

A GUIDE TO DOING BUSINESS IN GARDINER, MAINE

www.libbyhillbusinesspark.com



www.gardinermaine.com

Updated: June 29, 2011



Greetings!

On behalf of the city of Gardiner, thank you for your interest in doing business here in the community. Whether looking at locating to, or expanding in, Gardiner's dynamic and historic downtown, the Libby Hill Business Park, or somewhere else in the community, the city is ready to assist you. Gardiner's central location combined with proactive local business incentive programs and a quality regional workforce provide prospective businesses a competitive advantage over many other locations in Maine.

We've created the following business assistance guide to help business owners better understand the local and state permitting process and discover what business assistance programs are available.

Please feel free to contact me or my Planning & Development staff directly if you would like more information. The city looks forward to welcoming your business locate to or grown in the community as well as finding any way we can to help your business succeed.

Sincerely,

Scott Morelli
City Manager

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INTRODUCTION

This reference is intended to be an information resource to anyone who is contemplating establishing a new business or purchasing or expanding an existing business in the City of Gardiner. Since this pamphlet is an “informational resource” only, it should not be used as the sole source of information. Agencies listed should be contacted to verify information and answer questions.

MUNICIPAL AND REGIONAL OFFICES

Gardiner Contacts

| <u>Mailing & Street Address</u> | |
|-------------------------------------|------------------|
| 6 Church St Gardiner, ME 04345 | |
| <u>Office</u> | <u>Telephone</u> |
| Gardiner City Office | 582-4460 |
| City Manager/Treasurer | 582-4200 |
| City Clerk | 582-4460 |
| Assessor | 582-6892 |
| Tax Collector | 582-4460 |
| Dep.Treas/HR/Finance Director | 582-6891 |
| Planning/Development Director | 582-6888 |
| Fire Department | 582-4534 |
| Police Department | 582-5150 |
| Public Works | 582-4408 |
| Code Enforcement Officer | 582-6892 |
| Plumbing Inspector | 582-3312 |
| Gardiner Public Library | 582-3312 |
| Wastewater Treatment Plant | 582-1351 |
| <u>Office</u> | <u>Fax</u> |
| City Offices | 582-6895 |
| Fire Dept | 582-1079 |
| Police Dept | 582-1079 |
| Wastewater Treatment Plant | 582-9282 |

Regional Contacts

| <u>Office</u> | <u>Telephone</u> |
|--|------------------|
| Gardiner Board of Trade | 582-6888 |
| Gardiner Main Street | 582-3100 |
| Kennebec Valley Chamber of Commerce | 623-4559 |
| Kennebec Valley Community College | 453-5000 |
| Kennebec Valley Council of Governments | 453-4258 |
| Maine Small Business Administration | 622-8274 |
| University of Maine Augusta | 621-3106 |
| Unemployment Compensation Division | 800-593-7660 |
| OSHA | 626-9160 |
| Finance Authority of Maine | 623-3263 |
| CareerCenter | 624-5120 |
| Kennebec Valley Tourism Council | 623-4883 |
| SCORE Business Counseling | 622-8509 |
| Central Maine Growth Council | 680-7300 |
| Bureau of Alcoholic Beverages/Lottery Operations | 287-3721 |
| Maine Dept. of Inland Fisheries/Wildlife | 287-8000 |
| Maine Land Use Regulation Commission | 287-2631 |
| Maine Dept. of Agriculture, Food/Rural Resources | 287-3871 |
| Maine Dept. of Economic Community Development | 624-7484 |
| Maine Revenue Service Income/Corp/Tax Rebate | 626-8475 |
| Maine Revenue Service Sales/Fuel/Special Tax | 624-9693 |
| Maine Dept. of Transportation | 624-3000 |
| Maine Dept. of Professional & Financial Regulation | 624-8500 |
| Maine Dept. of Labor | 623-7900 |
| Maine Dept. of Environmental Protection | 287-7688 |
| USDA Rural Development | 990-9160 |
| US Dept. of Labor – Wage and Hour Division | 780-3344 |
| Internal Revenue Service Federal Tax | 1-800-829-1040 |

SCHEDULED MEETINGS AND OFFICE HOURS

Board & Committee Meetings

Held at Gardiner City Hall, Council Chambers unless otherwise posted

Tel: (207) 582-4460

Address: 6 Church Street, Gardiner

| | |
|--|--|
| City Council: | First & third Wednesday of each month |
| Planning Board: | Second Tuesday of each month – As Needed |
| Board of Appeals: | Fourth Tuesday of month - As Needed |
| Board of Assessment Review: | As Needed |
| Historic Preservation Commission: | Third Tuesday of month – As Needed |
| Economic Development Committee: | Monthly |

All meetings are posted on the municipal website: www.gardinermaine.com

Call specific departments for deadlines. Meetings which fall on holidays will be rescheduled.

