

# **2010 CLG / Historic Preservation Commission Training Workshop**



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## What is the Maine Historic Preservation Commission?

- is the State Historic Preservation Office for the State of Maine
- oversees the identification and evaluation of archaeological sites as well as historic buildings, objects and districts
- reviews and comments on the effect of federal undertakings on historic properties, as well as some state and local undertakings
- nominates properties to the National Register of Historic Places
- assists owners of income producing properties to obtain federal and state rehabilitation tax credits
- promotes historic preservation through planning and public education.

## Certified Local Government Program

- Established by the **National Historic Preservation Act** [16 U.S.C. 470]
- **36 CFR Part 61** - Procedures for State, Tribal, and Local Government Historic Preservation Programs
- **National Park Service Historic Preservation Fund Grants Manual** – Chapter 9
- **“Guidelines for the Certified Local Government Program in Maine”** – CLG communities must have a historic preservation ordinance and a historic preservation commission which implements a formal review process
- Local, state and federal partnership:
  - Administered at the federal level by the National Park Service
  - Administered at the state level by the State Historic Preservation Officer (in Maine, the **Maine Historic Preservation Commission aka MHPC**)

## Certified Local Government Program

- Allows for the participation of local governments in the national historic preservation program while maintaining consistent standards
- Technical assistance from MHPC
- Provides financial and technical assistance to further preservation efforts - CLG communities are eligible to receive 10% of Maine's annual appropriation from the Historic Preservation Fund - available by 60/40 matching basis (federal/local)
- Currently 10 CLGs in Maine: Bangor (12/02/85), York (01/07/86), Topsham (06/22/88), Kennebunk (02/09/90), Hampden (08/28/90), Lewiston (02/04/91), Saco (10/23/91), Castine (11/24/94), Portland (01/10/05) and Gardiner (05/25/10)

## **CLG Eligibility Criteria: Five broad standards**

**Pursuant to the National Historic Preservation Act [16 U.S.C. 470],  
CLG communities must:**

- 1) enforce legislation for the designation & protection of historic properties**
- 2) establish an adequate & qualified historic preservation review commission**
- 3) maintain a system for survey & inventory of historic properties**
- 4) provide for adequate public participation in the local historic preservation program, including the process for evaluating properties for nomination to the National Register of Historic Places, which must include public participation.**
- 5) satisfactorily perform responsibilities delegated under the National Historic Preservation Act**

# 1) **Protect Historic Properties on the local level by... enforcing legislation for the designation and protection of local historic properties**

- Enacting a historic preservation, historic district, or zoning ordinance that:
  1. creates a historic preservation commission with the ability to conduct surveys to identify and designate historic properties; and
  2. **REQUIRES** the commission's review & approval prior to issuance of a building permit for such properties
- **Locally designate historic properties in your ordinance**
  1. Utilize the NRHP and/or local criteria for the basis of designation consistent with SOI's Standards for Identification and Registration
  2. See National Trust's *Maintain Community Character: How to Establish a Historic District*

## Protection of Locally Designated Historic Properties

CLG historic preservation commissions' review approval criteria should utilize and adhere to:

- 1) *The Secretary of the Interior's Standards for the Treatment of Historic Properties* (most current version – 1995), and/or
- 2) Local design review guidelines (which should be based on the SOI's Standards - [www.nps.gov/history/hps/tps/standards\\_guidelines.htm](http://www.nps.gov/history/hps/tps/standards_guidelines.htm) )

## 2) An Adequate & Qualified Historic Preservation Commission:

- A minimum of 5 members in communities with a population over 5,000; otherwise 3 members are sufficient
- Vacancies must be filled within 60 days.
- Submit required Annual Report (calendar year) of activities to MHPC
- Persons with a demonstrated interest, competence, or knowledge in historic preservation or closely related fields
- Commission members are expected to attend MHPC's CLG training workshops, or otherwise increase their understanding of historic preservation issues either independently or as other training opportunities arise

## Housekeeping

Items we require **annually** for our CLG files  
for the National Park Service  
(4 year mandatory evaluation of each CLG):

1. Annual Reports
2. Copies of Meeting Minutes
3. Resumes of current HPC members or Resume Forms
4. Proposed ordinance changes

## CLG Annual Report Contents

A Certified Local Government is responsible for submitting to the MHPC an annual report. The annual report must include the following information:

### **A. Local Legislation:**

1. Copies of any new ordinances, amendments, regulations, by-laws, or guidelines enacted during this period.
2. List of new historic district or landmark designations. Please also submit a copy of a map showing site locations.
3. Number of cases reviewed under the authority of the local ordinance with a summary of the action taken:

Alterations:	Approved _____	Denied _____
Demolitions:	Approved _____	Denied _____
New Construction:	Approved _____	Denied _____

### **B. Historic Preservation Commission and Staff:**

1. Number of historic preservation commission meetings held during this period.
2. Indication of number of meetings which each professional historic preservation commission members attended.
3. Summary of how the historic preservation commission obtained qualified professional expertise in the review of nominations or other actions normally evaluated by a professional if such expertise is not available on the commission.
4. Indication of the professional training session which each historic preservation commission member and professional staff member attended during this period.
5. Any changes to the membership of the historic preservation commission. For vacancies, please indicate length of vacancy, how an attempt was made to obtain qualified professionals to fill any vacancies, and how the new appointees evidence demonstrated interest, competence, or knowledge of historic preservation. In addition, please submit a resume for any new professional commission members.
6. Summary of how the CLG employed, contracted with, or maintained access to, on at least a part-time basis, a qualified professional in historic preservation.

### **C. Survey and Inventory:**

1. Number of new historic resource forms completed.
2. If the municipality is completely surveyed describe the process to re-evaluate existing survey information and procedure to keep it up to date.

### **D. Public Participation:**

1. Outline of public notification procedures.
2. A copy of a historic preservation commission meeting's minutes.

### **E. National Register Nominations:**

1. List of National Register nominations reviewed by the commission.
2. All minutes relating to the review of National Register nominations

### **F. Narrative Summary:**

Please include a narrative statement of successes and problems encountered during the year.

