

# APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

## YORK HISTORIC DISTRICT COMMISSION

Town of York, 186 York Street, York, Maine 03909, (207) 363-1000, [www.yorkmaine.org](http://www.yorkmaine.org)

### Commission Members:

Scott Stevens, Chair

Vacant, Vice-Chair

Bryce Waldrop, Secretary

Kari Laprey

Donald Rose

Glen MacWilliams

Vacant, Lindsay Road Representative

Vacant, Harbor District Representative

Vacant, Village District Representative

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Dear Applicant:

The York Historic District Commission (HDC) is a regulatory board appointed by the Selectboard. In accordance with Article 12 of the Town of York's Zoning Ordinance, the HDC works with property owners in historic districts, and owners of designated landmarks, to ensure that historical character is maintained when any changes are made to building exteriors. Doing so helps preserve our heritage and the appearance and the appeal of our community for its residents and visitors.

A Certificate of Appropriateness from the York Historic District Commission (HDC) is required for any physical changes to the exterior of a building, structure, or property, that is a historical landmark or within a historic district. These districts and landmarks are defined in Article 12.6 of the Town of York Zoning Ordinance. Such changes include but are not limited to: any new construction or addition, reconstruction, alteration, demolition, relocation or removal, 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. Additionally, the HDC must review the demolition or removal of any building or structure aged 75 years or older within the Town.

*It is important to start the application process early in your planning process. You may submit an application for a non-binding Conceptual Discussion of your proposal (See Article 18-A.5). This will enable the Commissioners to get a thorough understanding of your wishes, and to raise issues you can address by modifying your application before it is formally considered. Once your application is submitted and accepted for consideration, it may be necessary for the Commission to schedule a site visit in order for members to gain important contextual information. Standard notice protocols are followed for conceptual or final discussions, and all site visits. Please note this process may span several weeks or months.*

If you have questions, please contact Kathryn Lagasse at (207) 361-4840. The completed application should be filed in 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.

### Meeting Location & Times:

York Public Library, first Tuesday of each month at 5:30 p.m. The public is welcome. Meeting times may vary and are always posted on-line and in the *York Weekly* newspaper.

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# INFORMATION REQUIRED TO BE SUBMITTED BEFORE CERTIFICATE OF APPROPRIATENESS APPLICATION CAN BE ACCEPTED

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 during walk-in hours.

In most instances, the HDC is guided in reviewing your application by the Standards of Review contained in Article 12.14 of the Zoning Ordinance and by the U.S. Secretary of the Interior's [Standards for Rehabilitation and Guidelines for Rehabilitation](#).

Incomplete applications will not be accepted or scheduled for a HDC public hearing until they are completed. All applications must have documentation which clearly illustrates the current and the proposed exterior appearance of the project.

**Note: "Deteriorated architectural features shall be repaired rather than replaced, whenever possible."** (Per Article 12.14.2.4 and the U.S. Secretary of the Interior's Standards for Rehabilitation.)

- **Following are checklists of materials the applicant must submit for different levels of change. Please be sure to supply clear, thorough examples of each item on the pertinent checklist.**
- **In order for the application to be considered complete, the applicant must include the original application along with six (6) sets of the application.**

## RECONSTRUCTION, RENOVATION, ALTERATIONS

(See Article 12.14.2)

Describe the proposed work in detail and provide the following information:

- Property map or aerial view of property showing the entire lot and its relationship to streets, sidewalks, paths, bodies of water and public ways. Basic property maps may be developed utilizing the York GIS online mapping system: [gis.yorkmaine.org/yorkme/](http://gis.yorkmaine.org/yorkme/)
- Photographs showing all relevant elevations, views from all public rights of way, and details of pertinent features. Show accessory buildings and site features if applicable. Photographs must be of a size and clarity to show all pertinent details.
- For repairs in-kind (using similar or same materials): annotated photographs of work to be performed. You may print a paper copy of each photo and write on it, or use image editing software.
- Replacement of distinguishing features such as windows, doors, columns, brackets...etc., also provide:
  - Detailed photographs and descriptions of each feature's current condition.
  - Manufacturer's specifications and illustrations (either detailed drawings or photographs).
- Provide a draft **Findings of Fact** for review by the HDC, explaining how the proposed project complies with relevant zoning articles.