City Hall Office Hours

8:00 a.m. to 4:30 p.m., Monday through Friday, except Holidays

(207) 582-4460

6 Church Street

Gardiner, ME 04345



Downtown Historic District

Beautiful, vibrant Downtown Water Street, with its two-, three-, and four-story brick buildings, is listed on the National Register of Historic Places. Built more than a century ago, these structures define the character of the city's commercial, office, and retail district. One of the highlights in the district is Johnson Hall, the oldest operating theater in Maine.

The Downtown Historic District, encompassing both sides of Water Street from the intersection of Water Street and Brunswick Avenue east to the Gardiner Public Library, is protected by the City's preservation ordinance and is also in the floodplain.

Gardiner recently gained Certified Local Government (CLG) status. This provides, among other benefits, opportunities to receive grant monies for various projects within the Historic District.

Most of the buildings contain first floor and some second floor businesses. As such, most uses of these properties will not require Planning Board or Site Plan review. Below are some examples of possible permit requirements for new businesses in the Downtown Historic District:

An office, retail, restaurant or service business moving into an existing area where there had previously been that same type of business – no permits required unless making alterations or a new sign (see below). If the use changes, i.e. office to retail, a Change of Use Permit will need to be obtained from the Code Enforcement Officer (CEO) along with possible other permits as listed below.

Certificate of Appropriateness – Required for any exterior alterations or construction. Depending on the alteration, the Certificate of Appropriateness may be issued by the Historic Preservation Commission (HPC) or the (CEO).

Exterior Alterations - Property owners making alterations to the exterior of the buildings must first obtain a Certificate of Appropriateness from Gardiner's HPC. Following approval, a building permit will be issued.

Signs - Applications for new or replacement signs, using existing brackets or brackets that will be attached to the building façade, other than in brick or stone, are reviewed and if approved, a Certificate of Appropriateness is issued by the Code Enforcement Officer along with a building permit.

Exterior In-kind Repairs, Minor - Some types of minor in-kind repairs may also be approved by the CEO after consulting with HPC members.

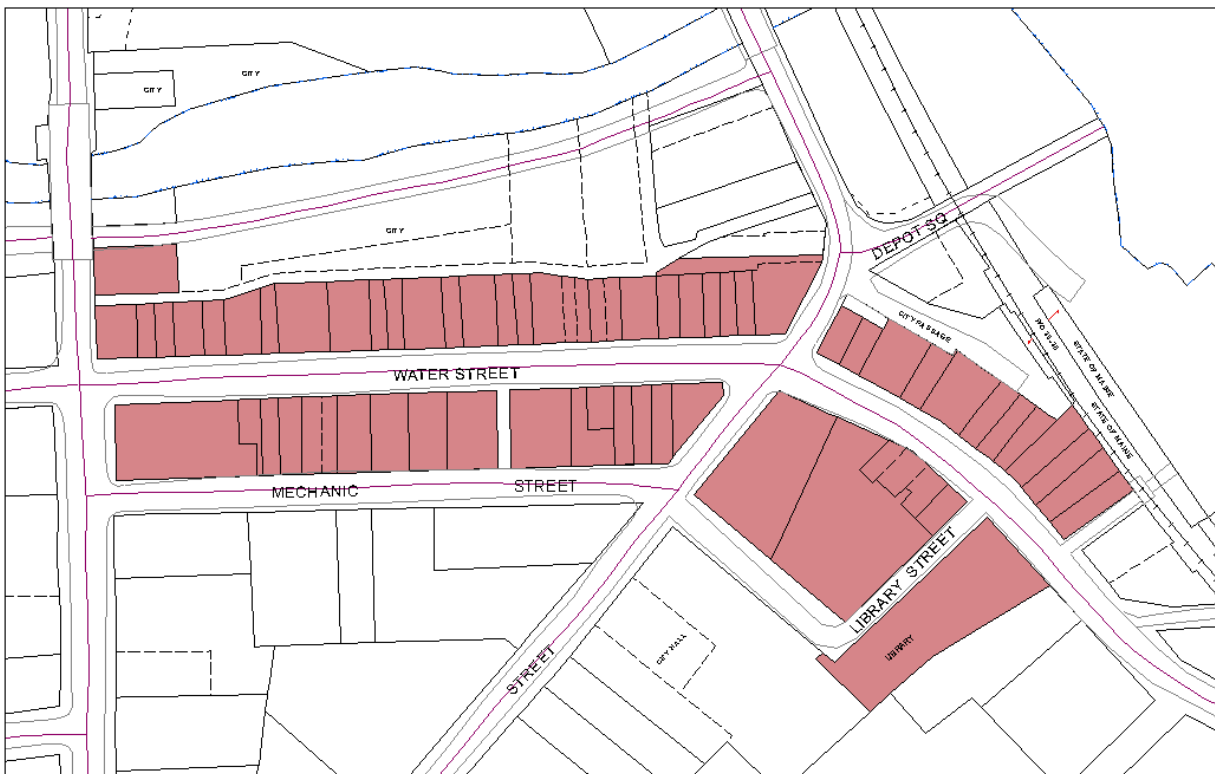
Interior Alterations - Interior alterations do not require a Certificate of Appropriateness, although in most cases, do require a building permit.

