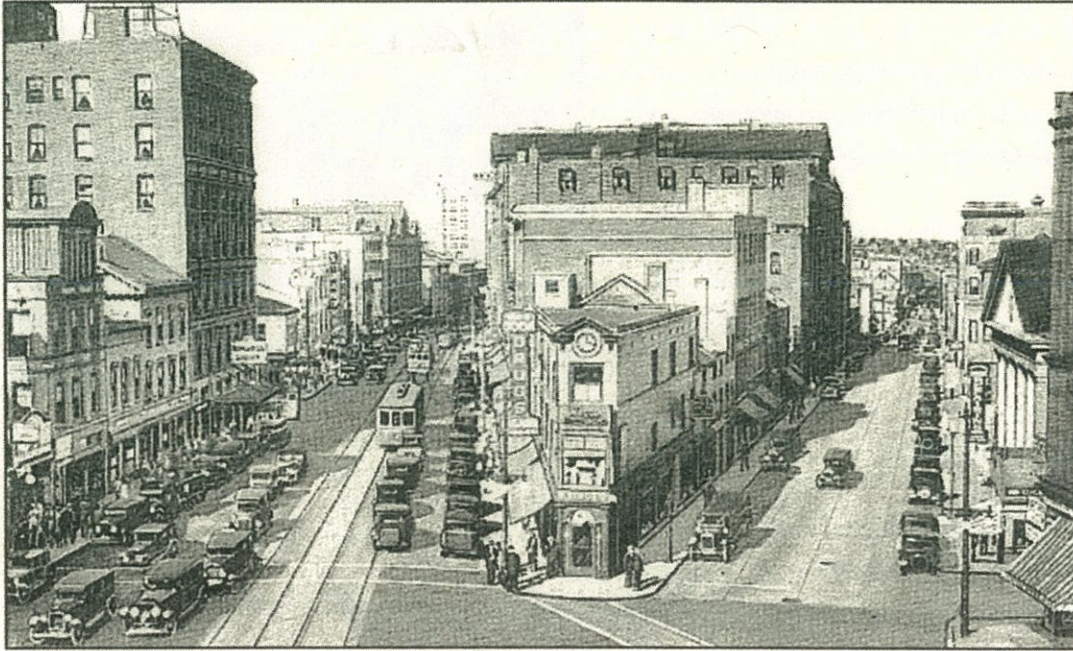




To Property Owners in the Congress Street Historic District



In April, 2009 the "Congress Street Historic District" was formally designated by the Portland City Council, becoming the eighth neighborhood or commercial area in Portland to receive such recognition. The Congress Street corridor, together with the side streets that make up the downtown core, boasts a rich collection of historically and architecturally significant buildings, representing virtually every era of Portland's development history. Historic District designation will ensure that change within the downtown are thoughtfully managed so that the area's unique character is preserved and enhanced.

This brochure describes the Historic Preservation review process and lists the activities that require approval under the Preservation Ordinance. As a property owner within the District, we hope you will take a moment to familiarize yourself with the intent and requirements of District designation, as well as the resources available to you if you plan to undertake a project.

The success of this program depends on you, the property owner. Before you undertake a project, please read the enclosed information and call historic preservation staff in the Planning and Urban Development Department to discuss your plans. They want to assist you in finding solutions that meet both your needs and the ordinance standards.

Thank you for your help in preserving Portland's rich architectural legacy and unique sense of place.

Sincerely,

Penny St. Louis Littell

Activities Requiring Approval in Historic Districts

If your property is located within the District (see map,) you must receive approval before proceeding with any alteration or improvement that will be visible from a public way. Activities requiring approval under Portland's Historic Preservation Ordinance include, but are not limited to, the following:

Alterations, Repair or Replacement

- Window and door replacement
- Storefront modifications or replacement
- Removal and/or replacement of architectural detailing
- Masonry work, including repointing; sandblasting; chemical cleaning; waterproofing; painting where the masonry has never been painted, or conversely, removal of paint where the masonry historically has been painted
- Installation or replacement of visible roofing or gutters
- Substitution of original building materials
- Alteration or replacement of accessory structures, including drive-thrus, etc.



