356  
York Harbor, ME 03911  
363-3227  
[thecaswellfarm@myfairpoint.net](mailto:thecaswellfarm@myfairpoint.net)  
Term Expires: 06/30/2016

### VICE CHAIR

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

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

### SECRETARY

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

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

### LINDSAY ROAD REPRESENTATIVE

Vacant

**Committee Members:**  
Robert Cutts, Chairman  
Kurt Hulstrom, Vice Chairman  
Scott Stevens, Secretary  
Kent White, Member  
Jon Powers, Member

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

<b>OFFICE USE ONLY</b>	
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: \_\_\_\_\_ MAP LOT  
(Street Address)

Present Use and Zoning classification: \_\_\_\_\_ (\_\_\_\_\_) (\_\_\_\_\_)  
(Use) Zone

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

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