Floodplain Permit – Most interior or exterior alterations require following Floodplain Standards. A permit should be obtained from the CEO.

Construction or Barrier Free Permits – if alterations are made to the structure, a Construction or Barrier Free Permit may be required from the State Fire Marshal. (See pg. 13 for contact information)

Electrical Permits for Commercial Buildings - if alterations are made to the structure, an electrical permit may be required from the State Electrical Inspector. (See pg. 13 for contact information)

City of Gardiner Downtown Historic District



Gardiner Land Use Ordinance Effective May 21, 2010

Gardiner Assessors Office
March 11, 2011

Libby Hill

Business Park



Gardiner, Maine

© Fox Photography Services (www.foxfoto.us)

10 Simple Reasons to Bring Your Business to Libby Hill

1. Location.

Ideally situated on 260 acres at the junction of Interstate 295 and the Maine Turnpike, Libby Hill is only 45 minutes from downtown Portland and then south to Boston and New York...just over an hour north to Bangor and up to Canadian markets...right in the heart of Maine's capital district, and just a short drive to Maine's beautiful mid-coast.

2. Pre-permitted.

We've already taken care of all the paperwork for State and Federal regulatory agencies.

3. Workforce.

A skilled, hard-working labor pool, plus access to 75% of Maine's population within a 50 mile radius.

4. Location.

Easy access to highway, rail and air transportation, all close by and affordable.

5. TIFs.

Libby Hill Business Park is a designated Gardiner Enterprise Zone qualifying for Tax Increment Financing (TIF), meaning the opportunity for substantial tax savings.

6. More incentives.

Libby Hill is also a Pine Tree Development Zone – a powerful combination of state tax incentives – and the city also offers a unique Revolving Loan Fund and Loan Guarantee Program, a Sewer Rate Incentive Program, Workforce Development Programs and more.

7. A great deal.

The opportunity to own a very competitively priced, shovel-ready lot, complete with water, sewer, 3-phase power, and telecommunications infrastructure in place.

8. A great downtown.

Historic downtown Gardiner is experiencing a true renaissance, providing the community with outstanding recreational opportunities at the recently opened waterfront park and 6-mile Kennebec River Rail Trail, and a year-round schedule of arts and entertainment options.

9. Location.

Did we mention we have a great location?

10. Motivation.

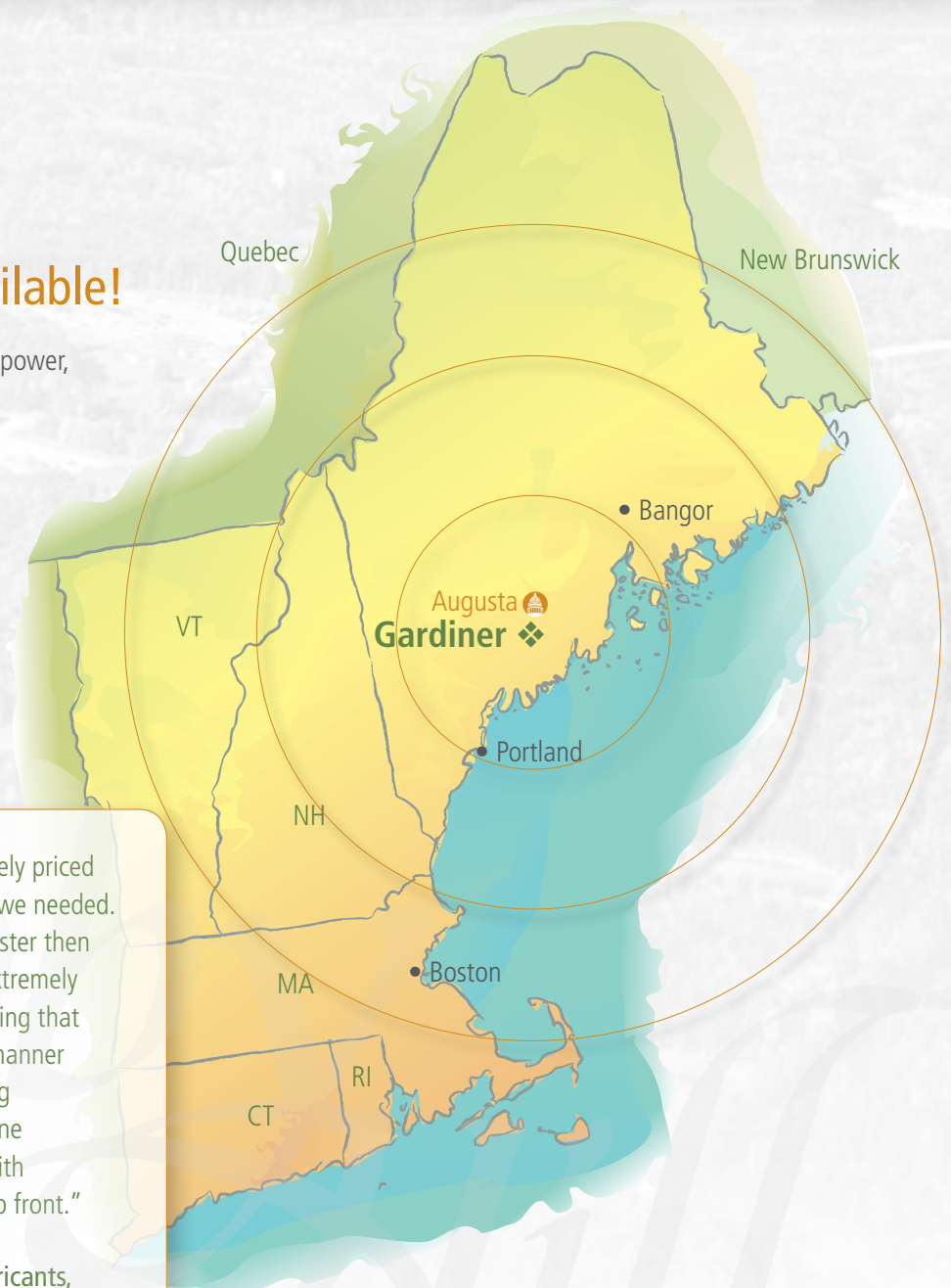
With a single point of contact, the City of Gardiner very much wants to make the process of siting your business at Libby Hill as easy and streamlined as possible. Call Jason Simcock, Director of Planning & Development, at 207-582-6888, or email econdev@gardinermaine.com.