### 3) A System for Survey & Inventory of Historic Properties

- The Maine Historic Preservation Commission (MHPC) provides guidance to municipalities on how to conduct cultural resource surveys in the State of Maine.
- Survey guidelines are available on MHPC's website:  
**[http://www.maine.gov/mhpc/architectural\\_survey/index.html](http://www.maine.gov/mhpc/architectural_survey/index.html)**
- **CARMA** – Cultural Architectural Resource Management Database
- National Register Bulletin 24 – *Guidelines for Local Surveys: A Basis for Preservation Planning*

# What is an architectural survey?

- **It is the first step in any effort to protect historic properties.** A well-organized and clearly presented *inventory* is the fundamental tool that may be used to argue for the importance of the historic resources of a community. The inventory of historic resources is the primary products of a comprehensive survey.

# Why undertake an architectural survey?

- To document the built environment of a town at a particular point in time.
- For posterity.
- In honor of an anniversary.
- For education. The compilation of descriptive and documentary materials represents a valuable body of research that should be readily available for use by researchers, writers, historians, students, property owners, realtors, preservationists, facilities managers and trades people.

# Why undertake an architectural survey?

- To identify the built environment from previous time periods
- Historic resources contain information whose study can provide unique insights into a community's past, and help answer broad questions about its history and pre-history

# Why undertake an architectural survey?

- To identify properties and landscapes that contribute to the character of the town, campus, or area.
- The historic resources of a community give it its special **character** and **cultural depth**.
- A completed survey helps to raise public appreciation, understanding, and pride in local historic properties and sites.

# Why undertake an architectural survey?

- To identify properties or areas worth of preservation, either through owner encouragement, town ordinances, or financial support.
- Or, to identify properties or districts eligible for listing in the National Register.

**C**ultural and  
**A**rchitectural  
**R**esource  
**M**anagement  
**A**rchive

**CARMA is a new, on-line architectural survey database for Maine's historic above ground resources.**

**Developed and underwritten by the Maine Department of Transportation for the Maine Historic Preservation Commission, this on-line tool enables architectural historians and survey consultants to submit completed survey projects for federal and/or state regulatory and HPF grant funded project reviews in an on-line format for preliminary review.**



**Future CARMA platforms will be developed for a public site that will allow both consultants and the public to search for surveyed properties and identify properties that have been evaluated for listing in the National Register of Historic Places.**

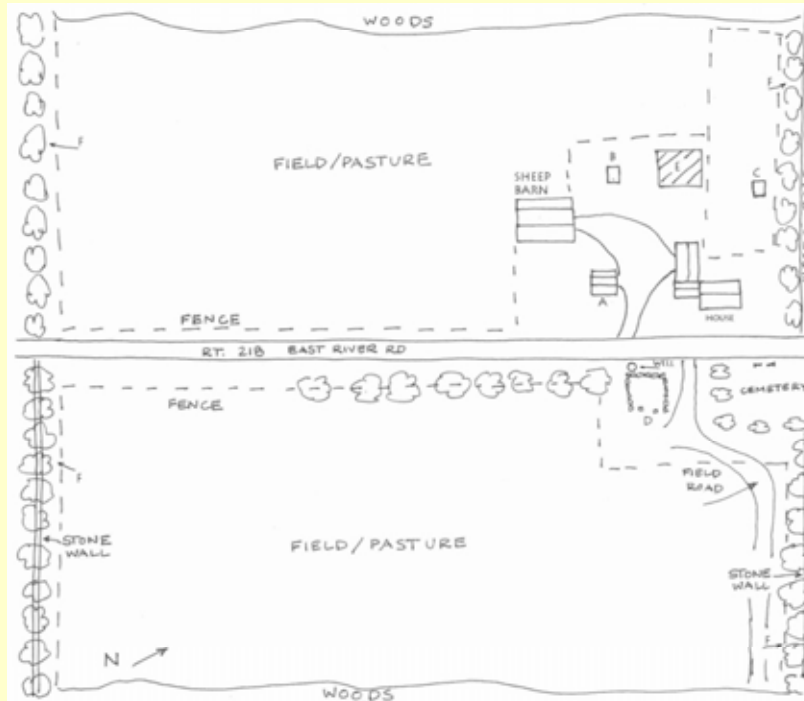


**MDOT Staff and Contractors were trained in the use of CARMA by Kurt Jergensen and Christi Mitchell in early February.**

**Commencing November 1, 2010 all surveys submitted to the Maine Historic Preservation Commission in fulfillment of federal and/or state regulatory or HPF grant funded project review requirements must be entered into CARMA.**

**Training sessions for consultants have been on-going since May 2010.**

**Above Ground Cultural Resource Survey Manual**  
Guidelines for Identification: Architecture and Cultural Landscapes  
Federal and State Regulatory  
Project Review Specific



Maine Historic Preservation Commission  
Augusta, Maine  
APRIL 2010

CARMA

Maine Historic Property Workbench - Windows Internet Explorer

http://mainedot-roadspray.maine.gov/me-historic/dashboard.aspx

File Edit View Favorites Tools Help

McAfee SiteAdvisor

★ Favorites | Suggested Sites | Free Hotmail | MS-TAMS Logon | Web Slice Gallery

Maine Historic Property Workbench

ver 1.0.3632.27846

### Maine Historic Property Workbench

by the Maine Historic Preservation Commission

Home » Dashboard My Profile | Help | Logout

Navigation

- Dashboard
- Projects
- Users

Submitted Projects: Awaiting MHPC Review for Completeness

Project ID	Survey Name	Survey Status	Date Recorded	
16343.00	Mechanic Falls	Submitted	10-28-2008	<a href="#">print pdf</a>
15087.00	Augusta	Submitted	12-10-2008	<a href="#">print pdf</a>
12757.00	Standish	Submitted	12-30-2008	<a href="#">print pdf</a>
15617.00	Swanville	Submitted	12-31-2008	<a href="#">print pdf</a>
15104.00	Patten	Submitted	03-24-2009	<a href="#">print pdf</a>
15097.00	Island Falls	Submitted	03-24-2009	<a href="#">print pdf</a>
16748.00	Skowhegan	Submitted	03-30-2009	<a href="#">print pdf</a>

Completed Projects: MHPC Approved for Completeness

Project ID	Survey Name	Survey Status	Date Recorded	
12633.00	Gardiner	Completed	11-05-2008	<a href="#">print pdf</a>
11206.00	Caribou-Ft Fairfield,161	Completed	02-04-2010	<a href="#">print pdf</a>
17285.00	Brunswick	Completed	02-10-2010	<a href="#">print pdf</a>
17111.00	Farmington	Completed	02-22-2010	<a href="#">print pdf</a>
11353.00	Farmingdale,Gardiner,201	Completed	03-08-2010	<a href="#">print pdf</a>
10213.00	Gorham, Rt 114	Completed	03-21-2010	<a href="#">print pdf</a>

