



# APPLICATION FOR A HISTORIC PRESERVATION CERTIFICATE TOWN OF CASTINE

P.O. Box 204 • 67 COURT STREET • CASTINE, MAINE 04421

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CEO Use Only

**RECEIVED**

By \_\_\_\_\_  
Date \_\_\_\_\_

**NOTE:** This application is structured in a checklist format and identifies each item requiring submission pursuant to § 10.2 of the Ordinance. Attachments should be identified with the applicable section number at the upper right corner of each page.

A Historic Preservation Certificate will expire twelve (12) months from the date of issue pursuant to § 17.1 of the Ordinance. The applicant and property owner, by submission of this application, acknowledge this notice.

**10.2.1 PROPERTY OWNER**

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

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

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

EMAIL ADDRESS: \_\_\_\_\_

**10.2.2 APPLICANT (IF NOT OWNER)**

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

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

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

EMAIL ADDRESS: \_\_\_\_\_

APPLICANT'S INTEREST IN PROPERTY: \_\_\_\_\_

**10.2.3 STREET (911) ADDRESS:** \_\_\_\_\_ **TAX MAP #:** \_\_\_\_\_ **LOT #:** \_\_\_\_\_

**10.2.4 USE & ZONING CLASSIFICATION OF PROPERTY:** \_\_\_\_\_

**10.2.5 DESCRIPTION OF ACTIVITY REQUIRING A HISTORIC PRESERVATION CERTIFICATE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10.2.6 DRAWING(S) SHOWING DESIGN AND LOCATION OF ANY PROPOSED ALTERATION OR NEW CONSTRUCTION:**

☐ ITEM ATTACHED ☐ REQUEST WAIVER

**10.2.7 PHOTOGRAPHS OF BUILDING(S) INVOLVED AND ADJACENT BUILDINGS:**

☐ ITEM ATTACHED ☐ REQUEST WAIVER

**10.2.8 SITE PLAN INDICATING IMPROVEMENTS AFFECTING APPEARANCE SUCH AS FENCES AND WALLS, WALKS, TERRACES ACCESSORY BUILDINGS, LIGHTS AND OTHER ELEMENTS.**

☐ ITEM ATTACHED ☐ REQUEST WAIVER ☐ N/A TO THIS APPLICATION

• CERTIFICATION

I CERTIFY THAT ALL INFORMATION CONTAINED HEREIN AND ON ALL ATTACHMENTS IS TRUE AND CORRECT AND I UNDERSTAND THAT ANY FALSE INFORMATION WILL INVALIDATE THE HISTORIC PRESERVATION CERTIFICATE. I ACKNOWLEDGE THAT ANY CHANGE TO THE PROJECT AFTER APPROVAL BY THE HISTORIC PRESERVATION COMMISSION WILL INVALIDATE THE APPROVAL AND WILL REQUIRE ME TO REAPPLY.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**FOR CODE ENFORCEMENT OFFICER USE**

COMMENTS \_\_\_\_\_

\_\_\_\_\_  
CODE ENFORCEMENT OFFICER

\_\_\_\_\_  
DATE

**FOR HISTORIC PRESERVATION COMMISSION USE**

THIS APPLICATION IS: ☐ APPROVED ☐ APPROVED WITH CONDITIONS ☐ DISAPPROVED

**FINDINGS OF FACT:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
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9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**CONDITIONS OF APPROVAL:**

