

City of Gardiner

Historic Preservation Commission

What is Historic Preservation?

Historic Preservation is an approach to development concerning the conservation of structures and sites that represent a connection to the past. Historic Preservation utilizes various land development practices and policies outlined in local, state and federal guidelines. The primary goal of Historic Preservation is to preserve historic structures and sites in order to preserve the cultural richness of Gardiner and to promote a greater sense of historic awareness and community identity.

What is the Historic Preservation Commission?

The Historic Preservation Commission is a seven-member advisory commission appointed by the City Council. The Commission reviews proposals associated with exterior alterations for buildings and sites located in the Historic Preservation District. The Historic Preservation Commission holds meetings on the third Tuesday of the month if an application has been received and/or a workshop is scheduled. The meeting time may vary depending on whether there is also a workshop scheduled. The regular meeting time is 9:00am in the Gardiner City Council Chambers.

How do I know if my property is within the Historic Preservation District?

The Historic Preservation section of the Gardiner Zoning Ordinance, Section 12, identifies the properties within the Historic District by City Tax Map and Lot numbers. The Historic District includes all buildings and sites located on both sides of Water Street from the Post Office to the Library and includes the A1 Diner.

What is a Historic Preservation Permit?

A Historic Preservation Permit is named a Certificate of Appropriateness (COA). A COA is an approval requested for any exterior work associated with a building or site within the Historic District. COA permits commonly involve work that involves exterior changes including alteration, new construction, demolition, relocation, additions or similar activity associated with any exterior architectural feature for a building, site, *sign, monument or structure.

How do I know if I need a Certificate of Appropriateness?

The first step is to contact the Gardiner Code Enforcement Department at (207)582-6892. If the Code Enforcement Officer determines a Certificate of Appropriateness is applicable, a meeting should be scheduled with the CEO in order to review the submittal requirements and determine whether your project is Preservation, Rehabilitation, Restoration, or Reconstruction as defined in the U.S. Department of Interior Secretary's Standards for the Treatment of Historic Properties. * The CEO is authorized to issue a COA for some types of signage and repairs.

What should I do in order to prepare my COA Application?

Review the Gardiner Land Use Ordinance, Section 12 Historic Preservation.

Become familiar with construction guidelines found in The Secretary of the Interior's Standards for the Treatment of Historic Properties <http://www.nps.gov/tps/standards/four-treatments/treatment-guidelines.pdf> and Historic Preservation Briefs <http://www.nps.gov/tps/how-to-preserve/briefs.htm>. You may view these standards online or view copies at City Hall in the Code Enforcement Office.

Review and complete the COA Application form. Provide additional documentation showing that your proposal meets the standards found in the documents listed above. Your proposal should include the following attachments:

1. Drawing, to scale if possible, of the proposed activity
2. Material list
3. Description of development
4. Photographs of building
5. Any other documentation, such as historic photographs, to support your proposal

Submit your COA Application, including attachments and 9 copies to the Code Enforcement Office at least twenty one (21) days prior to the next scheduled Historic Preservation Commission meeting. The CEO will forward the submitted documents to the Historic Preservation Commission and schedule you for the next meeting.

How long does the process take?

Generally, the Historic Preservation Commission will make a decision on your COA Application on the night of the meeting. An expedited review and approval will depend upon the completeness and conformance of your application.

In addition, the applicant or property owner must secure a building permit, if applicable.

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/NOTIFICATION FORM

APPLICANT'S NAME: _____ PHONE#: _____
MAILING ADDRESS: _____ MAP/LOT: _____
PROPERTY LOCATION: _____ ZONING DISTRICT: _____
PROPERTY OWNER'S NAME: _____ PHONE#: _____
MAILING ADDRESS: _____
NATURE OF REQUEST: _____

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:

☐ 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 with 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? _____ If so, the date granted _____.

The next Historic Preservation Commission Meeting is: _____.

Signed: _____

Kristopher McNeill, Code Enforcement Officer

To apply to the historic preservation commission for a certificate of appropriateness, please sign below and submit this completed application, to include a scaled drawing of the proposed activity, materials description/list, photographs current and historic of building/area and other applicable materials along with an 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 above. I have received the Certificate of Appropriateness Application and will attend the Historic Preservation Commission meeting listed above.

Owner's Signature _____

Applicant Signature: _____

