

STATE OF MAINE

MAINE HISTORIC PRESERVATION COMMISSION

SMALL PROJECT REHABILITATION CERTIFICATION APPLICATION
Instructions

This application is to be filled out in accordance with rules set forth in Chapter 813, Title 27, Section 511, and the instructions given below. The rules shall take precedence in the event of any inconsistency with the requirements expressed in this application. The Maine Historic Preservation Commission Director's (Director) approval of applications and amendments to applications is conveyed only in writing by duly authorized officials of the Director. The decision by the Director with respect to certification is made on the basis of the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application forms shall take precedence. Normally, one copy of this application will be required. Photographs, architectural plans, drawings and other materials submitted with this application become the property of the Maine Historic Preservation Commission (Commission) and may be reproduced by it without permission.

Note: The provisions of the Internal Revenue Code and Title 36 of the Maine Revised Statutes governing tax incentives for the rehabilitation of historic buildings are extremely complex. Applicants should consult with Maine Revenue Services and/or an accountant, tax attorney, or other professional tax advisor to determine how these incentives pertain to their own situations. The forms and instructions required by Maine Revenue Services to claim the tax credits are not included in this application.

Read the following instructions carefully before filling out the attached application. Type or print clearly in black ink. In cases where adequate documentation is not provided, review and evaluation cannot be completed, resulting in denial of the requested certification.

HISTORIC PRESERVATION CERTIFICATIONS

The Small Project Rehabilitation Credit (credit) is available for any qualified project that the Director designates as a certified rehabilitation of a certified historic structure. This incentive is available pursuant to Title 36 of the Maine Revised Statutes.

A *certified historic structure* is any structure, subject to depreciation as defined by the Internal Revenue Code, that is:

- listed individually in the National Register of Historic Places; or,
- located in a registered historic district and certified by the Director as contributing to the historic significance of the district.

A *registered historic district* is any district listed in the National Register or any district which is designated under a state or local statute which has been certified by the Secretary of the Interior as containing criteria which will substantially achieve the purpose of preserving and rehabilitating buildings of significance to the district; and which is certified by the Secretary as meeting substantially all of the requirements for the

listing of districts in the National Register.
A *certified rehabilitation* is:

- any rehabilitation of a certified historic structure which the Director has certified as being consistent with the historic character of such structure and, where applicable, with the district in which such structure is located.

Title 36 of the Maine Revised Statutes, by reference of the Internal Revenue Code, limits the tax incentives for rehabilitation to depreciable structures, i.e., buildings used in a trade or business or held for the production of income, such as commercial or rental residential properties.

Owners of properties listed either individually or within districts in the National Register of Historic Places (a list maintained by the Department of the Interior) are eligible to apply for certifications. Owners of properties located in state or local districts may also apply for certifications if the statutes establishing those districts have been certified by the Secretary of the Interior and the districts have been certified by the Secretary as substantially meeting the National Register Criteria for Evaluation.

To qualify for the credit, property owners must complete the appropriate part or parts of the Small Project Rehabilitation Certification Application (SPRCA). Completed applications are sent to the Director.

Applications may be sent at any time during the year and may be sent separately or together (if the two parts are sent separately, Part 1 must precede Part 2). Simultaneous submission of Parts 1 and 2, however, permits a more expeditious review. Part 2 will not be processed until an adequately documented Part 1 is on file and acted upon, unless the property is already individually listed in the National Register.

The regulations referenced above, and additional copies of this application may be obtained by contacting the Commission. Applicants are strongly encouraged to submit applications describing proposed work and to receive approval from the Director prior to the start of demolition, site work or any construction-related activities. Owners who undertake rehabilitation projects without prior approval from the Director do so at their own risk.

Under the procedures outlined in Chapter 813 of Title 27, Section 511, Parts 1 and 2 of this application will each generally be reviewed by the Director within 30 days of receipt of a completed, adequately documented application. Questions concerning the review status of specific applications should be addressed to the Commission. Notification as to certification will be made in writing by the Director.