Quick Links

- [Add New Project](#)
- [View Pending Projects](#)
- [View Archived Projects](#)

start | Micros... | C:\Doc... | April 2... | Maine ... | 100% | 3:18 PM



# Maine Historic Property Workbench by the Maine Historic Preservation Commission

ver 1.0.3632.27846

Home » Projects » Survey Details

My Profile | Help | Logout

### Navigation

Dashboard

Projects

Users

### Project Details

Project ID	17253.00 <input type="button" value="Edit"/>
Survey Name	Warren <input type="button" value="Edit"/>
Date Recorded	03-24-2010
Surveyor	Burke, Martha
Status	Completed

Inv. #	Type	Survey Map No.	Last Updated	Surveyor	Status		
<input type="checkbox"/>	HBSS_FORM	1	04-12-2010	Burke, Martha	Completed	<a href="#">print pdf</a>	<input type="checkbox"/>
<input type="checkbox"/>	CONT_FORM	1	04-09-2010	Burke, Martha	Completed	<a href="#">print pdf</a>	
<input type="checkbox"/>	BARN_FORM	2	04-09-2010	Burke, Martha	Completed	<a href="#">print pdf</a>	<input type="checkbox"/>
<input type="checkbox"/>	BARN_FORM	3	04-12-2010	Burke, Martha	Completed	<a href="#">print pdf</a>	<input type="checkbox"/>
<input type="checkbox"/>	HBSS_FORM	4	04-09-2010	Burke, Martha	Completed	<a href="#">print pdf</a>	<input type="checkbox"/>
<input type="checkbox"/>	BARN_FORM	5	03-25-2010	Burke, Martha	Completed	<a href="#">print pdf</a>	<input type="checkbox"/>

### Quick Links

[Add New Project](#)

[View Pending Projects](#)

[View Archived Projects](#)

# CARMA

Navigation

- Dashboard
- Projects
- Users

Building/Structure Form Step 2 of 3

[Previous](#) [Save](#) [Next..](#)

Project ID: 17253.00

10. Primary Use (Present): SINGLE FAMILY

11. Condition: FAIR

**Architectural Data**

12. Primary Stylistic Category: VERNACULAR

13. Secondary Stylistic Category: ITALIANATE

14. Height (in stories): 1.5 Stories

15. Primary Facade Width (in bays): 4 Bays

16. Appendages

<input type="checkbox"/> CUPOLA	<input checked="" type="checkbox"/> PORCH
<input type="checkbox"/> ADDED STORIES	<input checked="" type="checkbox"/> REAR ELL
<input type="checkbox"/> BAY WINDOW	<input type="checkbox"/> SHED
<input checked="" type="checkbox"/> DORMERS	<input checked="" type="checkbox"/> SIDE ELL
<input type="checkbox"/> FRONT	<input type="checkbox"/> TOWER

17. Porch

<input checked="" type="checkbox"/> ATTACHED	<input type="checkbox"/> ONE STORY
<input type="checkbox"/> ENGAGED	<input type="checkbox"/> SECONDARY PORCH
<input type="checkbox"/> FULL WIDTH	<input type="checkbox"/> SLEEPING PORCH
<input type="checkbox"/> MORE THAN ONE STORY	<input type="checkbox"/> WRAPAROUND

Quick Links

- [Add New Project](#)
- [View Pending Projects](#)
- [View Archived Projects](#)

[Go](#)

The screenshot displays the 'Maine Historic Property Workbench' interface. At the top left is the state seal of Maine. The title 'Maine Historic Property Workbench by the Maine Historic Preservation Commission' is centered at the top. Below the title is a toolbar with navigation icons (home, back, forward, search, etc.) and a 'Back to Form' button. On the left side, there is a sidebar menu with the following items: 'Results', 'Map Contents', 'Navigation', and 'Overview', each with expand/collapse arrows. The main area shows a topographic map of a region in Maine. The map features contour lines, roads, and several red 'X' markers numbered 1 through 5. Labels on the map include 'WALDCBORO EAST', 'Riverview Cem', 'THOMASTON', and 'Warren (C)'. A scale bar at the bottom right indicates distances in miles.

CARMA

Maine Historic Property Workbench  
by the Maine Historic Preservation Commission

Back to Form

Results

Map Contents

- HISTPROP.HISTPROP\_F
- Federal Functional Class
- Quad Index
- Towns
- Counties
- MEGIS.DRGCLIP
- orthomap

Navigation

Overview

WALDOBORO EAST

THOMASTON

WESTERN RD

CAMDEN RD

WARM ST

WHITE ST

0 0.05 0.1 0.2 0.4 Miles

Signatures  
Pages  
Attachments  
Comments

SURVEY MAP NO. 6  
SURVEY NAME 15803  
SURVEY ID 12263.06

MHP USE ONLY  
INVENTORY NO. \_\_\_\_\_

**MAINE HISTORIC PRESERVATION COMMISSION**  
Historic Building Structure Survey Form

1. PROPERTY NAME (HISTORIC): \_\_\_\_\_  
 2. PROPERTY NAME (OTHER): \_\_\_\_\_  
 3. STREET ADDRESS: 24 Western Road, Bethel, Maine, 04216  
 4. TOWN: Bethel 5. COUNTY: Kennebec  
 6. DATE RECORDED: 3/22/06 7. SURVEYOR: Bruce, Martha  
 8. OWNER NAME: \_\_\_\_\_ 9. ADDRESS: \_\_\_\_\_

10. PRIMARY USE (PRESENT):  
 SINGLE FAMILY  
 MULTI-FAMILY  
 INDUSTRY  
 TRANSPORTATION  
 RECREATION/CULTURE  
 OTHER  
 AGRICULTURE  
 GOVERNMENTAL  
 RELIGIOUS  
 UNKNOWN  
 COMMERCIAL/TRADE  
 EDUCATION  
 HOTEL  
 SUMMER COTTAGE/CAMP  
 FUNERARY  
 HEALTH CARE  
 LANDSCAPE  
 SOCIAL

