

Town Manager's Office 363-1000
 Treasurer's Office 363-1004
 Facsimile 363-1009

Code Enforcement Office 363-1002
 Planning Department 363-1007
 Town Clerk/Tax Collector 363-1003

York Historic District Commission

Application for Certificate of Appropriateness

Dear Applicant:

A Certificate of Appropriateness from the York Historic District Commission is required for any physical changes to the exterior of a building or structure that is a historical land mark 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 historic 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, we ask for descriptions and photographs of the existing condition, and descriptions and illustrations of the proposed work. 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 5 additional copies of the application.**

If you have questions, please consult the Code Enforcement Officer (363-1002) or the Historic District Commission (363-1000). 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 applications should be filed with the Code Enforcement Office at the Town Hall. Completed applications received at least seven days before a regular meeting of the Commission will be placed on the agenda for that meeting.

Sincerely,

York Historic District Commission and York Code Enforcement

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Application for Certificate of Appropriateness

I. Basic Information

1. Name of Applicant: _____
 Address of Applicant: _____
 Contact Phone of Applicant: (____) ____-_____
2. Name of property owner if different from Applicant: _____
 Address of property owner if different from Applicant: _____
3. Location of property: _____ - _____
(Street Address) MAP LOT
 Present Use and Zoning classification: _____ (_____) (Use) ZONE
4. Names and addresses of Abutters (attach separate sheet if necessary, labeled "1,4"):
 - Name: _____, Address: _____
 - Name: _____, Address: _____

IF YOU ARE APPLYING FOR A CERTIFICATE OF DEMOLITION, SKIP TO PART IV

II. Specified Improvements

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, labeled "II, A; B; C; etc".

- A. Architectural Element: _____
 1. Date of Element: _____
 2. Describe Existing Element: _____

 3. Describe Work and Impact on Element: _____

4. Photo Number: _____ Drawing Number: _____
- B. Architectural Element: _____
5. Date of Element: _____
6. Describe Existing Element: _____

7. Describe Work and Impact on Element: _____

8. Photo Number: _____ Drawing Number: _____
- C. Architectural Element: _____
9. Date of Element: _____
10. Describe Existing Element: _____

11. Describe Work and Impact on Element: _____

12. Photo Number: _____ Drawing Number: _____
- D. Architectural Element: _____
13. Date of Element: _____
14. Describe Existing Element: _____

15. Describe Work and Impact on Element: _____

16. Photo Number: _____ Drawing Number: _____
- E. Architectural Element: _____
17. Date of Element: _____
18. Describe Existing Element: _____

19. Describe Work and Impact on Element: _____

20. Photo Number: _____ Drawing Number: _____

III. Major Improvements

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.

1. Describe Existing Structures, Architectural Elements and Site: _____

2. Describe Work and Impact: _____

3. Photo Number: _____ Drawing Number: _____
 Photo Number: _____ Drawing Number: _____
 Photo Number: _____ Drawing Number: _____

IV. Demolition

A Certificate of Demolition is required for the demolition and also the moving of a building or structure. Attach photographs of the property and of adjacent sites if in a Historic District.

1. Current Condition of Structure: _____

2. Reason for Demolition or Moving: _____

3. Does the building contribute to a historic district or landmark property? _____ If not, please explain: _____

Signature of Applicant: _____ Date: ____/____/____

OFFICE USE ONLY	
APPROVAL / DENIAL	
_____ DATE	_____ CHAIR
_____ _____ _____ DESCRIPTION	