Phase II Lots **Now Available!**

- 12 new lots with water, sewer, 3-phase power, and telecommunications infrastructure
- World-class amenities – all lots pre-permitted and shovel-ready
- Land priced at \$0.99/per developable square foot in the Phase II expansion area

"Libby Hill had the location, competitively priced land, and all the utilities and services we needed. Once we made the decision it went faster than I could have imagined. The city was extremely helpful through the approvals – anything that we needed was provided in a timely manner and in a good form. It was a refreshing experience, quick and painless, with one point of contact. Plus, we ended up with a 25% TIF, so we could spend more up front."

Tim Dennison, Owner, Dennison Lubricants,
tenant since November 2009



Ideally located with access to all major markets in the northeastern U.S. and Canada

Libby Hill Business Park
Gardiner Department of Planning & Development
Jason Simcock, Director
Gardiner City Hall
6 Church Street
Gardiner, Maine 04345
207-582-6888
econdev@gardinermaine.com



NEW BUSINESS CHECKLIST

Check items that apply and add any additional steps you may need to get your business off to a smooth start.

| <u>ITEM</u> | <u>OFFICE</u> |
|---|-----------------------------|
| _____ Business conforms to Land Use Ordinance..... | Code Enforcement Officer |
| _____ Signage conforms to Land Use Ordinance..... | Code Enforcement Officer |
| _____ Permits -renovations/alterations change of use..... | Code Enforcement Officer |
| _____ Business registered & license application complete..... | Gardiner City Clerk |
| _____ Business assistance programs and resources..... | Planning/Development Office |
| _____ Fire and safety inspections..... | Fire Inspector, Fire Dept. |
| _____ Water..... | Gardiner Water District |
| _____ Sewer | Wastewater Treatment Plant |
| _____ Roads..... | Gardiner Public Works |

Local forms may be picked at City Hall

| | |
|---|--------------------------|
| _____ State ID Number and Sales Tax Number..... | Maine Revenue Service |
| _____ Employer Identification Number (EIN)..... | Internal Revenue Service |
| _____ General Liability and Other Business Insurance..... | Private Firm |
| _____ Workers Compensation Insurance (if necessary)..... | Private Firm |

Local Taxes: The State of Maine imposes a local property tax on both real and personal estates. Business owners should be prepared to declare personal property used in support of their business. Yearly, the local assessors office mails questionnaires and performs site visits to value taxable and exempt personal property. For more information on local personal property taxes, please visit the City website at:

http://www.gardinermaine.com/Public_Documents/GardinerME_Assess/personalproperty.

All firms must have a State ID Number and State Sales Tax Number. Contact the Maine Revenue Service's Bureau of Taxation, Sales Tax Section, P.O. Box 1065, Augusta, ME 04332-1065, (207) 624-9693.

An Employer Identification Number (EIN) Form SS-4 must be applied for at the Internal Revenue Service, 1-800-829-3676, if you have not obtained an EIN before and if:

1. You pay wages to one or more employees, or
2. You are required to have an EIN to use on any return, statement, or other document, even if you are not an employer, or
3. You are required to withhold taxes on income other than wages paid to non-resident alien (individual, corporation, partnership, etc.)