11. CONDITION:  GOOD  FAIR  POOR  DESTROYED, DATE: \_\_\_\_\_

**ARCHITECTURAL DATA**


12. PRIMARY STYLISTIC CATEGORY:  
 GEORGIAN  STICK STYLE  19<sup>TH</sup> C. REVIVAL  MODERN/CONTEMPORARY  
 FEDERAL  QUEEN ANNE  COMMERCIAL STYLE  MINIMAL TRADITIONAL  
 GREEK REVIVAL  SHINGLE STYLE  CRAFTSMAN  RANCH  
 GOTHIC REVIVAL  ROMANESQUE  ART DECO / MODERNE  SPLIT LEVEL  
 ITALIANATE  NEO-CLASSICAL REV  INTERNATIONAL  VERNACULAR  
 SECOND EMPIRE  RENAISSANCE REV  OTHER

13. SECONDARY STYLISTIC CATEGORY:  
 GEORGIAN  STICK STYLE  19<sup>TH</sup> C. REVIVAL  MODERN/CONTEMPORARY  
 FEDERAL  QUEEN ANNE  COMMERCIAL STYLE  MINIMAL TRADITIONAL  
 GOTHIC REVIVAL  SHINGLE STYLE  CRAFTSMAN  RANCH  
 ITALIANATE  NEO-CLASSICAL REV  INTERNATIONAL  VERNACULAR  
 SECOND EMPIRE  RENAISSANCE REV  OTHER

14. HEIGHT:  1 STORY  1 1/2 STORY  2 STORY  2 1/2 STORY  3 STORY  4 STORY  
 5 STORY  OVER 5 (\_\_\_\_\_)

15. PRIMARY FACADE WIDTH (MAIN BLOCK; USE GROUND FLOOR):  
 1 BAY  2 BAY  3 BAY  4 BAY  5 BAY  MORE THAN 5 (\_\_\_\_\_)

16. APPENDAGES:  SIDE ELL  REAR ELL  FRONT  ADDED STORIES  
 DORMERS  PORCH  TOWER  CUPOLA  BAY WINDOW

PHOTOGRAPH:  


17. PORCH:  ATTACHED  ENGAGED  ONE STORY  MORE THAN ONE STORY  
 FULL WIDTH  WRAPAROUND  SLEEPING PORCH  SECONDARY PORCH

18. PLAN OR FORM:  HALL AND PARLOR  1/2 CAPE  CAPE  CENTRAL HALL  2-STORY DOUBLE FILE  
 SIDE HALL  BACK HALL  IRREGULAR  FOURSQUARE  BUNGALOW  
 MOBILE HOME  MODULAR  OTHER

19. PRIMARY STRUCTURAL SYSTEM:  
 TIMBER FRAME  BRACED FRAME  BRICK  STONE  BALLOON FRAME  
 CONCRETE  STEEL  PLANK WALL  PLATFORM FRAME  
 FRAME CONSTRUCTION - TYPE UNKNOWN  OTHER

20. CHIMNEY PLACEMENT:  
 INTERIOR  INTERIOR FRONT/REAR  CENTER  INTERIOR END  EXTERIOR  
 OTHER

21. ROOF CONFIGURATION:  
 GABLE SIDE  GABLE FRONT  HIP  MANSARD  FLAT  
 GAMBLER  PARAPET GABLE  SHED  CROSS GABLE

22. ROOF MATERIAL:  WOOD  METAL  TILE  SLATE  ASPHALT  ASBESTOS

23. EXTERIOR WALL MATERIALS:  
 CLAPBOARD  BRICK  FLUSH SHEATHING  WOOD SHINGLE  STONE  
 LOG  PRESSED METAL  CONCRETE  STUCCO  ASPHALT  
 GRANITE  ASBESTOS  TERRA COTTA  BOARDS AND BATTEN  ALUMINUM/VINYL  
 OTHER

24. FOUNDATION MATERIAL:  
 FIELDSTONE  BRICK  WOOD  CONCRETE  GRANITE  ORNAMENTAL CONC. BLOCK  
 OTHER

25. OUTBUILDINGS/FEATURES:  
 CARRIAGE HOUSE  FENCE OR WALL  CEMETERY  BARN (CONNECTED)  
 BARN (DETACHED)  FORMAL GARDEN  LANDSCAPE/PLANT MAT  ARCHAEOLOGICAL SITE  
 GARAGE  OTHER

**HISTORICAL DATA**

26. DOCUMENTED DATE OF CONSTRUCTION: \_\_\_\_\_ 27. ESTIMATED DATE OF CONSTRUCTION: 1828-36  
 28. DATE MAJOR ADDITIONAL ALTERATIONS: \_\_\_\_\_  
 29. ARCHITECT: \_\_\_\_\_ 30. CONTRACTOR: \_\_\_\_\_  
 31. ORIGINAL OWNER: \_\_\_\_\_  
 32. SUBSEQUENT SIGNIFICANT OWNER: \_\_\_\_\_ DATES: \_\_\_\_\_

33. CULTURAL/ETHNIC AFFILIATION:  
 ENGLISH  FRENCH ACADIAN  NATIVE AMERICAN  SCOTTISH  FRENCH CANADIAN  
 EAST EUROPEAN  IRISH  OTHER

34. HISTORIC CONTEXTS:  
 COMMERCE  INDUSTRY  TRANSPORTATION  AGRICULTURE  MILITARY  
 RELIGION  CIVIC AFFAIRS  RECREATION  HABITATION  EDUCATION  
 ART/LET. SCIENCE  SOCIAL

35. COMMENTS/SOURCES: large factory of workers, little area, and a large site, this property...

36. HISTORICAL DRAWINGS EXIST:  YES  NO 37. KIT HOUSE:  YES  NO 38. PATTERN BOOK HOUSE:  YES  NO

**ENVIRONMENTAL DATA**

39. SITE INTEGRITY:  ORIGINAL  MOVED DATE MOVED \_\_\_\_\_  
 40. SETTING:  RURAL/UNDISTURBED  RURAL/BUILT UP  SMALL TOWN  URBAN  SUBURBAN  
 41. QUADRANGLE MAP USED: WALDEN, ME  
 42. UTM NORTHING: 488332.000 43. UTM EASTING: 472218.400  
 44. FACADE DIRECTION (CIRCLE ONE): N S W NE NW SE SW

MHP USE ONLY  
 DATE ENTERED IN INVENTORY: \_\_\_\_\_ PHOTO FILE # \_\_\_\_\_  
 NR STATUS:  L  HD  F  NE  NO  REVISOR: \_\_\_\_\_  
 DATA SOURCE:  HPF  CLO  REC  STAFF  STATE SURVEY OTHER \_\_\_\_\_ LEVEL OF SURVEY:  R  I

MHPIC USE ONLY

INVENTORY NO.

