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):

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.

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/.

City of Portland
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