LAND USE AND BUILDING REVIEW/PERMIT GUIDE

A permit/review is required prior to commencement of development activities, as follows:

Building Permit: A building permit is required for the installation or construction of a dwelling unit, mobile home or manufactured home; installation or construction of any non-residential building or structure; expansion of a nonconforming use or structure; conversion of a single-family dwelling into a two-family or multi-family dwelling; change of use to one that is allowed in a particular district; new or expanded land use activity as listed in the Land Use Table; any activity listed in the Land Use Table that requires review; installation of internal plumbing and subsurface wastewater systems; development within the regulated floodplain pursuant to this Ordinance; activities or development within the Shoreland Zone pursuant to this Ordinance; construction or enlargement of a road, driveway, entrance way and associated drainage features such as culverts, basins and similar features; construction, enlargement, repair and installation of public sewer and water pipes and structures or sludge management activities pursuant to this Ordinance.

Note: Permits are not required for: an "allowed" use as indicated in the Land Use Table or the normal repair and maintenance of any structure.

Code Officer Review: This review is required for development activities which by their nature involves uses with minor impacts on neighboring land uses, and for which performance standards have been established, and shall be obtained from the Code Enforcement Officer. (See Land Use Chart)
http://www.gardinermaine.com/Public_Documents/GardinerME_PCode/Land%20Use%20Ordinance%204.21.10

Planning Board Review: This review is required for development activities which by their nature involve uses with potential impacts on neighboring land uses, and for which performance standards have been established, and shall be obtained from the Planning Board. (See Land Use Chart Section 6)
http://www.gardinermaine.com/Public_Documents/GardinerME_PCode/Land%20Use%20Ordinance%204.21.10

Site Plan Review: This review is required for development activities which by nature involve uses with potentially significant impacts on neighboring land uses, and for which performance standards have been established, and shall be issued by the Planning Board. (See Land Use Chart Section 6)
http://www.gardinermaine.com/Public_Documents/GardinerME_PCode/Land%20Use%20Ordinance%204.21.10

Every applicant for a permit or review shall submit a written application to the Code Enforcement Officer (CEO) on forms established by the City of Gardiner. The Code Enforcement Officer shall receive the written application during normal office hours, and shall determine whether all required elements of the application have been submitted.

Building Permit: Upon determination that an application is complete, the CEO shall approve or deny the application within fourteen (14) days. The basis for the decision of the CEO shall be whether the application meets the requirements of Gardiner's Land Use Ordinance state, federal and/or other ordinances of the City of Gardiner.

Code Enforcement Review: Upon determination that an application is complete, the CEO shall approve or deny the application within fourteen (14) days.

Planning Board Review: Upon determination that an application is complete, the CEO shall distribute application materials for consideration by the Planning Board. If there is sufficient time for advertisement and notification, the Board shall schedule the public hearing required under the Land Use Ordinance, for the next regular meeting. From the date of the public hearing, the Board shall have thirty-five (35) calendar days in which to act on the application, unless said time period is continued by mutual consent of the Board and the applicant.

Site Plan Review: Upon determination that an application is complete, the CEO shall distribute application materials for consideration by the Planning Board. If there is sufficient time for advertisement and notification, the Board shall schedule the public hearing required under the Land Use Ordinance, for the next regular meeting. From the date of the public hearing, the Board shall have thirty-five (35) calendar days in which to act on the application, unless said time period is continued by mutual consent of the Board and the applicant.

A public hearing shall be held on all Planning Board and Site Plan applications. Please refer to the Land Use Ordinance (Section 6) for additional information regarding the procedures for these reviews.

http://www.gardinermaine.com/Public_Documents/GardinerME_PCode/Land%20Use%20Ordinance%204.21.10

Appeals: An appeal of the decision of the Code Enforcement Officer or Planning Board may be made to the Board of Appeals, in accordance with section of the Land Use Ordinance (Section 5), and must be filed within thirty (30) days of the decision.

http://www.gardinermaine.com/Public_Documents/GardinerME_PCode/Land%20Use%20Ordinance%204.21.10

