

CITY OF GARDINER

The Gardiner Historic Preservation Commission works to promote and preserve the unique historic and architectural heritage of the designated Water Street preservation district.

CERTIFICATE OF APPROPRIATENESS APPLICATION

APPLICANT'S NAME _____ PHONE # _____

MAILING ADDRESS _____ MAP/LOT _____

PROPERTY LOCATION _____ ZONING DISTRICT _____

PROPERTY OWNER'S NAME _____ PHONE # _____

MAILING ADDRESS _____

Brief overview of the proposed project: _____

*To apply to the Historic Preservation Commission for a Certificate of Appropriateness, please sign below and submit pages 1 and 2 as a completed application to include a scale drawing of proposed activity, materials description/list, photographs of current and historic building/area and any other applicable materials along with and additional 9 copies and the **\$50.00** fee, **at least 21 days prior** to the scheduled meeting date to the Code Enforcement office.*

The undersigned hereby applies for a Certificate of Appropriateness for the work described in this document. I will attend the Historic Preservation Commission meeting listed above.

Owner's Signature: _____ Applicant's Signature _____

FOR CODE ENFORCEMENT USE ONLY

DATE REVIEWED BY CEO/PLANNING STAFF _____

A Certificate of Appropriateness is required by the Gardiner Land Use Ordinance Section 12.6 involving exterior changes: (check those that apply)

___ Alterations ___ New Construction ___ Demolition ___ Relocation ___ Additions ___ Other*

*(Similar activity associated with any exterior architectural feature for a building, site, sign monument or structure)

The Secretary of the Interior's *Standards for the Treatment of Historic Properties and Guidelines* for:

___ Preserving ___ Rehabilitating ___ Restoring ___ Reconstructing

Does the proposed use require a Zoning Variance or a Site Plan Review Permit? _____.

If so, what for? _____

Was the variance requested/granted and if so, what date? _____

The next Historic Preservation Commission Meeting is _____

Signed: _____

Kristopher McNeill, Code Enforcement Officer

Gardiner Historic Preservation Application for Certificate of Appropriateness

PLEASE NOTE: Applications will not be processed with the required areas below completed.

1. Narrative – Description of the work proposed:

•nature of the alterations/repairs: _____

•descriptions or samples of materials to be used (type, source):

•method of installation: _____

•any special considerations: _____

2. Documentation - Please give the Historic Preservation Commission a visual description of the work you are proposing.

•Drawings/Photos that are marked to show what you are trying to achieve. *(If you are replacing windows/doors- include information on what products will be used. If you are working to improve the façade, show what changes you would like to make and include what materials you will be using. Etc).*

*Images should clearly reflect what this project will look like when it is complete. Please include one photograph of the entire building.

3. Applicants need to have a consultation with the **Director of Community Archives** at the Gardiner Public Library for information and possible documentation of the historic timeline of the property.

Date of Meeting with Archivist/GPL: _____

4. Timeline for Project - Please describe when you anticipate starting the project, and do you have a projected date of completion?

(attach additional pages if needed)

Gardiner Historic Preservation Commission - Information

The Gardiner Historic Preservation Commission, established in the 90's, is charged with the preservation of the architectural, historic and environmental heritage of our riverfront community and to promote the cultural, educational and economic benefits of these resources.

Gardiner is one of only 11 communities in Maine designated as a Certified Local Government program with a local historic preservation ordinance. This designation allows the City to identify and preserve distinctive historic and architectural characteristics of Gardiner for current and future generations, while recognizing the need to allow repairs or alterations to buildings to promote energy efficiency and contemporary use of properties.

The Gardiner historic district consists of downtown Water Street from the Post Office to the Gardiner Public Library.

There are many benefits to being an historic district including helping maintain a sense of community pride in our heritage and history, protecting investments of owners and residents of historic properties and positively impacting the local economy through tourism and business recruitment potential. Building owners and business owners that rent historic properties also have access to designated federal and state tax credits, tax incentives, grants, technical assistance and training when considering renovation or rehabilitation projects.

If your property falls within the boundaries of Gardiner's Historic District alterations to the property need to be approved by the Gardiner Historic Preservation Commission *before* undertaking renovations. This process requires an application for a Certificate of Appropriateness (available at City Hall), submission of the completed application to the city clerk and a presentation to the Commission at a scheduled meeting.

Members of The Historic Preservation Commission are appointed by the Mayor and meet the third Tuesday of the month to review any pending applications. The Commission consists of seven members and are selected based on backgrounds in history, architecture, planning, law and/or construction as well at least one member who resides in the historic district. The city's Code Enforcement Officer is available to answer questions about your project and application.

Gardiner has seen many changes in the past few centuries and is a treasured part of our history and future. The Gardiner Historic Preservation Commission receives guidance from the Maine Historic Preservation Commission and from the U.S Department of the Interior to ensure our unique heritage is conserved.