Additions and New Construction

- Building additions, including rooftop additions, dormers or decks
- Construction of accessory structures
- Installation of exterior access stairs or fire escapes
- Installation of antennas, satellite dishes, solar collectors, or wind generators



Exterior Utilities and Lighting

- Exterior lighting
- Exterior security cameras
- Exterior utilities, including mechanical, plumbing and electrical
- Exterior vents

Signs/Awnings

- Installation or alteration of any exterior sign or awning, including related lighting

Site Alterations

- Installation or modification of site features other than vegetation, including parking lots, fencing, retaining walls, driveways, paving and re-grading

Moving and Demolition

- Moving of structures or objects on the same site or to another site
- Demolition or partial demolition of a "contributing" structure within the District

Note: Check with Building Inspections (874-8693) to see if your project also requires a building permit.

Review Process

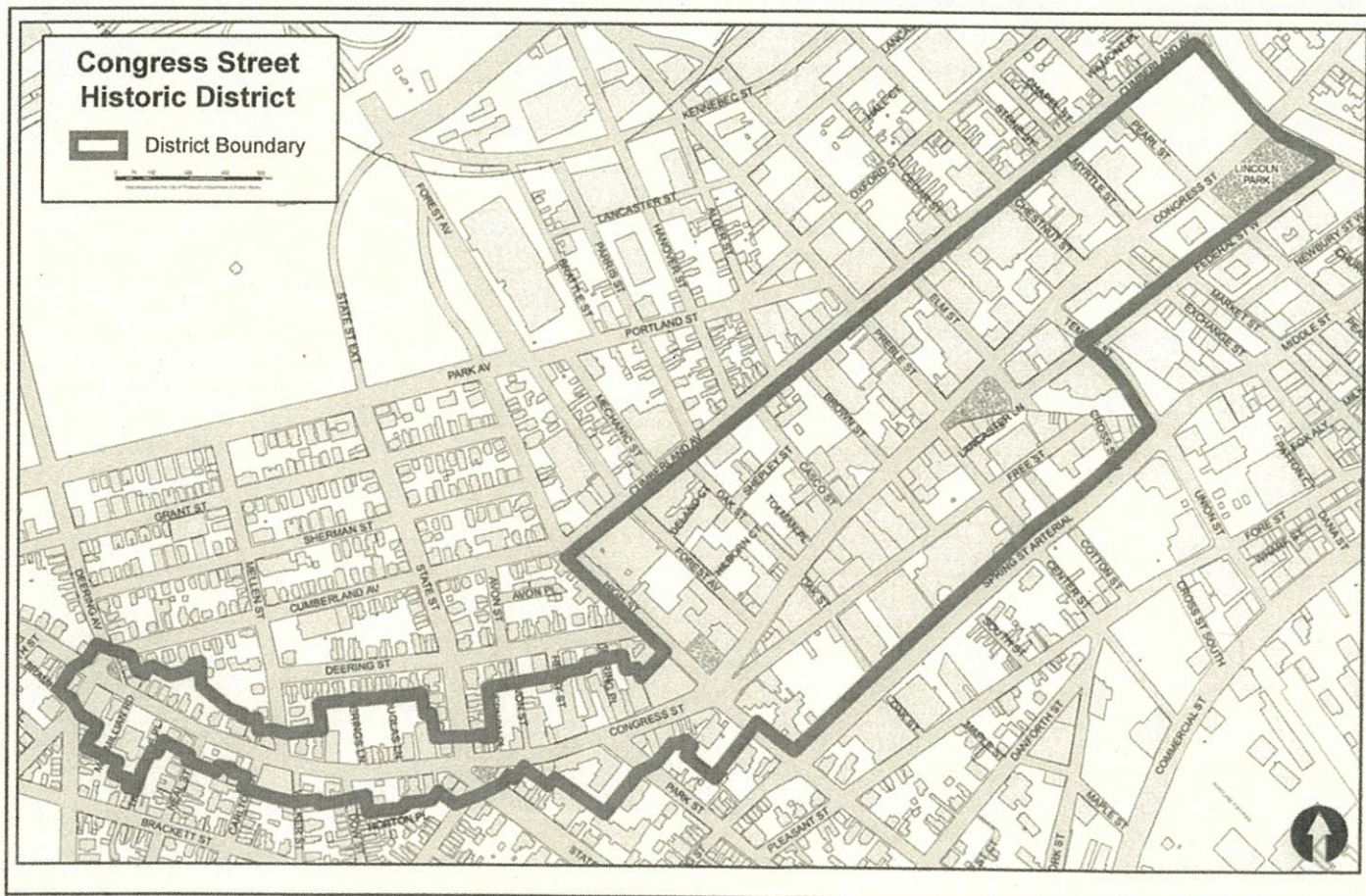
To receive a Certificate of Appropriateness for exterior alterations or site work within the District, you must complete an application (available on-line or through the Department of Planning and Urban Development) and return it with a copy of proposed plans, drawings, material specifications and application fee to the return address on the back of this brochure.