Continuation / Amendment Sheets. Use Continuation/Amendment Sheets or blank sheets of paper as needed to provide information concerning special considerations, to continue sections of the application for which additional space is needed, or to amend an application that has already been submitted. On each sheet include property name and address. Indicate "Part 1" or "Part 2" at the top of the sheet. Give the item number continued from the application and provide information in the same format as on the application.

PART 1 - EVALUATION OF SIGNIFICANCE

The SPRCA - Part 1 is used for the following purposes:

- to request certification that a depreciable building contributes to the significance of a registered historic district and therefore qualifies as a "certified historic structure" for the purpose of rehabilitation;
- to request certification that a building does not contribute to the significance of the registered historic district in which it is located;
- to request a preliminary determination of whether an individual building not yet on the National Register

meets the National Register Criteria for Evaluation and will likely be listed in the National Register when nominated according to the procedures set forth in 36 CFR Part 60;

- to request a preliminary determination that a building located within a potential historic district contributes to the significance of the district;
- to request a preliminary determination that a building outside the period or area of significance of a registered historic district contributes to the significance of the district.

Owners of buildings individually listed in the National Register need not complete Part 1 in most cases. (Verification of National Register listing may be obtained from the Director or the listing of National Register entries in the *Federal Register*.) However, owners of properties containing more than one building must submit a single Part 1 application that describes all the buildings within the listing.

Owners must report to the Director any substantial damage, alteration or change to a property that occurs after issuance of a certification of significance and prior to a final certification of rehabilitation. ***It is strongly recommended that owners or their consultants contact the Commission for additional guidance prior to beginning the application process.***

Note: If a building is not already listed individually in the National Register of Historic Places, Part 1 of the application must be submitted before the rehabilitated building is placed in service.

Evaluation of the Application. The documentation in Part 1 applications for buildings in districts must be sufficient: 1) to make a judgment about how the building relates to the district, and 2) to determine what features of the building comprise its historic character. In compiling this information it is helpful to consult the National Register nomination for the district on file at the Commission. *If the building is in a historic district, it should not be necessary in most cases for the applicant to do detailed research to describe the building and to provide a statement of significance.* Owners of buildings that are not yet listed in the National Register, or that are located within potential historic districts, may request preliminary determinations from the Director as to whether such buildings may qualify as certified historic structures when the buildings or the districts are listed in the National Register. Preliminary determinations may also be requested for buildings outside the period or area of

significance of a registered historic district. Such requests will be reviewed for conformance with National Register criteria in 36 CFR Part 60 and/or the Secretary's Standards for Evaluating Significance within Registered Historic Districts. These requests will be considered only if the submitted documentation substantially meets the requirements detailed in 36 CFR 60 and NPS instructions on completing National Register nomination forms (available from the Commission or the NPS). Preparing such applications generally requires expertise in history, architectural history, or related disciplines. Such determinations are preliminary only and are not binding upon the Director. Preliminary determinations ordinarily become final when the building or district is listed in the National Register, or for buildings outside the period or area of significance of a registered historic district, when the nomination or district documentation is formally amended. This requires 1) the Director to amend the National Register nomination and for the amended nomination to be approved by the NPS; or 2) the state or local jurisdiction for certified historic districts to amend the district documentation and obtain NPS approval. See National Register Bulletin No. 19, *National Park Service Procedures and Policies for Processing National Register Nominations*, for further information.

COMPLETING PART 1

1. Name of property. Provide the name of the property. Generally this is its street address. When the building is known by a historic name, such as the Rankin Block, or is called by its historic name in the district documentation, include that name also. Provide a complete address, including street, city, county, state and zip code for the property under consideration. If the building is located within a registered historic district, provide the name of the district and check the type of district. Consult the Commission for the correct name of the district.