SURVEY MAP NO. \_\_\_\_\_  
SURVEY MAP NAME \_\_\_\_\_

**MAINE HISTORIC PRESERVATION COMMISSION**  
Historic Building/Structure Survey Form

- PROPERTY NAME (HISTORIC): \_\_\_\_\_
- PROPERTY NAME (OTHER): \_\_\_\_\_
- STREET ADDRESS: \_\_\_\_\_
- TOWN: \_\_\_\_\_
- DATE RECORDED: \_\_\_\_\_
- OWNER NAME: \_\_\_\_\_
- PRIMARY USE (PRESENT):  
 SINGLE FAMILY     AGRICULTURE  
 MULTI-FAMILY     GOVERNMENT  
 INDUSTRY     RELIGIOUS  
 TRANSPORTATION     DEFENSE  
 RECREATION/CULTURE     UNKNOWN  
 OTHER \_\_\_\_\_

10. CONDITION:     GOOD     FAIR   

**ARCHITECTURAL DATA**

- PRIMARY STYLISTIC CATEGORY:  
 GEORGIAN     STICK STYLE  
 FEDERAL     QUEEN ANNE  
 GREEK REVIVAL     SHINGLE STYLE  
 GOTHIC REVIVAL     ROMANESQUE  
 ITALIANATE     NEO-CLASSICAL #  
 SECOND EMPIRE     RENAISSANCE RE
- SECONDARY STYLISTIC CATEGORY:  
 GEORGIAN     STICK STYLE  
 FEDERAL     QUEEN ANNE  
 GREEK REVIVAL     SHINGLE STYLE  
 GOTHIC REVIVAL     ROMANESQUE  
 ITALIANATE     NEO-CLASSICAL #  
 SECOND EMPIRE     RENAISSANCE RE
- HEIGHT:     1 STORY     1 1/2 STORY     2 ST  
 3 STORY     OVER 5 (\_\_\_\_)
- PRIMARY FACADE WIDTH (MAIN BLOCK; USE GROUND FLOOR ONLY):  
 1 BAY     2 BAY     3 BAY
- APPENDAGES:     SIDE ELL     REAR ELL      
 DORMERS     PORCH

PHOTOGRAPH: \_\_\_\_\_

MHPIC USE ONLY

INVENTORY NO.

SURVEY MAP NO. \_\_\_\_\_

SURVEY MAP NAME \_\_\_\_\_

**MAINE HISTORIC PRESERVATION COMMISSION**  
Historic Farmstead Survey Cover Form

- PROPERTY NAME (HISTORIC): \_\_\_\_\_
- PROPERTY NAME (OTHER): \_\_\_\_\_
- STREET ADDRESS: \_\_\_\_\_
- TOWN: \_\_\_\_\_
- DATE RECORDED: \_\_\_\_\_
- OWNER NAME: \_\_\_\_\_
- PRIMARY USE (PRESENT):  
 RESIDENTIAL     ANIMAL HUSBANDRY #  
 FARM ACREAGE: \_\_\_\_\_ (NO. NUMBER OF STI)

- INVENTORY NUMBERS FOR SURVEYED BUILDINGS: \_\_\_\_\_
- LIST ANY STRUCTURE OR SITE NOT INDIVIDUALLY RECORDED. PLEASE ASSIGN EACH STRUCTURE OR SITE A LETTER AND NUMBER. STRUCTURES SUCH AS COOPERS PIT BLOCS, BEE HIVES, BEEN REMOVED OVER THE YEARS (FOUNDATION):  
 \_\_\_\_\_

**HISTORICAL DATA**

- HISTORICAL USE: \_\_\_\_\_
- DOCUMENTED DATE OF CONSTRUCTION: \_\_\_\_\_
- DATE MAJOR ADDITIONS/ALTERATIONS: \_\_\_\_\_
- ORIGINAL OWNER: \_\_\_\_\_
- CULTURAL/ETHNIC AFFILIATION:  
 ENGLISH     FRENCH ACADIAN  
 EAST EUROPEAN     IRISH
- COMMENTS/SOURCES: \_\_\_\_\_
- DO HISTORICAL DRAWINGS OR MAPS EXIST:    YES \_\_\_\_\_ NO \_\_\_\_\_
- HAS THE SAME FAMILY FARMED THIS PROPERTY FOR 100 YEARS:    YES \_\_\_\_\_ NO \_\_\_\_\_

**ENVIRONMENTAL DATA**

- SITE INTEGRITY:     ORIGINAL     MOVED
  - SETTING:     RURAL/UNDISTURBED     RURAL/BUILDING
  - QUADRANGLE MAP USED: \_\_\_\_\_
  - UTM NORTHING: \_\_\_\_\_
  - FACADE DIRECTION (CIRCLE ONE):    "    N    S    E    W
- MHPIC USE ONLY
- DATE ENTERED IN REPOSITORY: \_\_\_\_\_
- NR STATUS:    L    A    T    NE    AD    REVERSE
- DATA SOURCE:    HPP    CLV    RAC    STAFF    S

MHPIC USE ONLY

INVENTORY NO.

