



Office of Planning & Codes

51 Bath Road • Wiscasset, Maine 04578

Town of Wiscasset – Historic Preservation Commission

Application for Certificate of Appropriateness

Wiscasset's Historic District was created in 2015 by the residents of the town to provide a framework within which the residents of the Town of Wiscasset can protect the historic, architectural and cultural heritage of significant areas, buildings, structures, landmarks and sites in the Town while accepting compatible new construction. The heritage and economic well-being of the Town will be strengthened by preserving its architectural and historic setting, conserving property values in unique areas, fostering civic beauty, and promoting the use of historic or architecturally significant buildings for the education and welfare of the citizens of the Town of Wiscasset. The intent of the Historic Preservation Ordinance is to assist property owners in maintaining the architectural integrity of historic resources within the Town. Once destroyed, these historic resources cannot be replaced.

It is the duty of the Historic Preservation Commission (HPC) to protect Wiscasset's historic resources, which reflect the town's educational, cultural, economic, architectural, archaeological and industrial history. The commission is composed of volunteers from the community who serve in order to preserve Wiscasset's character for us and future generations.

The Historic Preservation Ordinance (Article VI, Section 10) establishes a review process for any exterior alteration, new construction, demolition, and other provisions proposed for a property located within Wiscasset's Historic District. The Wiscasset Historic Preservation Commission reviews each application for Certificate of Appropriateness at its monthly meetings and acts as a steward for the Town's Historic District. The Planning & Codes office staff is very knowledgeable, and may be of assistance in completing this application.

The information requested in this application is required of all applicants bringing a project before the Commission. The intent of this application is for the applicant to:

1. Communicate directly to the Commission the objectives of the project
2. Explain how the project will be executed
3. Illustrate what impact the proposed changes will have on the historic character of the property
4. To document changes to historic properties within the Town's Historic District

It is essential that the applicant thoroughly consider all aspects of their proposed project, and complete this application in its entirety prior to the Commission's review of the project. A thorough application, and thoughtful consideration of the project will ensure a complete and prompt review by the Historic Preservation Commission.



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Please Note: The applicant must be present at the meeting to discuss the application. The following fees are to be included with all applications: \$25 plus \$2 per abutter for all applicants. Additionally, applicants for new construction or the demolition of existing buildings must also include the cost of the required hearing notice. Applicant **MUST** provide 8 copies of the application and all supporting documents.

Please provide the following information:

1. Property Data:

Property Owner Name: _____ Phone: _____
E-mail Address: _____
Property Address: _____
Tax Map: _____ Lot: _____ Zoning District: _____
Deed Book: _____ Page: _____

2. Applicant Data:

Applicant Name: _____ Phone: _____
E-mail Address: _____
Address: _____

3. Applicant Interest in Property: _____

4. Current Property Use: _____

Applicant Signature

Date

Owner Signature (if different than Applicant)

Date



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Application Requirement Checklist

Please attach the following information to complete your application:

A. Site Plan

- Prepare a sketch plan showing all buildings on the property, property boundaries, adjacent streets, adjacent buildings, walls, fences, walkways, outdoor lighting, and signs.
- Indicate location of proposed alterations or additions.

B. Photographs

- Provide photographs of the property, its context, and detailed photos of area of proposed project.
- Provide any available historic photographs of the property (please indicate if none are available).

C. Project Description

- Describe each aspect of the project (porch addition, window replacement, siding repair, etc.) individually, giving appropriate level of detail on the proposed work, how it will be accomplished, and how it will impact existing architectural elements.
- If historic elements of the building are to be removed or replaced, please provide a photographic documentation or a written assessment from a preservation professional or contractor explaining the condition of the material, and reason for removal/replacement.

D. Drawings

- Include plans, exterior elevations and/or details are required to describe the intended design, scope of work, and execution of the proposed project.
- Drawings should be adequate to describe all aspects of the intended project, and should be prepared at an appropriate scale.
- All drawings should be clear, concise, and specific.

E. Materials and Products

- List all proposed materials and products, and clearly identify their location on the drawing. Indicate texture of material, and color of brick, mortar and shingles, if applicable.
- Provide manufacturer's product information or bring material samples of products to the meeting.
- Provide information such as dimensions, photographs or source, for salvaged or reused materials.

Note: If pertinent information is not provided with the application for Certificate of Appropriateness, it is likely that the application will be denied or tabled until such time as all necessary information is provided.