2. Nature of request. Check box appropriate for your certification request.

3. Project contact. Provide the name, address and daytime telephone number of the person to whom inquiries regarding specifics of the application should be made.

4. Owner. Give the owner's name. Sign and date the application. If the owner is a corporation or partnership, give both the name of that entity and the name of the person who signs the form. Provide the owner's address and daytime telephone number. Long-term lessees may apply if a letter from the owner accompanies the application, indicating knowledge of the application and concurrence with its submission.

5. Description of physical appearance. Provide information about the major features of the building on *both the exterior and the interior*. Describe the building in its present condition (before rehabilitation), not as it was when first built nor as it will be after rehabilitation. Note the architectural style, exterior construction materials (wood, brick, etc.), type of roof (flat, gable, hipped, etc.), number of stories, basic plan (rectangular, irregular, L-shaped, etc.), and distinguishing architectural features (placement and type of windows, chimneys, porches, decorative interior features or spaces). Fully describe any changes that have been made to the building since its original construction—for example, additions, porch enclosures, new storefronts, relocation of doors and windows, and alterations to the interior. Other buildings on the property such as carriage houses, barns, and sheds should also be fully described. (See "Special Considerations: Multiple Buildings") Finally, discuss the way in which the building relates to others in the district or neighborhood in terms of siting, scale, material, construction, and date.

The Secretary Of the Interior's Standards for Evaluating Significance within Registered Historic Districts

1. A building contributing to the historic significance of a district is one which by location, design, setting, materials, workmanship, feeling and association adds to the district's sense of time and place and historical development.
2. A building not contributing to the historic significance of a district is one which does not add to the district's sense of time and place and historical development; or one where the location, design, setting, materials, workmanship, feeling and association have been so altered or have so deteriorated that the overall integrity of the property has been irretrievably lost.
3. Ordinarily buildings that have been built within the past 50 years shall not be considered to contribute to the significance of a district unless a strong justification concerning their historical or architectural merit is given or the historical attributes of the district are considered to be less than 50 years old.

Provide date of construction, if available, or indicate the approximate date. Give the source of the date, which may be a map, the district nomination, a building permit or other official document, or a former owner. State the approximate dates of alterations, and check whether or not the building has been moved.

EXAMPLE - Building within a registered historic district: This three-story, flat-roofed, unpainted brick building, rectangular in shape, was constructed in 1850. It features regularly-spaced arched windows on the second and third floors (6 openings on the east elevation have been filled in over the years, exact date unknown), 2-over-2 double-hung sash, and a prominent bracket cornice. The first floor of the facade has been altered: the existing storefront dates from ca. 1950. On the interior, the first floor is divided into two principal spaces—a large commercial space in front and a smaller office behind. The front room was modernized in the 1950's and contains no surviving historic fabric except for a simple wooden staircase running along the party wall. A pressed metal ceiling is the most prominent feature in the rear office; baseboards, paneled doors, and window and door surrounds also survive in this room. The upper floors have two rooms each, identical in configuration to the first floor; these rooms retain their original appearance, although they contain no architectural detailing of any kind (see photographs).

6. Statement of significance. Summarize how the building contributes to the significance of the district. This summary should relate to the significance of the district (including the district's period of significance) as identified in the National Register nomination or district documentation. This statement of significance should also relate to the Secretary of the Interior's Standards for Evaluating Significance within Registered Historic Districts. Is it similar to other buildings in the district in scale, building materials, style, and period of construction? Note important figures from the past associated with the building, former uses of the property, and the name of the architect or builder, if known.

EXAMPLE - Building within a registered historic district: The district is an intact grouping of architecturally significant commercial and industrial buildings constructed between 1850 and 1915 that display a variety of styles and types of architectural ornamentation popular during this era. The district is also significant as an early manufacturing and distribution center, which led to the city's growth as one of the largest cities in the state. Industrial growth in the late 19th and early 20th centuries required the

construction of larger buildings and several still exist within the boundaries of the district (see photographs). This modest three-story building is typical in appearance and history of the majority of the buildings in the district. It was originally built for manufacturing buttons, but was converted into a store with offices above during the 1880's when wholesaling grew as an important new activity in the district. The building is similar to its neighbors in size, scale, materials, and style.