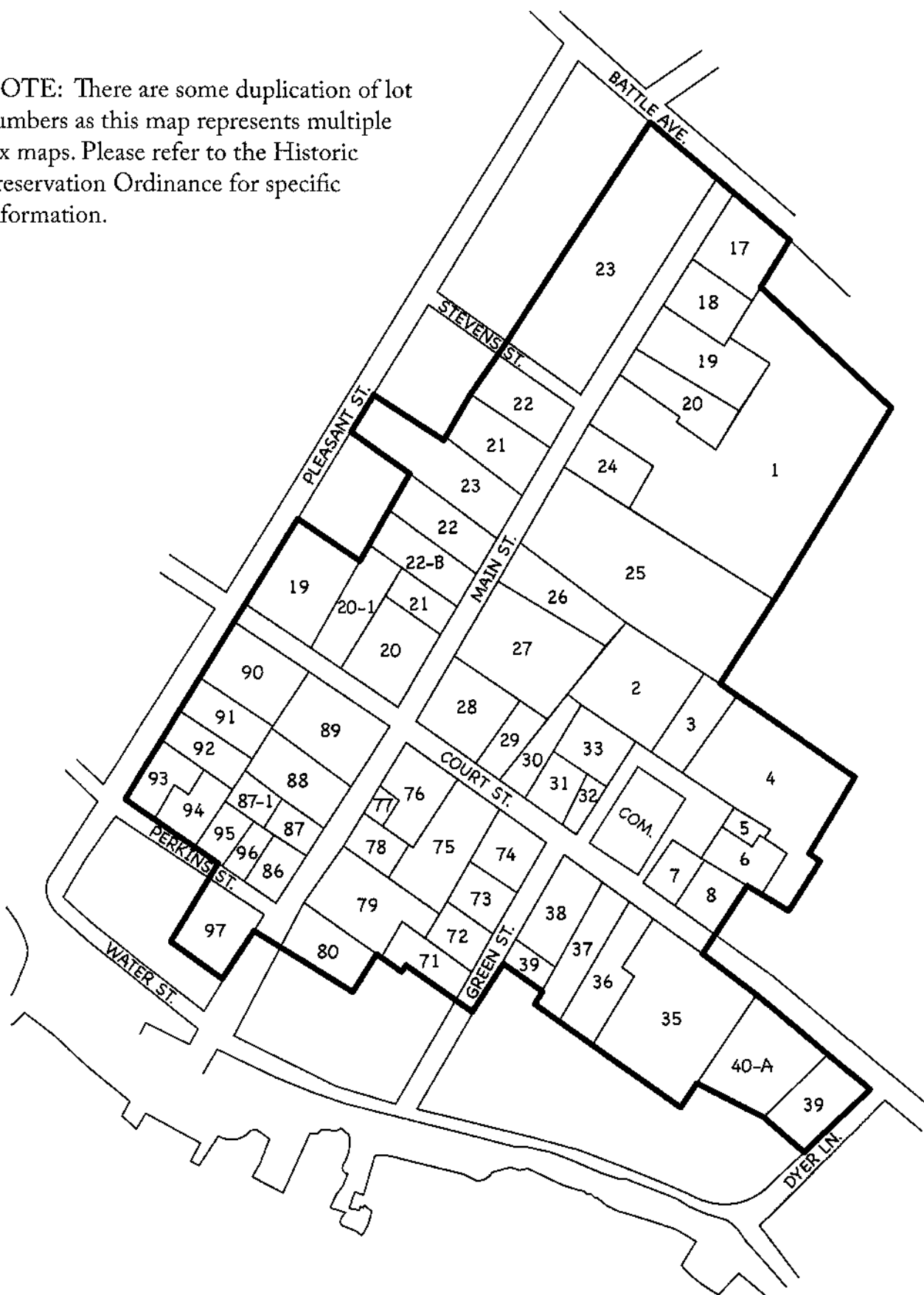
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
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5. \_\_\_\_\_
6. \_\_\_\_\_

\_\_\_\_\_  
CHAIR, CASTINE HISTORIC PRESERVATION COMMISSION

\_\_\_\_\_  
DATE

# CASTINE HISTORICAL PRESERVATION DISTRICT

NOTE: There are some duplication of lot numbers as this map represents multiple tax maps. Please refer to the Historic Preservation Ordinance for specific information.



## THE APPLICATION PROCESS

If your property is within the Castine Historic District, before you can proceed with any physical changes (visible from any street), you will be required to obtain an Historic Preservation Certificate (HPC) from the Castine Historic Preservation Commission (CHPC). The only exceptions are 'non-conforming' properties (see map).

CHPC offers these general guidelines to help you with the process. Should you have specific questions, you may contact the Commission through the Town Office at 207.326.4502.

### WHAT DOES REQUIRE A CERTIFICATE?

If you are planning to:

- Alter
- Reconstruct
- Restore, or
- Renovate

The exterior of the existing property, or if you plan to

- Add to an existing structure
- Construct a new building
- Demolish an existing structure, or
- Move a structure

You must obtain a HPC from the CHPC.

If you are planning to build or alter objects such as:

- Fences
- Handicap Ramps
- Lighting
- Sidewalks, walkways, paving, curbing
- Signs, or
- Other similar changes

You must also obtain an HPC from the CHPC.

### WHAT DOESN'T REQUIRE A CERTIFICATE?

You do not need an HPC to:

- Maintain or repair any feature not involving design changes
- Construct or alter structures not visible from the street (any street)
- Repair or improve unsafe or dangerous conditions (as required by the Code Enforcement Officer)

Within the Town website - [castine.me.us](http://castine.me.us) - under the Town Hall menu, select *Registrations, Licenses, Forms*, then select and print the *Historic Preservation Certificate Application*.

You will need:

- Owner and property information (including tax map, lot, zoning district, etc.)  
This information is available on the town website under the Town Hall menu, *Tax Information*, and also at the Town Office.
- Description of your planned activities.
- Dimensioned drawings of elevation(s) and detail(s) - ['Details' means a close-up dimensioned drawing of things such as door or window trim, balustrade cap rails, roof/eave connections, etc.]  
If you are planning to match the details of the existing house, there is no need for drawings - photographs will do. Simply state "to match existing.....".
- Dimensioned site plan, if relevant
- Specific materials descriptions (windows, doors, lighting, trim, etc.). Window and door quotes from the supplier that include drawings and dimensions are very helpful. Cut sheets with photographs of the light fixtures or other elements help the CHPC to understand the nature of your proposed project.
- Photographs of the existing structure, where supportive and relevant, are very useful.

While professional drawings and specifications are not required, the more specific the information you present, the easier the review process will be.

On the town website: [castine.me.us](http://castine.me.us), under the Town Hall menu (under Ordinances and Policies) you can access the *Castine Historical Preservation Ordinance*. And, under the Reports and Documents menu, you'll find the *Design Review Manual* which you may find helpful in your design process.

Once your project is approved and the HPC is issued, you can proceed to the Castine Planning Board and the Code Enforcement Officer for a permit (if required).