

**Planning and Development**

Saco City Hall  
300 Main Street  
Saco, Maine 04072-1538  
Phone: (207) 282-3487 ext.357



**Emily Cole-Prescott**  
City Planner  
[Eprescott@sacomaine.org](mailto:Eprescott@sacomaine.org)  
**Denise M. Clavette**  
Director  
[Dclavette@sacomaine.org](mailto:Dclavette@sacomaine.org)

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**TO:** Applicant  
**FROM:** Emily Cole Prescott, City Planner  
Denise Clavette, Planning & Development Director  
**RE:** Certificate of Appropriateness Application

Thank you for your application for a Certificate of Appropriateness. The City makes every effort to ensure a streamlined and clear review process. Our Department looks forward to answering questions and explaining standards and requirements.

**Submission Requirements:** To assist with assembling your application, the attached checklist is provided. We look forward to answering any questions about the requirements. Please keep in mind that the Department only accepts complete applications. Applications are reviewed based on Section 230-413 of the City's ordinances and the City's 2010 Historic District Guidelines.

**Timeline:** All completed applications should be submitted two weeks before the Historic Preservation Commission meeting date to ensure the Department can meet notice requirements. The Commission meets on the second Wednesdays of the month, and agendas can be found on the website: [www.sacomaine.org](http://www.sacomaine.org).

For your reference, attached are the following documents:

- Application
- Submission Requirements Checklist

Please visit the Historic Preservation Commission's webpage at [www.sacomaine.org](http://www.sacomaine.org) for resources and information about historic preservation and properties in Saco.

Please feel free to contact the Planning & Development Department with any questions about this application.



Application # \_\_\_\_\_

## Certificate of Appropriateness Application

Street Address of Proposed Project: \_\_\_\_\_ Tax Map & Lot: \_\_\_\_\_

York County Registry of Deeds Book & Page Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Email & Phone #: \_\_\_\_\_

Architect/Engineer's Name: \_\_\_\_\_

Architect/Engineer's Email & Phone #: \_\_\_\_\_

Architect/Engineer's Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner's Email & Phone #: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Area of Parcel: \_\_\_\_\_ Proposed Developed Area: \_\_\_\_\_ Proposed Height: \_\_\_\_\_

Sq. Ft. of Each Proposed Structure: \_\_\_\_\_

Amendment to Previously Approved Plan:     Yes             No

Description of Proposal: \_\_\_\_\_

Signature & Application Requirements: Applications are due at least two weeks in advance of HPC meetings. If applicable, Staff will schedule your application once it has been found to be complete and initial comments have been addressed.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**Certificate of Appropriateness Application**

**Section 230-413: Submission Requirements**

Applicant	City staff	Submission Requirement
<input type="checkbox"/>	<input type="checkbox"/>	The applicant’s name, address and interest in the subject property. If not representing the owner, the applicant shall provide evidence of right, title, or interest in the property.
<input type="checkbox"/>	<input type="checkbox"/>	The owner’s name and address, if different from the applicant’s, and the owner’s signature.
<input type="checkbox"/>	<input type="checkbox"/>	The address and the Tax Map and lot number.
<input type="checkbox"/>	<input type="checkbox"/>	The present use and zoning classification of the subject property.
<input type="checkbox"/>	<input type="checkbox"/>	A brief description of the new construction, reconstruction, alteration, maintenance, demolition, or removal requiring the issuances of the certificate of appropriateness.
<input type="checkbox"/>	<input type="checkbox"/>	A scale drawing or drawings of the exterior architectural features, indicating the design, texture, and location of any proposed alteration, reconstruction, maintenance or new construction for which the certificate is being applied.  Drawings shall mean plans or exterior elevations drawn to scale, with sufficient detail to show, as far as they relate, exterior appearances, the architectural design of the building(s), including materials and textures, including samples of exterior materials. Drawings shall be clear, complete and specific.
<input type="checkbox"/>	<input type="checkbox"/>	Photographs of the building involved and of adjacent buildings.
<input type="checkbox"/>	<input type="checkbox"/>	A site plan indicating improvements affecting appearance, such as walls, walks, terraces, plantings, accessory buildings, signs, lights and other elements.

*Please consult the Planner on plans for smaller projects.*