7. Photographs and maps. Provide good, clear photographs of the building and its surroundings as they appeared before rehabilitation. Good photographic coverage is a very important part of the application. Photographs supplement, and to some extent may substitute for, some of the descriptive material in number 5. They should show all elevations of the building, views of the building in its setting on the street and representative interior spaces and features.

Photographs should be numbered, dated and labeled with the property name, the view (e.g., east side), and a brief description of what is shown. Photographs should be keyed to the application narrative and sketch map, where appropriate. For clear documentation, 35 mm film prints are recommended. Digital images may be submitted in lieu of film prints under the following conditions:

- 1) *the original image size must be no smaller than 1600X1200 pixels per inch; and*
- 2) *each image must be printed no smaller than 3½ x 5 on photographic paper (no plain paper or copy paper); and*
- 3) *each image must be labeled on the back; and*
- 4) *all images must be burned onto a CD (jpeg format), with each digital image labeled. The CD must be submitted with the digital prints. The name and location of the project, as well as the date the images were made must be written on the CD.*

Provide a map of the historic district, clearly identifying the lot on which the building is located; this is necessary to verify the building's eligibility for the preservation tax provisions. If certification is being sought for one of a group of buildings that are listed together in the National Register, a site plan of the group indicating which of the buildings is under consideration is necessary. For buildings under preliminary consideration for individual listing, a site plan is necessary.

Special Considerations. Applicants should read carefully the following information about certain special considerations that may apply to their particular case. If

a building is in one or more of the categories described below, additional information will be necessary. If this information is provided at the outset, the review process should not be delayed.

Certifications of non-significance. A certification of non-significance is a judgment that a building does not contribute to the significance of a district. The application must clearly demonstrate, therefore, that the building lacks the characteristics that contributing buildings in the district possess. The applicant must show how the building compares to others in its immediate neighborhood and to the district as a whole. The documentation must address changes that have been made to the building since its construction. Good photographs are essential; historic photographs should also be provided if possible. When certification of non-significance is requested on the grounds that the building is so deteriorated that the overall integrity of the property has been lost, it may be necessary to submit a structural engineer's report and additional information to document physical deterioration or structural damage.

Moved buildings. An applicant must provide additional information to support a certification application for a building that has been moved or is a candidate for moving. Such documentation must discuss: 1) the effect of the move on the building's appearance (any proposed demolition, proposed changes in foundations, etc.); 2) the new setting and general environment of the proposed site; 3) the effect of the move on the distinctive historic and visual character of the district; 4) the method to be used for moving the building. Such documentation must also include photographs showing the previous and proposed environments, including sites, adjacent buildings, and streetscapes. For buildings individually listed in the National Register, the procedures published in 36 CFR Part 60 must be followed prior to the move, or the buildings will be removed from the National Register, will not be considered certified historic structures, and will have to be renominated for listing.

Properties less than 50 years old. Properties less than 50 years old are generally considered not to contribute to the significance of a district and are excluded from individual listing in the National Register. Properties in this category, however, may be certified if they are shown to be integral parts of a historic district and the historical attributes of the district are considered to be less than 50 years old, or if they are exceptionally significant. For this reason, Standard 3 of the Secretary of the Interior's Standards for Evaluating Significance within Registered Historic Districts requires that to

contribute, such properties must possess exceptional historic or architectural merit or the district must encompass significant qualities and characteristics that are less than 50 years old. Documentation for these properties must explain how the property meets the requirements. For information on the individual listing of properties less than 50 years old, refer to National Register Bulletin No. 22, How to Evaluate and Nominate Potential National Register Properties That Have Achieved Significance within the Last 50 Years (available from the Commission or the NPS).