SURVEY MAP NO. \_\_\_\_\_

SURVEY MAP NAME \_\_\_\_\_

**MAINE HISTORIC PRESERVATION COMMISSION**  
Historic Barn/Agricultural Structure Survey Form

- PROPERTY NAME (HISTORIC): \_\_\_\_\_
- PROPERTY NAME (OTHER): \_\_\_\_\_
- STREET ADDRESS: \_\_\_\_\_
- TOWN: \_\_\_\_\_
- DATE RECORDED: \_\_\_\_\_
- OWNER NAME: \_\_\_\_\_
- PRIMARY USE (HISTORIC):  
 BARN, MIXED USE     HAY BARN     DAIRY BARN  
 SLOP     HORSE HOUSE     CIDER HOUSE  
 HOP HOUSE     SPRINGWELL HOUSE     FOWLTRY BARN  
 GREENHOUSE     WAGON SHED     WORKER HOUSE  
 IMPROV. HOUSE     POTATO BARN     GOVD. CARB.  
 ANIMAL SHED(TYPE) \_\_\_\_\_     OTHER \_\_\_\_\_

**ARCHITECTURAL DATA**

- PRIMARY STYLISTIC CATEGORY:  
 COLONIAL     STICK STYLE     FEDERAL  
 GREEK REVIVAL     SHINGLE STYLE     TUDOR/C. RE  
 ARTS & CRAFTS     ITALIANATE     SUNSHADOW  
 SECOND EMPIRE     HIGH VIC. GOTHIC     OTHER \_\_\_\_\_
- HEIGHT:     1 STORY     1 1/2 STORY     2 STORY     2 1/2 STORY     3 STORY
- PLAN:     ENGLISH     NEW ENGLAND     ROUND     BANK BARN     OTHER  
 CONNECTED     DETACHED
- PRIMARY STRUCTURAL SYSTEM:  
 HAND-HEWN LOG     SAWN HEAVY TIMBERS     STUD CONSTRUCTION  
 CONCRETE     OTHER \_\_\_\_\_
- EXTERIOR SIDINGS:  
 SHINGLES     WOOD SHINGLE     ASPHALT     ANSERS  
 ALUMINUM/VINYL     STUCCO     BRICK     CORCOR  
 OTHER \_\_\_\_\_
- ROOF CONFIGURATION:  
 GABLE SIDE     GABLE FRONT     MONITOR     GAMBY  
 OTHER \_\_\_\_\_
- ROOF MATERIAL:  
 WOOD     METAL     SLATE     ASPHALT     ASBESTOS  
 OTHER \_\_\_\_\_
- FOUNDATION MATERIAL:  
 FIELDSTONE     BRICK     CONCRETE     GRANITE     OTHER \_\_\_\_\_
- DOCUMENTED DATE OF CONSTRUCTION: \_\_\_\_\_    34. ESTIMATED DATE: \_\_\_\_\_

PHOTOGRAPH: \_\_\_\_\_

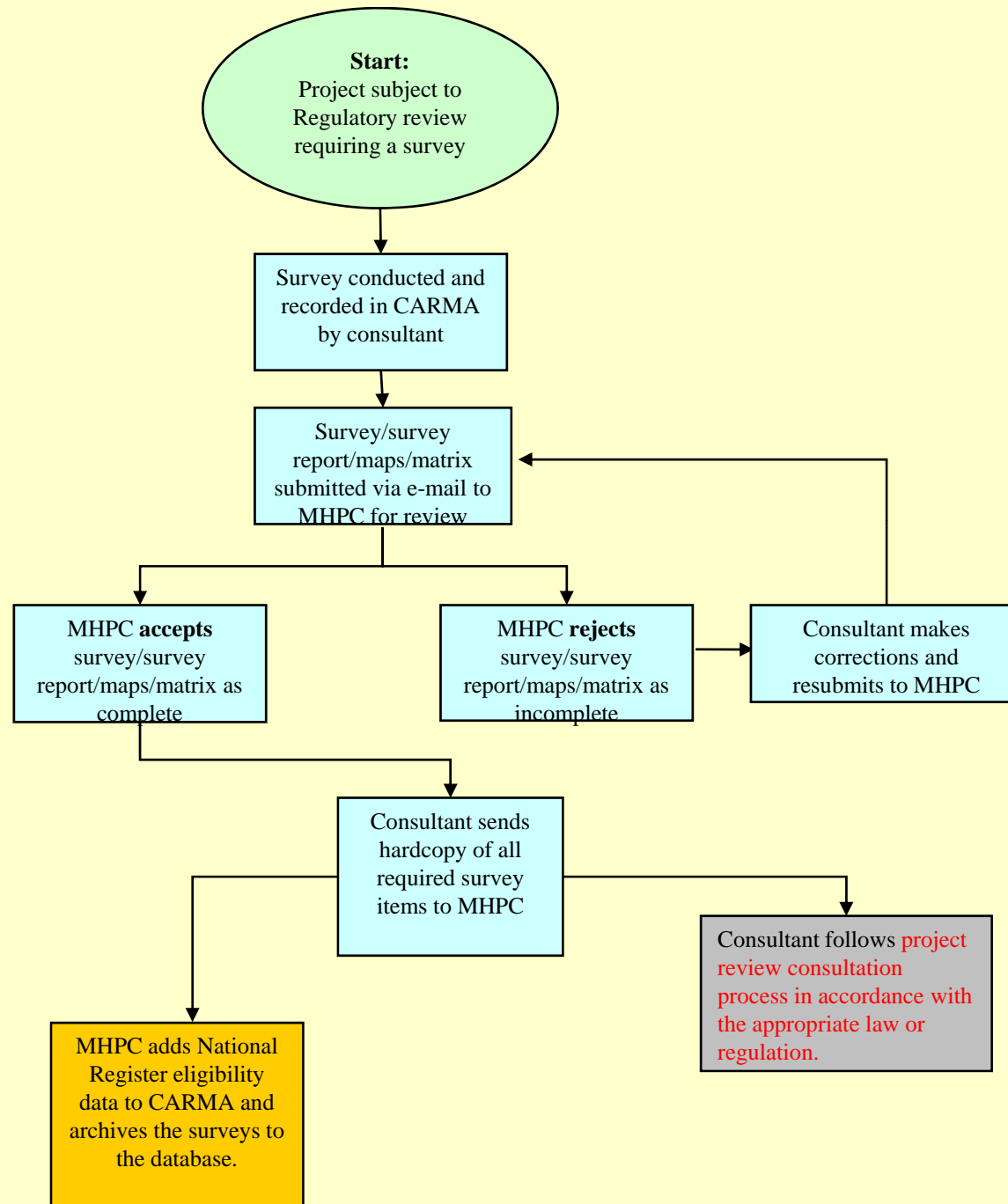
MHPIC USE ONLY

INVENTORY NO.