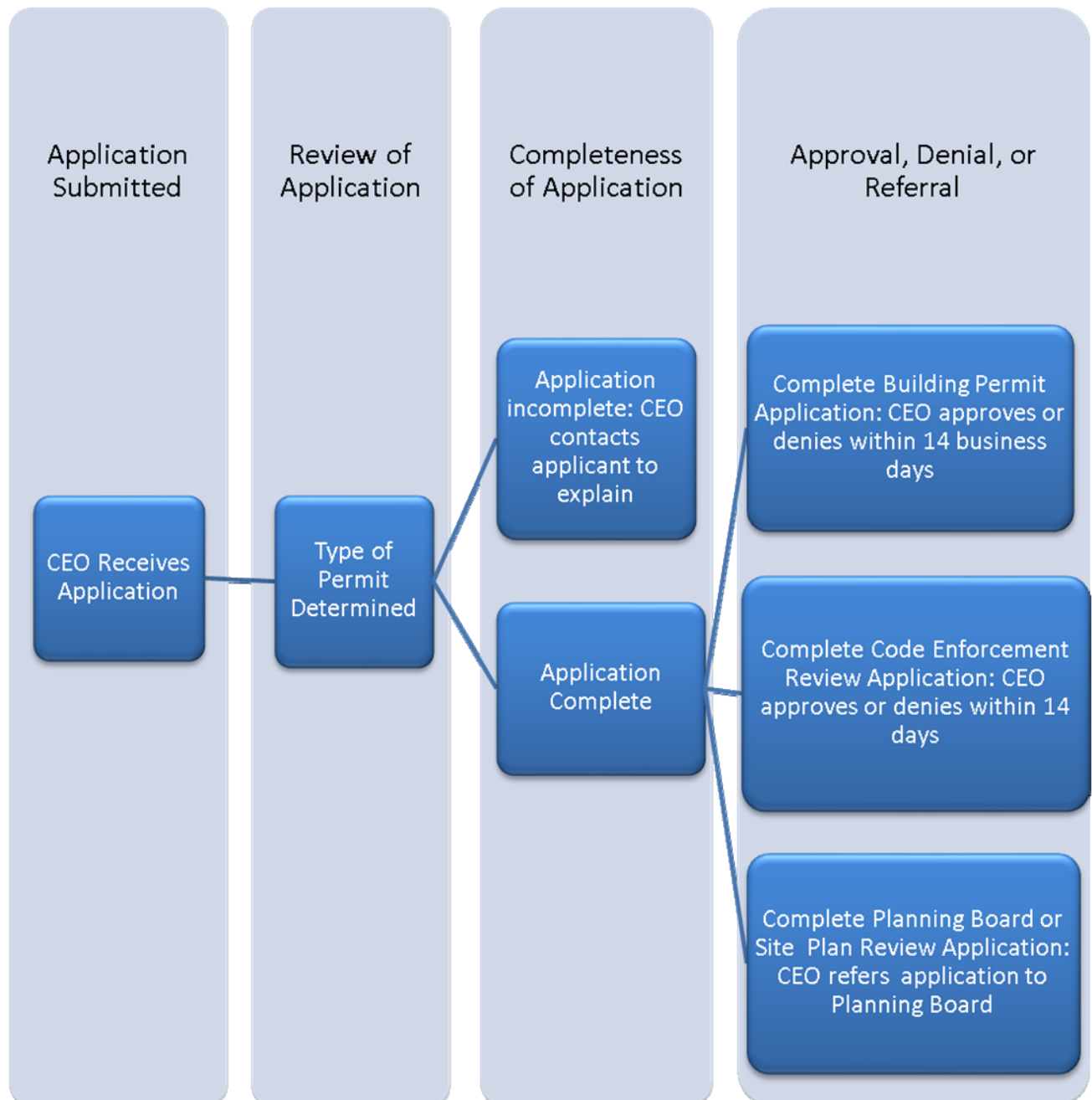
BUILDING PERMIT FEES

1. The fee for a building or use permit shall be as follows:

| Value | Fee |
|-----------------|---|
| 0-\$999.99 | \$5.00 |
| \$1,000 or more | \$5.00 plus \$1.00 per thousand dollars of value over \$1,000 or part thereof, but not less than 2.5 cents per square foot. |