Multiple buildings. Properties containing more than one building where the buildings are functionally related historically to serve an overall purpose, such as a mill complex or a residence and carriage house, will be treated as a single certified historic structure when the property is rehabilitated as part of an overall project. This will apply whether the property is individually listed in the National Register or located in a registered historic district. Generally, a single application form may be used to request certification for these buildings. Documentation, however, must be submitted for every building to be considered for certification. For instance, if a house and carriage house are both to be certified, a single application may be used but a description and a statement of significance and full photographic coverage of each building must be provided. The owner should state explicitly which buildings are candidates for certification of significance or for certification of non-significance. A sketch map or site plan should be provided to show the current relationship of the buildings. A single application may also be made to request certification in cases where a property is composed of buildings that were functionally related historically to serve an overall purpose (such as a mill complex or an industrial plant). In these cases, the complex will be treated as a single certification and proposals for demolition of components will be considered in the review of rehabilitation work. If buildings are under separate ownership, however, a separate Part 1 application must be filled out by each owner.

Preliminary determinations. Applications for preliminary determinations must contain substantially the same level of documentation as National Register nominations, as specified in 36 CFR 60 and NPS instructions on completing National Register nomination forms (available from the Commission or the NPS). Applications for preliminary determinations for individual listing must show how the building individually meets the National Register Criteria for Evaluation. Specific information about the events, persons, architectural styles, or methods of

construction that make the property significant in American history, architecture, archeology, engineering, or culture should be provided. The statement of significance should specifically identify the historic function of the property, the historic themes represented by the property, the period of time when the property played a significant role or acquired significance, and the physical qualities that enable the property to convey its historic significance.

An application for a building located in a potential historic district must describe the district and document how the district meets the criteria and how the building contributes to the significance of that district. An application for a preliminary determination for a building in a registered historic district which is outside the period or area of significance in the district documentation on file with the NPS must document and justify the expanded significance of the district and how the building contributes to the significance of the district, or document the individual significance of the building. Applicants should contact the Commission and consult NPS instructions on completing National Register nomination forms (available from the Commission or the NPS) for guidance in preparing documentation.

PART 2 - DESCRIPTION OF REHABILITATION WORK

The SPRCA - Part 2 must be completed by all owners of certified historic structures seeking to have rehabilitations certified by the Director as being consistent with the historic character of the structure and, where applicable, the district in which the structure is located, thus qualifying as a "certified rehabilitation." A fee for review of all Part 2 applications is charged (see "Processing Fees") and no certification decision will be issued until receipt of appropriate remittance. Part 2 may be used to describe proposed, ongoing, or completed rehabilitation work.

Whenever possible, Part 2 should be completed and submitted prior to the initiation of any rehabilitation work. The credits will not be awarded for any project in which rehabilitation work (including demolition, site work, etc.) is undertaken prior to the property being thoroughly documented in accordance with the Part 2 requirements. Taxpayers will be notified in writing whether or not the proposed project is consistent with the Secretary of the Interior's "Standards for Rehabilitation" set forth in 36 CFR part 67.7.

Proposed work that does not appear to be consistent with the Standards will be identified, and advice will be given to assist property owners, architects, or builders in bringing the project into conformance with the Standards. Part 2 applications are commonly approved with conditions to ensure that the proposed work will be consistent with the Standards. It is very important that such conditions be complied with, as non-compliance will jeopardize the applicant's eligibility for the tax credits. An applicant may contact the Commission staff at any time with questions regarding conditional approvals.