**MAINE HISTORIC PRESERVATION COMMISSION**  
Historic Building/Structure Survey Form

Continuation Sheet

- PROPERTY NAME: \_\_\_\_\_
- TOWN: \_\_\_\_\_    COUNTY: \_\_\_\_\_
- SURVEYOR: \_\_\_\_\_    DATE: \_\_\_\_\_
- DATA FIELD # (From Survey Form): \_\_\_\_\_



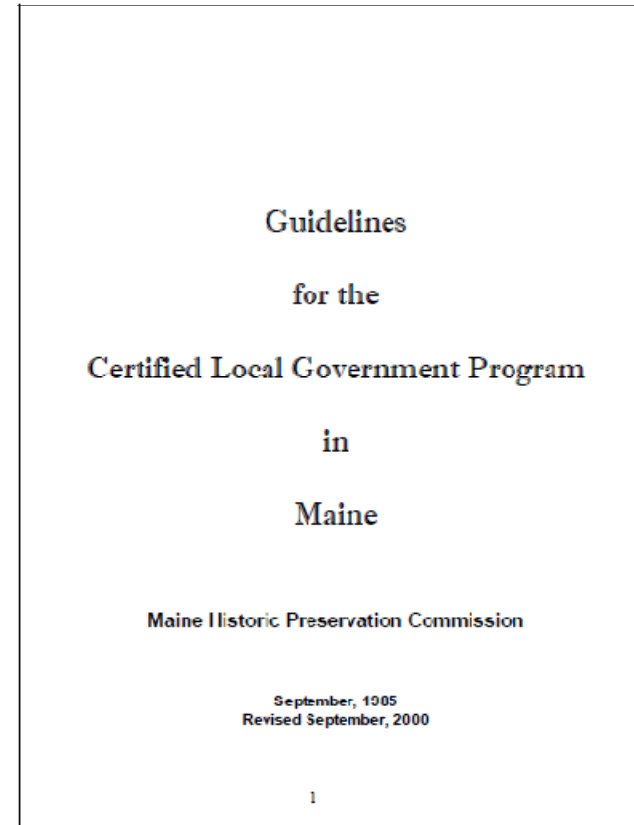
**With the support of MDOT,  
over 170 previously  
completed surveys have  
been entered into CARMA,  
representing approximately  
2525 properties.**

#### 4) Provisions for adequate public participation:

- All historic preservation commission meetings must be publicly announced, be open to the public, and have an agenda available prior to the meeting.
- Public notice must be provided prior to any special meetings
- Minutes of all meetings, including descriptions of all decisions and actions of the commission and the reasons for making decisions must be kept on file and available to the public
- Public disclosure may not be necessary or allowed if information will cause significant invasion of privacy, risk harm to the resource, or impede use of a traditional religious site by practitioners
- **CLGs must participate in the review process for evaluating properties for nomination to the National Register of Historic Places within their jurisdiction, which must include public participation.**

## CLG Participation in the National Register Nomination Process

- Required by the National Historic Preservation Act.
- See pages 7 and 8 in the *“Guidelines for the Certified Local Government Program in Maine”*



- [http://www.maine.gov/mhpc/certified\\_local\\_government/guidelines-for-CLG.pdf](http://www.maine.gov/mhpc/certified_local_government/guidelines-for-CLG.pdf)

## What is the National Register of Historic Places?

- **It is the official list of the Nation's historic places worthy of preservation** and is maintained by the U.S. Department of the Interior, National Park Service. More than 80,000 properties listed in the U.S.; **over 1550 properties in Maine.**
- Authorized under the National Historic Preservation Act of 1966, it is part of a national program to coordinate and support public and private efforts to identify, evaluate and protect our historic and archaeological resources.
- To be eligible for listing, a property must:
  - Be at least 50 years old, unless it is exceptionally important
  - Be historically or architecturally significant on the national, state or local level
  - Possess “integrity” from the period during which it earned its significance
  - Meet at least one criteria: A-significant event; B-significant person; C-architecture; D-typically archaeology, but also other locations of activities
  - Be a building, structure, site, object or district

## National Register of Historic Places, *cont.*

### *Criteria for Evaluation*

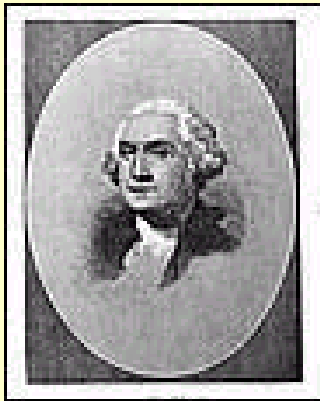
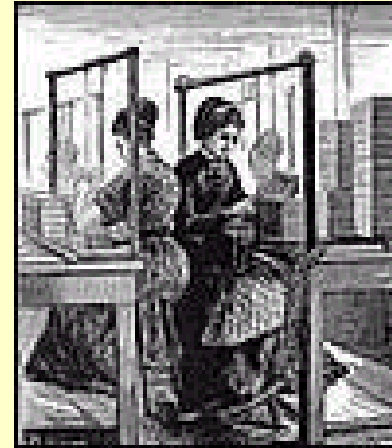
The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects

that possess integrity of **location, design, setting, materials, workmanship, feeling, and association**, and:

## National Register of Historic Places, *cont.*

### *Criteria for Evaluation*

- A. That are associated with events that have made a significant contribution to the broad patterns of our history; *or*



- B. That are associated with the lives of persons significant in our past;

*or*

## National Register of Historic Places, *cont.*

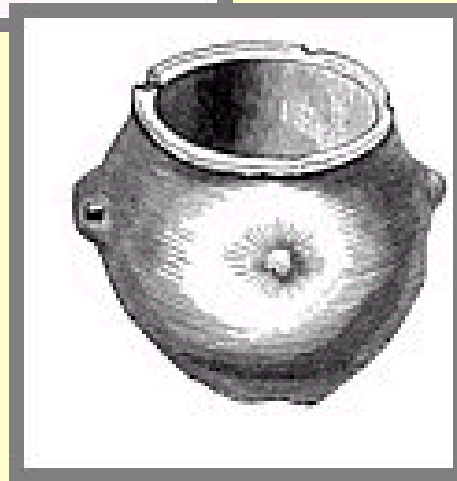
### *Criteria for Evaluation*



- C. That embody the distinctive characteristics of a type, period, or method of construction, *or* that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; *or*

## National Register of Historic Places, *cont.*

### *Criteria for Evaluation*



- D.** That have yielded or may be likely to yield, information important in prehistory or history.