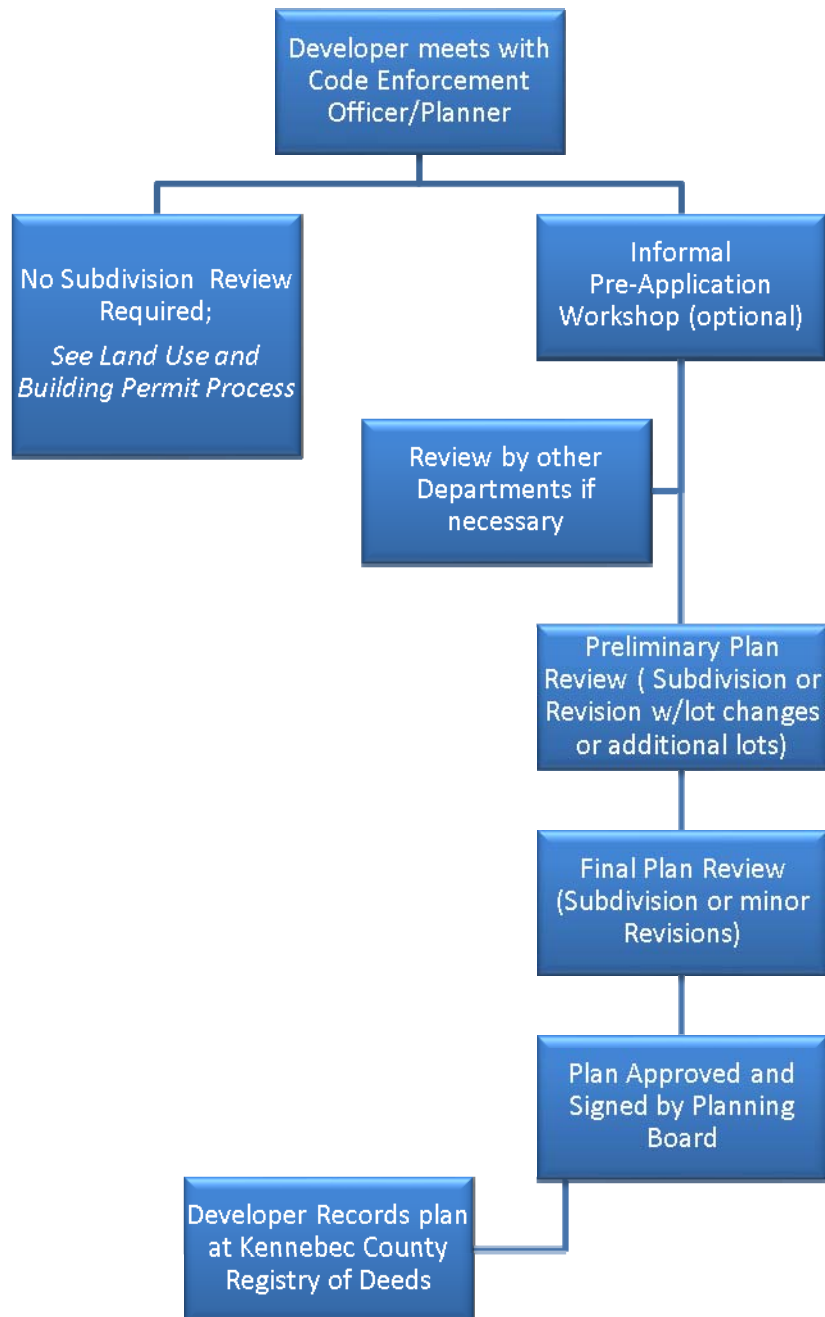
2. There shall be no fee for a permit to demolish a building or structure or to remove a mobile home.
3. Permit fees for any permit issued after the applicant has commenced construction shall be \$25.00 for the first \$1,000 of value or part thereof, plus \$3.00 per thousand dollars of value over \$1,000 or part thereof.
4. There shall be no fee for a permit to move earth with or onto a site. Permits for fill or re-grading in excess of 500 cu. yd. must first obtain site plan review approval from the Planning Board. Anyone who does not obtain a permit before commencing a fill project in excess of 50 cu. yd. shall be required to pay a fine of \$1.00 per cu. yd. as estimated by the Code Enforcement Officer; and over 500 cu. yd. a fine of \$2.00 per cu. yd. as estimated by the Code Enforcement Officer or an agent authorized by the City Manager.

LAND USE REVIEW AND BUILDING PERMIT PROCESS FLOW CHART



SUBDIVISION APPLICATION PROCESS FLOWCHART

| | |
|---------------------------------|-------------------------------|
| Informal Pre-Application Review | No Fee |
| Preliminary Plan Review | \$25.00 per lot/dwelling unit |
| Final Plan Review | No Fee |



Note: For additional information on the subdivision process see Section 14 of the Land Use Ordinance.

PLUMBING AND SUBSURFACE WASTEWATER PERMITS

A permit is required for the following activities and is valid for work commenced within 24 months after the permit is issued:

- The installation of plumbing into a building;
- The installation of a subsurface waste water disposal system or components

The following permit fees may be charged.

1. A plumbing permit fee of \$10 per internal fixture may be charged.
2. A minimum fee, not to exceed \$40, may be charged for all internal plumbing permits combined.
3. A non-engineered subsurface wastewater disposal system fee not to exceed \$250 may be charged.

For information or to schedule an inspection you may call:
Gardiner Plumbing Inspector, (207) 582-6892.

Electrical Permits and Inspections of Commercial Buildings

For information or to schedule an inspection please call the following telephone numbers:

Tel: (207) 624-8486
Inspectors Voice Mail: (207) 624-8519

Construction Permits and Barrier-Free Permits

For Information or to schedule an inspection please contact the Office of State Fire Marshal at:

Tel: (207)-626-3880.