Evaluation of the Application. All projects are reviewed and evaluated in accordance with the Secretary of the Interior's Standards for Rehabilitation. These ten Standards are broadly worded to guide the rehabilitation of all historic structures, such as industrial complexes, warehouses, schools, commercial structures, and residences. The underlying concern expressed in the Standards is the preservation of significant historic materials and features of a building in the process of rehabilitation. The Standards apply with equal force to both interior and exterior work, and the Director reviews the entire rehabilitation project (including any attached, adjacent or related new construction) rather than just a single segment of work. Certification is based on whether the overall project meets the Standards.

COMPLETING PART 2

1. Name of property. Provide the name of the property; this is generally its street address. If the building is known by a historic name, include the name also. (These names should be consistent with the names provided on Part 1 or on the National Register nomination.) Provide a complete address, including street, city, county, state and zip code for the building under consideration. Indicate by checking the appropriate box whether the property is individually listed or located in a registered historic district. If it is in a registered historic district, provide the name of the district. Consult the Commission for the correct name of the property or the district. Indicate whether a Part 1 application has been submitted for the property; if so, give the date the application was submitted. If a Part 1 Certification has been received, give the date of the certification and the SPRCA project number.

2. Data on building and rehabilitation project. Provide date of construction, and the type of construction (e.g., masonry bearing wall, wood frame, steel frame, concrete). If the application describes a phased project, give the number of the phase

described in this application, and the total number of phases. Provide the estimated or actual project starting date and the estimated or actual project completion date.

3. Project contact. Provide the name, address, and daytime telephone number of the person to whom inquiries regarding specifics of project work should be directed.

4. Owner. Give the owner's name. Sign and date the application. If the owner is a corporation or partnership, give both the name of that entity and the name of the person who signs the form. Provide the owner's address and daytime telephone number. If the property has multiple owners, their names, and addresses must be listed on a continuation sheet. Long-term lessees may apply for certification if a letter from the owner accompanies the application, indicating knowledge of the application and concurrence with its submission.

5. Detailed description of rehabilitation work. In the numbered blocks, provide a description of project work. *Describe the entire project and not simply those portions for which the tax credit will be sought.* Begin by describing site work, followed by work on the exterior, including new construction, and finally work on the interior. A separate block should be used to describe each work item and its effect on architectural features or spaces (see Examples on page 9).

In the left block, identify the architectural feature requiring work and indicate whether the feature described is original to the building, was added at a later date, or is new construction. Give approximate date of the feature. In the appropriate space describe the physical condition. Indicate photograph or drawing numbers that show the feature described.

In the right block, explain in detail the rehabilitation work to be undertaken. Describe the effect (visual, structural, or other) on existing features. List drawings, marked photographs, or specification page numbers that show the rehabilitation work and impact on the existing building.

Photographs. The applicant must submit a sufficient number of *good, clear photographs* with Part 2 to document both interior and exterior conditions, including site and environment, prior to any rehabilitation work and to show the areas of proposed or completed work. Photographs of "before" conditions must be submitted even if the rehabilitation is completed; such documentation is necessary for the Director to evaluate the effect of the rehabilitation on

the historic structure. ***Where such documentation is not provided, review and evaluation cannot be completed, resulting in denial of the requested certification.*** Elevations and interior features and spaces of the buildings should be shown. Photographs should be numbered, dated and labeled with the property name, the view (e.g. east side) and a brief description of what is shown; photographs should be keyed to the application narrative, where appropriate. In many cases, it may be helpful to mark directly on the photographs the areas of proposed or completed work. Photographs may be black and white or color, but must show architectural features clearly. For clear documentation, 35 mm photographs are recommended. Photographs are not returnable.

Drawings or sketches. Drawings or sketches are required for proposed work to show planned alterations or new construction. They must be sufficiently detailed to show existing wall configurations and anticipated changes. Documentation should include floor plans and, where necessary, sections and elevations. All drawings and sketches submitted with the application should be numbered and should be keyed to the application narrative.