## National Register of Historic Places, *cont.*

Adopting the NRHP Criteria for Evaluation as  
the base criteria for  
local designation of historic properties  
is encouraged  
because it is a  
*nationally recognized system*  
for evaluating significance.

**Criteria for designation should be consistent with  
the SOI's Standards for Identification and Registration**

## National Register of Historic Places, *cont.*



- ✓ Nominations are reviewed quarterly by the Maine Historic Preservation Commission in Augusta, then forwarded by staff to the Keeper of the Register in Washington, D.C.
- ✓ Contact MHPC's National Register Coordinator, Christi Mitchell, at (207) 287-2132 to get started

## Benefits of National Register Listing

- Recognition that a property is historically and culturally significant to the nation, the state or the community
- Afforded protection from adverse impact by federal undertakings
- Depreciable properties may be eligible for federal and state historic tax credits
- Qualify for other assistance when funds are available e.g. Maine's New Century Community Program grants; federal Save America's Treasures program etc.

## Contrary to Common Myths about National Register Listing:

- There are no Federal designations that place Federal restrictions on private property owners.
- Listing or determined “eligible” for listing does not restrict the rights of private property owners in the use, development, or sale of private historic property.
- Demolition, rehabilitation etc. may occur privately at any time.
- Public visitation rights are not required by the owner.

## **5) Satisfactorily perform responsibilities delegated under the National Historic Preservation Act**

- See National Historic Preservation Act
- See 36 CFR Part 61
- See NPS HPF Grants Manual Chapter 9
- See Maine CLG Guidelines.

## **Major duties assigned to CLG historic preservation commissions (per Maine's CLG Guidelines):**

1. Mandatory review of alterations, relocation, demolition, and other actions affecting locally designated historic properties
2. Mandatory review of all new construction affecting locally designated historic properties
3. Review proposed National Register nominations within jurisdiction.
4. Conduct continuing survey of cultural resources according to guidelines established by MHPC
5. Make recommendations for designating local landmarks and historic districts and keep records
6. Establish and use written guidelines for preservation of designated local historic properties
7. Act in an advisory role to municipality regarding the protection of local cultural resources
8. Act as liaison on behalf of the local government to individuals and organizations concerned with historic preservation

## Federal Historic Preservation Fund CLG grants

- Grant applications mailed to CLG municipal offices annually in mid-October
- CLGs may submit more than one application – however CLGs must prioritize the applications in writing, as MHPC may not be able to fund all requests
- Grant application deadlines are just before the holidays annually in December - **(This year the Deadline will be December 17, 2010)**
- Grant contracts based on the approved applications must be signed by an authorized municipal official
- All work funded by the grant must be completed in accordance with the grant contract specifications
- In general, CLG funds may used for any project which furthers the goals of cultural resource identification, evaluation, nomination and protection.

**Federal Historic Preservation Fund CLG grants –  
suggestions for applications  
(MHPC emphasis on first 3 items)**

- **architectural surveys of historic properties**
- **development of ordinances, regulations, design guidelines** etc. that support local plan goals
- **designation of local historic properties**
- preparation of National Register nominations
- planning studies and historic context studies
- HABS/HAER type documentation projects
- restoration of buildings listed in the National Register that are owned by non-profit organizations and municipalities (religious properties only qualify for pre-development funding) historic structure reports and preservation plans of buildings listed in the National Register

## Federal Historic Preservation Fund CLG grants – suggestions for applications

- acquisition of historic properties that are threatened with demolition, impairment etc.
- public outreach materials about the benefits of historic preservation (e.g. training workshops, publications, brochures, exhibits, videos etc.)
- local government preservation planning staff who undertake historic preservation planning activities and assist CLG historic preservation commissions
- submit budget (in consultation with MHPC) to host the statewide CLG training session in your community
- archaeological surveys

## **Federal Historic Preservation Fund CLG grants – Recent funded Projects:**

- Bangor Historic Preservation Brochure and 3 training workshops
- Topsham architectural survey
- Topsham Historic District Zoning Amendments Project
- National Register nomination for the Main Street – Frye Street Historic District, Lewiston (listed in 2009)
- Saco Design Guidelines
- “Learning is an Ornament” (history of Kennebunk’s public schools)
- Abyssinian Meeting House Restoration Project
- City of Portland Historic Preservation Program staff positions

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## Housekeeping re: federal HPF grants

- Federal 60% / local match 40%
- 3 Interim report deadlines (there is a one page form for this report)
- **Final Billing** (Request for Final Reimbursement is **August 1**)
- Federal fiscal year ends Sept. 30
- **Donated Time Labor Sheets** are required to show local match
- **MHPC will be holding future annual grant workshops for grantees**

SPECIAL PROVISIONS		<i>Page 3 of 3</i>
Project Milestone Schedule		
BEGINNING DATE		06/01/10
FIRST INTERIM PROGRESS REPORT		10/15/10
SECOND INTERIM PROGRESS REPORT		01/15/11
THIRD INTERIM PROGRESS REPORT		04/15/11
DRAFT ORDINANCE AMENDMENT/MAP TO MHPC FOR REVIEW/COMMENT		04/15/11
FINAL PROJECT REPORT		07/01/11
FINAL BILLING		08/01/11

This interim reporting schedule can be changed only by prior written approval by the Commission.

## **Web resources for assistance:**

- **Maine Historic Preservation Commission**  
[www.maine.gov/mhpc](http://www.maine.gov/mhpc)
- **Maine Preservation**  
[www.maine Preservation.org](http://www.maine Preservation.org)
- **The Secretary of the Interior's Standards**  
[www.nps.gov/history/hps/tps/standards\\_guidelines.htm](http://www.nps.gov/history/hps/tps/standards_guidelines.htm)
- **National Register of Historic Places**  
[www.nps.gov/history/nr](http://www.nps.gov/history/nr)
- **National Park Service Technical Preservation Services:**  
[www.nps.gov/history/hps/TPS/index.htm](http://www.nps.gov/history/hps/TPS/index.htm)
- **National Alliance for Preservation Commissions (NAPC)**  
[www.uga.edu/napc](http://www.uga.edu/napc)

**If you have any questions about the  
CLG program in Maine, please contact:**

**Robin Stancampiano  
Certified Local Government Coordinator  
Maine Historic Preservation Commission  
robin.stancampiano@maine.gov  
287-2992**