All new businesses are required to file a Doing Business As Form. License Applications are available at the City Clerk's Office or www.gardinermaine.com. Some fees may apply. Most licenses require public hearing during City Council Meetings. Advertising costs will be the responsibility of the applicant.

| | |
|--|-------------------------------------|
| Auction each day over two days | M.R.S.A. T32, ss. 279 |
| Billiard and pool tables | M.R.S.A. T8, ss. 2 |
| Bowling Alleys (May 1 - Apr 30) | M.R.S.A. T8, ss. 2 |
| Doing Business As Form (DBA) | |
| Electronic Amusement Machine | CGC T1, Ch. 5, ss. 155 |
| Employment Agency | M.R.S.A T30, ss. 2651 |
| Exhibitions and shows (each day) | M.R.S.A. T8, ss. 502 |
| Hawkers and Peddlers | M.R.S.A. T32, ss. 4683; CGC ss. 571 |
| Innkeeper (June 1 - May 31) | M.R.S.A. T30, ss. 2754 |
| Itinerant vendors (each solicitor) | M.R.S.A. T32, ss. 4683; CGC ss. 571 |
| Itinerant vendors (photographers) | M.R.S.A. T32, ss. 2959 |
| Juke box or music playing machine (each) | CGC T1, Ch. 5, ss. 155 |
| Junkyards each premise - more than 100 ft from highway | M.R.S.A. T 30, ss. 2455 |
| Junkyards each premise - within 100 ft. of highway | M.R.S.A. T30, ss. 2455 |
| Merry-go-rounds and other mechanical rides | M.R.S.A T8, ss. 502 |
| Pawnbrokers | M.R.S.A T30, ss. 3151 |
| Pinball machines (July 1 - June 30) | M.R.S.A. T8, ss. 441 |
| Roller skating rink | M.R.S.A. T23, ss. 601 |
| Roving diners (lunch wagons) (June 1 - May 31) | M.R.S.A. T30, ss. 3101 |
| Sales (special, close-outs, going out of business, etc.) | M.R.S.A. T30, ss. 2501 |
| Shooting galleries (May 1 - April 30) | M.R.S.A. T8, ss. 2 |
| Tavern keeper (June 1 - May 31) | M.R.S.A. T30, ss. 2151 |
| Victualers: (luncheonettes, restaurants, etc) (June 1 - May 31) | |
| Annual Commercial | M.R.S.A. T30, ss. 2754 |
| One Day Commercial (Festival) | M.R.S.A. T30, ss 3813 |
| Non-Profit Organizations | M.R.S.A. T30, ss. 2754 |
| Weapons permit: | |
| Original application | M.R.S.A. T25, ss. 2032 |
| Renewal application | M.R.S.A. T25, ss. 2032 |

Deirdre Berglund
City Clerk/Office Manager
City of Gardiner
6 Church St
Gardiner ME 04345
207-582-4460



APPLICATION FOR A LICENSE

| | |
|---------------------------------------|--|
| Business Name | |
| Business Location | |
| Business Mailing Address | |
| | |
| Owner Name | |
| Mailing Address (if different) | |
| Phone Number | |
| Business Number | |
| Type of Business | |

Type of License Being Applied for: (check all that apply)

| | | |
|--|--------------------------------------|-------|
| | Doing Business As | \$10 |
| | Exhibitions & Shows (day) | \$50 |
| | Hawkers and Peddlers/Street Sellers | \$50 |
| | Junkyards (>100 ft highway) | \$200 |
| | Junkyards (<100 ft highway) | \$50 |
| | Liquor (101+ seats) | \$150 |
| | Liquor (1-50 seats) | \$75 |
| | Liquor (51-100 seats) | \$100 |
| | Outside Consumption | \$25 |
| | Pawn | \$50 |
| | Rover/On Wheels | \$100 |
| | Sales (special, close out, OOB, etc) | \$25 |
| | Shooting Galleries | \$50 |
| | Shooting Galleries | \$50 |
| | Special Amusement | \$75 |
| | Street Sellers (Farmer's Mkt) | \$10 |
| | Tavern Keeper | \$25 |
| | Victualer | \$50 |
| | | |

City use only

| | |
|---------------------------------|--------------------|
| Date Received in Clerk's Office | Amount Received \$ |
| Code Enforcement | Police Chief |
| Approved _____ | Denied _____ |
| Comments | |

Opening New Business Permit/License Examples

Permit

| | Restaurant | Restaurant/bar | Retail Store | Professional Office | Service Business | Food Market |
|-------------------------------|------------|----------------|--------------|---------------------|------------------|-------------|
| Building Permit | X | X | X | X | X | X |
| Plumbing Permit | X | X | X | X | X | X |
| Sign Permit | X | X | X | X | X | X |
| Floodplain minor/major | X | X | X | X | X | X |
| Fire Marshall | X | X | X | X | X | X |
| Historic Commission Approval* | X | X | X | X | X | X |

License

| | | | | | | |
|--|---|---|---|---|---|---|
| City Victualers | X | X | | | | X |
| Doing Business As | X | X | X | X | X | X |
| Special Amusement License | X | X | | | | |
| Off-Premises Liquor License (for catering) | X | X | | | | |
| State License to Serve Liquor | X | X | | | | |
| State License to Sell Liquor | | | | | | X |
| State Health Inspector | X | X | | | X | X |

*For any exterior improvements in Historic District
ONLY