

**APPLICATION  
 CERTIFICATE OF APPROPRIATENESS PERMIT  
 PORTLAND HISTORIC PRESERVATION COMMISSION**

Property Address \_\_\_\_\_

Owner \_\_\_\_\_

Address (include zip code) \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Applicant (if not owner) \_\_\_\_\_

Address (include zip code) \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Contractor \_\_\_\_\_

Address/Office Phone \_\_\_\_\_

If you intend to make any changes to the following items, please mark each applicable category below. Give a detailed written description of those changes in the space provided. Include photographs, material samples, drawings, etc. as necessary to describe the proposed work.

**Failure to supply adequate documentation could result in delays in processing the application and/or denial of the application.**

Architectural Ornamentation \_\_\_\_\_

Awnings \_\_\_\_\_

Box Gutters \_\_\_\_\_

Chimneys \_\_\_\_\_

Cornice \_\_\_\_\_

Decks \_\_\_\_\_

Doors \_\_\_\_\_

Exterior Lighting \_\_\_\_\_

Fencing – Front Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_

Landscaping \_\_\_\_\_

Masonry Cleaning/Repointing\* \_\_\_\_\_

Sign \_\_\_\_\_

Porch \_\_\_\_\_

Roof \_\_\_\_\_

Siding \_\_\_\_\_

Skylights \_\_\_\_\_

Storefronts \_\_\_\_\_

Utilities & Accessory Structures \_\_\_\_\_

Windows – Wood \_\_\_\_\_ Vinyl \_\_\_\_\_ Glass Block \_\_\_\_\_

Window Shutters \_\_\_\_\_

New Construction \_\_\_\_\_

Demolition \_\_\_\_\_

Other (specify) \_\_\_\_\_

Approximate cost of work to be done \$ \_\_\_\_\_

\*If repointing, or any other masonry work is to be undertaken, historic mortar recipe must be used. Please describe the recipe in the scope of work to be done below.

Description of work to be done (attach additional information if needed):

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|  |

The owner of this building and undersigned do hereby certify that the information and statements given on this application, drawings and specifications are, to the best of their knowledge, true and correct. The owner and undersigned further understand that no work can begin until this application has been reviewed and approved. Any work done that has not been approved will be in violation of the City of Portland's Historic Preservation Code. In signing this application, I understand that I am providing authorization for the posting of a public hearing notice on the subject property. I hereby certify that the owner of record authorizes the proposed work and I have been authorized by the owner to make this application.

Signature of Owner or Authorized Agent \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

APP # \_\_\_\_\_

COA # \_\_\_\_\_

For this project, have you:

Filled out a Building Permit Application? Y \_\_\_ N \_\_\_

Filled out a Zoning Application? Y \_\_\_ N \_\_\_

# CERTIFICATE OF APPROPRIATENESS PROCESS

## PORTLAND HISTORIC PRESERVATION COMMISSION

Any exterior alterations, new construction, or demolition in the Downtown Portland Historic District or at a landmark site must first be approved by the Portland Historic Preservation Commission or its staff. The proposed plans will receive a detailed review to ensure the changes are in compliance with the *Downtown Portland Historic District Design Review Guidelines* prior to issuance of a Certificate of Appropriateness (COA). There is no charge to obtain a COA.

You will need to provide the following information when you submit your application:

### **NEW CONSTRUCTION**

Scaled Drawings  
Site Plan  
Photographs  
Material List

### **ADDITIONS/ALTERATIONS**

Photographs  
Scaled Drawings  
Material List

### **SIGNS**

Scaled Drawings  
Location of Sign on Property  
Photographs  
Width of Building  
Lot Frontage

### **DEMOLITION**

See Preservation Specialist for list of required documentation

The COA application will be reviewed by the Portland Historic Preservation Commission (PHPC) or its staff. If the application is in compliance with the *Downtown Portland Historic District Design Review Guidelines*, then staff can approve the application. Staff approves most applications within a few working days.

If the application is not in compliance with the *Downtown Portland Historic District Design Review Guidelines*, the application will be referred to the PHPC for a hearing.

The PHPC is made up of seven residents of Portland who have a strong interest in historic preservation, and a non-voting Advisory committee including a contracted consultant through Historic Landmarks Foundation of Indiana to serve as staff for the PHPC. The PHPC generally meets on the third Wednesday of the month at 5:30 p.m. in the John Jay Learning Center/Weiler Building, Second Floor Conference Room, Room 106, 101 South Meridian Street, Portland. The completed application must be submitted no later than fourteen (14) days prior to the scheduled meeting.

It will also be necessary to apply for a Zoning Compliance and/or Building Permit. The *Downtown Portland Historic District Design Review Guidelines*, as well as copies of this application, are available at the Portland City Hall, or online at <http://www.thecityofportland.net/>.

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Portland, Indiana  
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