

TOWN OF OGUNQUIT
TITLE XI - HISTORIC PRESERVATION ORDINANCE

Chapter 4 Historic Preservation Commission Review

401 Application of Zoning Ordinances

Uses permitted in or on historic sites, landmarks or structures shall be those set forth in the provisions of the Ogunquit Zoning Ordinance for the zone in which such site, landmark or structure is located.

402 Improvements Not Requiring Historic Preservation Commission Review

402.1 Nothing in this Ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of any historic site, historic landmark or historic structure where such repair does not involve a change in design, material, or appearance.

402.2 Nothing in this Ordinance shall restrict impermanent or easily reversible alterations such as storm windows, storm doors, window air conditioners, shutters, paint, or signs.

402.3 Nothing in this Ordinance shall prevent the construction, reconstruction, alteration, or demolition of any building or structure where construction is in accordance with a valid building permit issued prior to the date of adoption of this Ordinance.

403 Improvements Requiring Historic Preservation Commission Review

A Certificate of Appropriateness or a Certificate of Demolition issued by the Historic Preservation Commission shall be required for:

403.1 A physical change in the exterior of building or structure in or on any historic site, historic landmark or historic structure, by addition, reconstruction, alteration, or restoration, whether or not a building permit is required.

403.2 Construction of a new principal or accessory structure in or on a historic site or historic landmark.

403.3 Construction of an addition to or alteration of a historic site or historic structure.

403.4 The moving or relocation of any historic site, historic landmark or historic structure, or of any building or structure thereon.

403.5 Public improvement projects including lighting, sidewalk, paving, utility distribution, street beautification, curbing, where such improvement(s) are in, on or immediately adjacent to any historic site, historic landmark or historic structure.

403.6 Cleaning the exterior surfaces of historic sites or historic structures by chemical or physical means, which may cause physical damage to the structure.

404 **Applications for Certificates of Appropriateness or Demolition**

Applications for a Certificate of Appropriateness or a Certificate of Demolition shall be obtained from the Code Enforcement Officer.

405 **Qualifications of Applicant**

Applications for a Certificate of Appropriateness or a Certificate of Demolition may only be submitted by the owner or any other party showing sufficient right, title or interest in the property. Further, the applicant shall demonstrate adequate technical capacity and financial capacity to complete any change proposed to be undertaken under the Certificate of Appropriateness or Certificate of Demolition.

The Historic Preservation Commission may impose reasonable conditions, including the provision of adequate financial security, to ensure that actions taken under the Certificate of Appropriateness or Certificate of Demolition will be successfully prosecuted to completion in a timely and workmanlike manner.

406 **Application Procedure**

406.1 Written application for the Certificate of Appropriateness or a Certificate of Demolition shall be submitted with the required exhibits and the required fee as per Section 407 of this Ordinance.

406.2 The Code Enforcement Officer shall date the application, all exhibits, and fees, and promptly submit the application to the Chairman of the Historic Preservation Commission.

406.3 The Chairman shall forward fees to the Town Treasurer.

406.4 A completed application, received seven (7) days prior to a scheduled, meeting, shall be placed on the agenda for the meeting

following the scheduled meeting. The applicant shall be notified of the meeting date.

407 **Application Contents**

407.1 Types and kinds of improvements to be considered minor shall be:

- a. Application or use of exterior materials of a different kind, type, color or texture than those already in use.
- b. All improvements, alterations, and renovations, which can be accomplished without obtaining a building permit.
- c. Landscaping

407.2 Applications for improvements considered minor shall contain:

- a. The applicant's name, mailing address, and interest in the subject property.
- b. The owner's name and mailing address, if different from the applicant's.
- c. The address or location of the subject property.
- d. A location or vicinity map clearly showing the location of the project.
- e. A description of the improvement requiring the issuance of a Certificate of Appropriateness.
- f. Current photographs of the property showing the property's current condition, which accurately represents the existing materials, textures and colors.
- g. Current photographs of all adjacent sites, buildings, structures, and other improvements clearly showing the style and character of the area.
- h. The Historic Preservation Commission may request a drawing or drawings of the exterior elevations, drawn to scale, showing complete architectural details, including all exterior equipment and appurtenances located on the roof, in the walls, and on the ground. All existing and proposed materials and finishes shall be identified and noted on the

elevation. Professional drawings shall not be required except as the Commission may otherwise determine.

- i. The application fee.

407.3

Types and kinds of improvements to be considered major shall be:

- a. Construction of a new principal or accessory structure in or on a historic site or historic landmark.
- b. Any addition to or alteration of a historic site or historic structure, which increases the square footage in that building or otherwise alters its size, height, contour, or outline.
- c. Alteration of a roofline.
- d. Cleaning the exterior surfaces of historic sites or historic structures by chemical or physical means, which may cause physical damage to the structure.

407.4

Applications for improvements considered major shall contain:

- a. The applicant's name, mailing address, and interest in the subject property.
- b. The owner's name, mailing address, if different from the applicant's.
- c. The address, or location of the subject property.
- d. A location or vicinity map clearly showing the location of the project.
- e. A description of the project which shall include a statement why the structure or building to be demolished does not contribute to the site, landmark or structure.
- f. Current photographs of the property, showing its condition, and accurately representing the existing materials, textures, and colors. All photographs shall be labeled to indicate the direction of viewing.
- g. Current photographs of all adjacent sites, buildings, structures, and other improvements clearly showing the

style and character of the area. All photographs shall be labeled to indicate the direction of viewing.

- h. A completed application with required exhibits for a Certificate of Appropriateness for any new construction proposed for the site.
- i. The application fee.