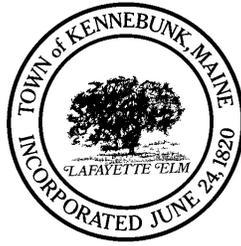


Town of Kennebunk, Maine



Historic Preservation Commission Certificate of Appropriateness Application Packet

The Town of Kennebunk is one of 10 Certified Local Governments through the Maine Historic Preservation Commission's Certified Local Government (CLG) program. This program is designed to promote preservation, planning and cultural resource protection efforts at the local level that are consistent with state and Federal standards and guidelines. Kennebunk's Historic District was created in 1963 by the Town of Kennebunk and is the oldest historic district in the State.

- A **Certificate of Appropriateness** is required from the Kennebunk Historic Preservation Commission for any exterior alterations to a structure or landscape **before** a building permit is issued. Failure to obtain a Certificate of Appropriateness prior to conducting work on a property may result in a stop work order issued by the Code Enforcement Officer.
- The Commission's review is limited to the exterior of a building and its site, and does not apply to interior alterations unless they affect the exterior.
- The Certificate process is mandatory for any exterior alterations excluding routine maintenance, using in-kind materials of the same color as the original. This includes the alteration, reconstruction, erection, restoration, moving or demolition of fieldstone walls, other wall structures, fences and steps. A Certificate is also required for any landscape alterations, including removal of trees and shrubs, driveways, walkways, walls, fences, steps and lighting.
- [Article 8, Section 17](#) of the Kennebunk Zoning Ordinance provides District Guidelines for the Historic Preservation Overlay District and [Article 12](#) of the Kennebunk Zoning Ordinance details the purview and process of the Historic Preservation Commission. View complete Zoning Ordinance here: www.kennebunkmaine.us/Zoning.

Further information about the Historic Preservation Commission and the Historic Preservation Overlay District can be found on the Town's website (www.kennebunkmaine.us/HPC).

To apply for a Certificate of Appropriateness:

- ✓ Consult the “Kennebunk Historic Preservation Overlay District Design Guidelines” to learn about the District and permissible changes and suitable materials. These guidelines are available at Town Hall in the Community Development Department or on our website: www.kennebunkmaine.us/HPC.
- ✓ Complete the attached application form and include supporting materials, as appropriate:
 - a. Proof of Title, Right, or Interest in the property showing either ownership or permission from the property owner to act on their behalf (deed, purchase & sale, letter of authorization from owner or condominium association, etc.)
 - b. Plans, diagrams, photos and/or illustrations of the project and proposed changes. Include elevation drawings of proposed design, which need not be professionally prepared, but must be drawn to scale and include all proposed changes such as window openings, siding, etc.
 - c. Spec sheets, “tear sheets,” or samples of the products to be used externally for roofing, windows, doors, garage doors, fencing, outdoor lights or other products.
 - d. Paint chips of the external historic color(s) to be used
 - e. Statement from a Certified Arborist or the Town’s Tree Warden regarding the condition of any trees proposed for trimming or removal
 - f. A landscape diagram if appropriate
- ✓ Submit 8 paper copies of the completed application, supporting materials, and the **\$50 application fee** to the Historic Preservation Commission, c/o Kennebunk Town Hall, Community Development Department, 1 Summer Street, Kennebunk ME 04043. Materials may also be delivered in person to the Community Development Department, Room 216 of the Kennebunk Town Hall. Digital copies of the application, if available, can be sent via email to: hpcsecretary@kennebunkmaine.us. **This is in addition to the required 8 paper copies of the application and materials.**
- ✓ Attend the hearing on the date of the meeting to support your application. You must be present at the Commission meeting for your application to be heard.

COMPLETE APPLICATIONS FOR A CERTIFICATE OF APPROPRIATENESS ARE DUE 21 CALENDAR DAYS PRIOR TO THE MEETING.

The Historic Preservation Commission meets on the 2nd and 4th Wednesdays of every month as needed (except holidays) at 6:30pm on the 3rd Floor of Town Hall.

Agendas and meeting materials are posted on the Town’s website: www.kennebunkmaine.us/agendas. Once a complete application has been received with the supporting materials, a hearing will be scheduled for the next available HPC meeting. You will receive notice of the meeting by mail and abutters to the subject property will also receive notice of your application filing and hearing date.

Town of Kennebunk, Maine



DATE RECEIVED
FEE COLLECTED
APPLICATION NUMBER

Historic Preservation Commission
Application for a Certificate of Appropriateness

Property Owner: _____

Physical Property Address: _____

Mailing Address: _____

Tax Map #: _____ Lot #: _____

Telephone number: _____ Email address: _____

Applicant representing application *(if different from Property Owner)*: _____

Interest in property: Owner (attach deed) Representative (attach letter of authorization)

Telephone number: _____ Email address: _____

Proposed action requiring a Certificate of Appropriateness:

- | | | | | |
|------------------|----------------|-----------------------|-----------|-------|
| Addition | Alteration | Landscape alterations | Lighting | |
| New Construction | Reconstruction | Signage | Heat Pump | Other |

Summary of proposed project:

Please provide a detailed description of proposed changes for each section as appropriate. Include details about materials and color. Provide samples (cut sheets, spec sheets, and paint chips) and descriptive manufacturer's literature as appropriate. Attach additional pages, drawings, plans and more details if necessary.

A. Roof, chimney, flashing and gutters

Existing material(s): _____

Proposed change(s): _____

B. Exterior siding and trim (including clapboards, brickwork, shingles and stonework)

Existing material(s): _____

Proposed change(s): _____

C. Windows and door (including molding and eaves)

Existing material(s): _____

Proposed change(s): _____

D. Landscaping, lighting, signs and all other site improvements (include removal/replacement of plants, fences, walls, steps, walks, terraces, decks, garden structures, paving, and heat pumps)

Existing material(s): _____

Proposed change(s): _____

Signature of Applicant

Date

Town of Kennebunk, Maine



Letter of Authorization Historic Preservation Commission

Date: _____

Property Owner(s) Name(s): _____

Property Address: _____

Phone Number: _____ Email: _____

Tax Map _____ Lot _____

I/We _____ do hereby authorize
_____ to act as the representative in obtaining

any and all Certificates of Appropriateness for activities on the above referenced property relating to the
application for: *(Project description)*

Representative Name: _____

Phone Number: _____ Email: _____

This Authorization is limited to the above mentioned project(s), and shall be valid for one year from the date of this letter.

Signature of Property Owner

Date