



# CITY OF HALLOWELL

## Historic District Certificate of Appropriateness Application

Date: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zone: \_\_\_\_\_

**Instructions:** Please complete all relevant areas of this application and review Sections 9-553 through 9-558 of the City's Revised Code of Ordinances (1997), a copy of which will be provided to you with this application and can also be found on the City's web site. Contact the Code Enforcement Officer for help with completing the application and supporting materials. **Fee: \$25**

### Applicant Information

If **not** owner, indicate interest in site (check one):  Lease  Option  Purchase /Sales Agreement

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner Information**  Same as Applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Proposed Project (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> New construction | <input type="checkbox"/> Reconstruction |
| <input type="checkbox"/> Alteration       | <input type="checkbox"/> Relocation     |
| <input type="checkbox"/> Addition         | <input type="checkbox"/> Demolition     |
| <input type="checkbox"/> Other _____      |   |

**Does this project represent a change in use (e.g., from single family to multi-family, etc.)?**

Yes  No

If yes, indicate proposed use: \_\_\_\_\_

**Briefly describe the scope of the project (e.g., “replacing 8 windows and trim”, “adding attached garage”, etc.)**

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**Estimated cost of project:** \$ \_\_\_\_\_

**Include each of the following items in the checklist below in your Historic District Certificate of Appropriateness Application.** The Code Enforcement Officer (CEO) and Planning Board will use the checklist to make sure that your application is complete. The CEO can help you with the checklist and the submission requirements. Some items may not be applicable to your project. If so, check “Not Applicable”. The CEO must agree that any submission requirement is not applicable. This checklist *does not* substitute for the requirements of Section 9-555 of the City of Hallowell’s Revised Code of Ordinances (1997).

Submission Requirement	Submitted	Not Applicable	CEO Approval
Applicant’s name, address and interest in the subject property			
The owner’s name and address, if different from the applicant			
The address and location of the property			
A brief written description of the action desired to be undertaken with respect to the property			
A drawing or drawings indicating the design, texture, color, and location of any proposed alteration or new construction for which the Certificate is being applied. As used herein, drawings shall mean plans and exterior elevations drawn to scale, with sufficient detail to show as far as they relate to exterior appearances, the architectural design of buildings, including materials, textures and colors, including samples of materials and colors ( <u>Note</u> : Photos may also be submitted. Speak to the CEO about how best to represent your project.)			
Photographs of the property involved (and adjacent properties if requested by the Planning Board or Code Enforcement Officer)			
Such additional material as the board may reasonably require			

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name)