



Town of Topsham - Historic District Commission

Application for Certificate of Appropriateness

Topsham's Historic District was created in 1988 by the residents of the town in order to preserve the community's historic sense of place and to ensure that the features, which make Topsham unique, are here for future generations. In an age when communities increasingly look more like each other with the same chain stores and restaurants and the same type of suburban residential development spreading across the landscape the preservation of historic resources becomes a critical element in allowing our community to be identifiable from those around it.

It is the duty of the Historic District Commission to act as stewards for Topsham's historic resources, which reflect the town's cultural, social, economic, industrial, political, archaeological and architectural history. The commission is composed of volunteers from the community who serve in order to preserve Topsham's character for us and for future generations.

Chapter 225-18 of the Town of Topsham Zoning Ordinance establishes a review process for any exterior alteration, new construction or demolition proposed for a property located within Topsham's Historic Districts. The Topsham Historic District Commission reviews each application for Certificate of Appropriateness at its monthly meetings and acts as steward for the Town's Historic Districts.

The Planning Office staff is very knowledgeable, and may be of assistance in completing this application, and applicants may find the historic district "Design Review Manual" to be an invaluable resource as well.

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 Districts

It is essential that the applicant thoroughly considers 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 District Commission.



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Please provide the following information:

Property Address	Office Use Only: Application #: _____ Date Received: _____ Time Received: _____ Received By: _____		
Applicant	Applicant Address	Applicant Phone Number	
Property Owner	Owner Address	Owner Phone Number	
Applicant Interest in Property	Zoning		Shoreland Zoning
	R-1 – Urban Residential		RP – Resource Protection
	R-2 – Suburban Residential		LR – Limited Residential
	R-3 – Rural Residential		LC – Limited Commercial
Property Use	UV – Upper Village		GD – General Development
	MV – Middle Village		SP – Stream Protection
	LV – Lower Village		
	MUC – Mixed Use Comm.	Other Special Zoning	
Tax Map and Lot Number	MUL – Mixed Use Limited		HD – Historic District
	RCU – Rural Comm. Use		AP – Aquifer Protection
	CC – Commercial Corridor		MM – Mobile Home Park
	I – Industrial		Flood Zone

Applicant Signature

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.

C. Project Descriptions

- ❑ 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 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 as 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 drawings. 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.