Project Amendments. If changes are made to a project at any time after submission of the initial application, submit a continuation/amendment sheet. Provide the name and address of the property. Check the appropriate box noting whether the form amends or continues Part 1 or Part 2, and give the SPRCA project number assigned to the project (if known). Indicate changes in project work, giving the originally proposed treatment and the amended work item description. Give the owner's name. Sign and date the form. Give the owner's address and daytime telephone number. Return it to the Commission. *Approval of amendments to applications is conveyed only in writing by officials duly authorized by the Director.*

Special Rehabilitation Concerns. Several areas of special concern have been identified in reviewing and evaluating preservation tax incentives projects. The *Guidelines for Rehabilitating Historic Buildings* accompanying the Secretary of the Interior's Standards for Rehabilitation provide further guidance on these and other areas of concern. Owners should take care to address these concerns when undertaking work in any of the areas described here.

Storefront alterations. Justify changes to storefronts and provide photographs of the areas to be altered. Information should be provided on when the existing storefront was constructed; on what the existing

physical conditions are; and if a historical treatment is planned, on what evidence the proposed new storefront designs are based. *Owners are strongly discouraged from introducing a storefront or new design element on the ground floor that alters the character of the structure and its relationship with the street or that causes destruction of significant historic material.*

New heating, ventilating, and air-conditioning (HVAC) systems. Indicate what effect the new equipment and ductwork will have on the historic building material. If the HVAC system requires removal of windows or portions of walls, describe alternative systems considered in the design process and why the proposed system was chosen. *Installation of systems that cause damage to the historic building material or cause visual loss of character may result in denial of certification.*

New windows. Indicate the condition of existing windows (sash, glazing, muntins, etc.) and the reasons for replacement. Photographs and window surveys must be provided as evidence of severe deterioration; provide data on the cost of repairing existing windows versus installing replacements. *Owners are strongly encouraged to retain and repair historic windows. The use of tinted glass often causes a change in character and may result in denial of certification.* Where replacement of existing windows appears justified by supporting documentation and where the windows are an integral part of the building's design and character, replacement sash should match the original in material, size, pane configuration, color, trim details, and planar and reflective qualities. Scaled drawings comparing the existing windows with the replacement windows should be provided.

Interior partitions and removing interior plaster. Indicate existing condition of the interior and document with photographs. Show which walls are to be removed or altered. Note whether trim elements and plaster will be affected. *Owners are strongly discouraged from changing floor plans unnecessarily and from exposing masonry surfaces unless this condition is supported by historical evidence.*

Exterior masonry cleaning. *Owners are strongly encouraged to clean masonry only when necessary to halt deterioration or to remove graffiti and stains.* Indicate the condition of each material to be cleaned. Specify what the cleaning is intended to accomplish

(soot removal, paint removal, etc.) and what process is to be used on each masonry element. When chemical systems are to be employed, specify the product to be used and send supporting technical data (product data sheets and material safety data sheets) that indicate the hazardous ingredients and their pH levels. For all exterior masonry cleaning, send specifications. For instance, masonry cleaning involving chemical processes should give cleaning products to be used on each type of masonry, the strengths (percentage), water pressure to be used measured in pounds per square inch (psi), amount of water to be used, measured in gallons per minute (gpm), and the nozzle tip (measured in degrees) to be used. Provide supporting material to show that method selected is the gentlest means possible for this project. Summarize results of test patches, and include close-up color photographs of masonry surface before and after cleaning as evidence.

Exterior masonry repair. Indicate deteriorated areas that require repair and provide evidence that repointing mortar will match the original in composition (i.e., ratio of lime, cement, sand and any additives), color, texture, and tooling. *Owners are encouraged to repoint only those portions of the masonry that require repair.*

New additions and new construction. New exterior additions may alter the appearance and form of historic structures, and may cause denial of certification. Similarly, new construction, including site work, may affect the relationship of a structure to its site, change the historic landscape, or otherwise damage the historic character of the property. *Owners are strongly encouraged to obtain NPS approval before undertaking projects involving new construction.*

EXAMPLES

If using a computer-generated version of the certification application, fonts may be changed to a larger size and boxes may be enlarged if additional space is needed.