If you have questions about your project, or would like to discuss your plans with staff prior to submitting an application, please call Deb Andrews, Historic Preservation Program Manager, at 874-8726 or Scott Hanson, Preservation Planner, at 756-8023. They are also available to meet with you at your property.

Following a preliminary review of your application, you may be asked to submit additional information. Staff will work with you to bring your project into conformance with Ordinance review standards.

Minor or routine projects are typically reviewed and approved at the staff level. Larger projects require Historic Preservation Board review. The Historic Preservation Board's public meetings are held on the first and third Wednesdays of each month and applications must be submitted at least two weeks before the desired meeting date.

Please note: the Historic Preservation Ordinance requires that you receive approval *prior* to commencing any exterior or site alteration, building addition, new construction or sign installation. If you proceed without approval, your project will be subject to after-the-fact review and a substantial fee. If the unapproved work fails to meet the Ordinance standards, you may be required to remove or correct the work, which can be both costly and inconvenient. Please contact Historic Preservation staff *before you begin a project*. Every effort will be made to review your application as quickly as possible.



Website

For more information about Portland's Historic Preservation review standards or to download an application, please check the Historic Preservation Division's website: <http://www.portlandmaine.gov/planning/historic.asp>

Information is also available at the Department of Planning and Urban Development, located on the 4th floor of City Hall

Resources Available

The City's **Historic Preservation Staff** provides day-to-day administration of the Historic Preservation Ordinance. Deb Andrews, Historic Preservation Program Manager, and Scott Hanson, Preservation Planner, are available to answer any questions about the Ordinance requirements or to help you with your application. You can also arrange to have them meet with you at your property.

Historic Photographs of buildings within the district are available for inspection and photocopying in the Planning Division. Images include original 1924 tax photos, as well as period views of storefronts and street scenes. An examination of these historic photographs can be very helpful in guiding rehabilitation projects, particularly where architectural details have been lost as a result of previous renovations.

Federal and State Historic Tax Credits are available for rehabilitation projects affecting income-producing historic properties within the District. Contact the Maine Historic Preservation Commission at (207) 287-2132 for details about this attractive incentive program.

The **Historic Resources Design Manual**, available for inspection or purchase at the Planning Office, is a valuable resource for applicants. The Manual describes, through text and photographs, the intent behind the Ordinance review standards as they would apply to a variety of projects.



550 Congress Street in 1912

Department of Planning and Urban Development
Historic Preservation Program
389 Congress Street, Fourth Floor
Portland, ME 04101

FIRST CLASS
U.S. POSTAGE
PAID
PORTLAND, ME
PERMIT #6