- Any additional information you think will illustrate your intent. The HDC may request more information following a conceptual discussion or initial review.

## NEW BUILDINGS AND STRUCTURES - Including Additions and Landscaping (See Article 12.14.3)

Describe the proposed work in detail and provide the following information:

- Property map or aerial view showing entire lot with property lines and all setbacks noted and lot's relationship to streets, sidewalks, paths, bodies of water and public ways. Basic property maps may be developed utilizing the York GIS online mapping system: [gis.yorkmaine.org/yorkme/](http://gis.yorkmaine.org/yorkme/)
- Current photographs showing entire site and all relevant elevations (if applicable), publicly accessible views and details of pertinent features. Show accessory buildings and site features if applicable.
- Dimensioned elevation drawings that clearly show the exterior appearance of the structure including roof pitch and materials specified. For additions, existing and proposed construction should be clearly delineated.
- Show Visual Compatibility Factors in accordance with Article 12.15.
- Clear illustrations showing all associated site improvements, e.g. sidewalks, fences, walls, paving...etc.
- Description and specifications for proposed materials and architectural features. Samples may be required.
- Delineate any partial demolition (if applicable).
- Provide a draft **Findings of Fact** for review by the HDC, explaining how the proposed project complies with relevant zoning articles.
- Any additional information you think will illustrate your intent. The HDC may request more information following a conceptual discussion or initial review.

## DEMOLITION, REMOVAL OR RELOCATION OF BUILDING OR STRUCTURE (See Article 12.14.4 if the property is in a historic district, 12.17 if it is not.)

Describe the proposed work in detail and provide the following information:

- Detailed description of structure, its condition and reason for demolition or removal.
- Photographs of the structure and its condition. Show all façades, interior, accessory buildings and site features.
- Property map showing entire lot with property lines and all setbacks noted and the lot's relationship to streets, sidewalks, paths, bodies of water and public ways. Basic property maps may be developed utilizing the York GIS online mapping system: [gis.yorkmaine.org/yorkme/](http://gis.yorkmaine.org/yorkme/)
- Description of any site features that will be disturbed such as topography, retaining walls, fences, etc.
- Provide a statement explaining how the proposed project complies with relevant zoning articles.
- Any additional information you think will illustrate your intent. The HDC may request more information following a conceptual discussion or initial review.

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**DEADLINE:** Complete applications must be received a minimum of fourteen (14) days prior to the next HDC hearing which takes place on the first Wednesday of the month at the York Public Library. Incomplete applications will not be scheduled until all information has been received.

#### SECTION A – APPLICANT (All communication will be with the Applicant)

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OWNER     CONTRACTOR     ARCHITECT     OTHER \_\_\_\_\_

#### SECTION B – PROPERTY OWNER

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

#### SECTION C – PROPERTY ADDRESS

PROPERTY ADDRESS: \_\_\_\_\_ MAP/LOT: \_\_\_\_\_ / \_\_\_\_\_

Historic Landmark    Local Historic District:  Village Center     York Harbor     Lindsay Road

#### SECTION D – TYPE AND SUMMARY OF WORK TO BE PERFORMED (See attached for required information)

REHAB/REPAIR     NEW CONSTRUCTION/ADDITION     DEMO/REMOVAL     CONCEPTUAL DISCUSSION

BRIEF SUMMARY OF WORK (Please see attached checklist(s) for additional required information.)

Any deviation from the approved work items listed in the Certificate of Appropriateness requires further review and approval by the Historic District Commission prior to being undertaken.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**Note:** If Applicant is not the legal property owner, please submit a signed letter from the Property Owner stating the Applicant's right to speak on the owner's behalf.