<p>NUMBER 1 Architectural feature: façade brick</p> <p>Approximate date of feature: ca. 1880</p> <p>Describe existing feature and its condition: Red brick with recessed joints in good condition. Mortar mostly sound, but deteriorated and missing around downspout at east end of façade. Some graffiti at first floor.</p> <p>Describe work and impact on existing feature: Will selectively clean deteriorated joints and repoint with mortar and joint width to match existing (see spec. pp. 33-35); chemically clean graffiti from first floor piers (see spec. pp. 30-31).</p> <p>See photo no(s). 3, 6 & 7 See drawing no(s). A1</p>
<p>NUMBER 2 Architectural feature: main staircase</p> <p>Approximate date of feature: ca. 1880</p> <p>Describe existing feature and its condition: Original stair exists between 1st and 3rd floors. Some balusters missing and treads worn. Later stair from 3rd to 5th floors.</p> <p>Describe work and impact on existing feature: Replace missing balusters with matching pieces. Sand painted banisters and balusters and varnish. Replace treads as needed. Sand and paint stairs. Retain later stair as is.</p> <p>See photo no(s). 23 & 24 See drawing no(s). A2</p>

The Secretary Of the Interior's Standards for Rehabilitation

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. The application of these Standards to rehabilitation projects is to be the same as under the previous version so that a project previously acceptable would continue to be acceptable under these Standards.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

PART 3 - REQUEST FOR CERTIFICATION OF COMPLETED WORK

A project does not become a "certified rehabilitation" eligible for tax incentives until it is completed and so designated by the Director. Upon completion of the rehabilitation project, the owner or owners must submit a Request for Certification of Completed Work, including photographs of completed work (both exterior and interior, preferably showing the same views as shown in "before" photographs). If a Part 2 application has not been submitted in advance of project completion, it must accompany the Request for Certification of Completed Work. If a Part 2 application has been submitted for review of proposed or ongoing work, submit only the Request for Certification of Completed Work.

Return the completed form to the Director. The completed project may be inspected by an authorized representative of the Director to determine if the work meets the Standards for Rehabilitation.

To complete the Request for Certification of Completed Work:

- 1. Name of property.** Provide the name and address of the property exactly as furnished in the SPRCA - Part 2. Indicate whether the property is a certified historic structure. If so, give the date of certification by the Director, or the date of listing in the National Register.
- 2. Data on rehabilitation project.** Give the project number that the Director assigned to the rehabilitation project, if known. Give the date on which the project started and the date on which the rehabilitation work was completed and the building placed in service.

3. Owner. Give the owner's name. Sign and date the application. If the owner is a corporation or partnership, give both the name of that entity and the name of the person who signs the form. Provide the owner's address and daytime telephone number. By his or her signature, the owner certifies that in his or her opinion the completed rehabilitation meets the Secretary of the Interior's "Standards for Rehabilitation" and is consistent with the work described in the Small Project Rehabilitation Certification Application-Part 2. Give the SPRCA project number at the top of the page. Use a blank sheet of paper if necessary, taking care to put the SPRCA project number at the top of any extra pages.

Additional guidance on any aspect of this application may be obtained from the Maine Historic Preservation Commission. Also available from the Commission are the Guidelines for Rehabilitating Historic Buildings, the National Register publications mentioned above, and a series of Preservation Briefs on topics such as cleaning, coating and repair of masonry, storefront alterations, exterior paint problems, and window treatments.

The information requested in this application is being collected to enable the Director to evaluate the historic significance of structures located in historic districts, and to evaluate the rehabilitation of such structures. The primary use of this information by the Director will be to certify to the Maine Revenue Services that the applicant is eligible for State tax incentives, or that the applicant is *not* eligible for such incentives. Response to this request is required to obtain a benefit.

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