

**Laurie Leader - Re: BP#2014-02322 100 Sheridan Street - Plan review comments**

From: Ronald Gan <munjoyhillhomes@gmail.com>
To: Laurie Leader <LRL@portlandmaine.gov>
Date: 11/24/2014 2:37 PM
Subject: Re: BP#2014-02322 100 Sheridan Street - Plan review comments
Attachments: Floorplans.pdf

Hi Laurie, here are the answers to your questions:

1. We are removing the kitchen appliances from the 1st floor apartment. there will be no other work needed as the building lays out as a three bedroom two bath house. The old kitchen will become the laundry room. I have included a floor plan that shows the layout, without us having to do any interior work.
2. The rear decks are existing and no work is being done to them.
3. The front portico is being cut back 3' in width, three new posts with piers and a single ply roof will be installed.

Let me know if you need more, I will get it to you asap..ron

On Mon, Nov 24, 2014 at 2:16 PM, Laurie Leader <LRL@portlandmaine.gov> wrote:

Ron,

I am handling the plan review for the above property. Can you please address the following questions:

1. If this was two residential units and is being converted into a single family home, can you please clarify if one of the existing kitchens will be removed? Please add to scope of work. What other revisions are being done in the conversion to a single family home?
2. If the existing portico and rear porch are being removed and replaced, this is not clearly spelled out in plans. Please revise plans to clarify existing versus proposed work.
3. Once scope of work is clarified, revise cost of construction. Cost of construction seems very low for the installation of a reach porch and portico.

Thanks,

Laurie

Laurie Leader
Plan Review/Code Enforcement
City of Portland, Maine
Inspections Division
389 Congress Street
Portland, ME 04101

P: [207-874-8714](tel:207-874-8714)

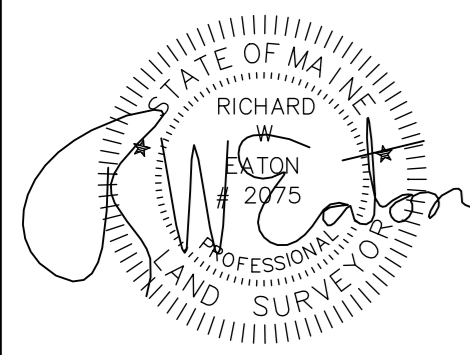
F: [207-874-8716](tel:207-874-8716)

E: lrl@portlandmaine.gov

To view building permit status go to <http://www.portlandmaine.gov/792/Permit-Status>

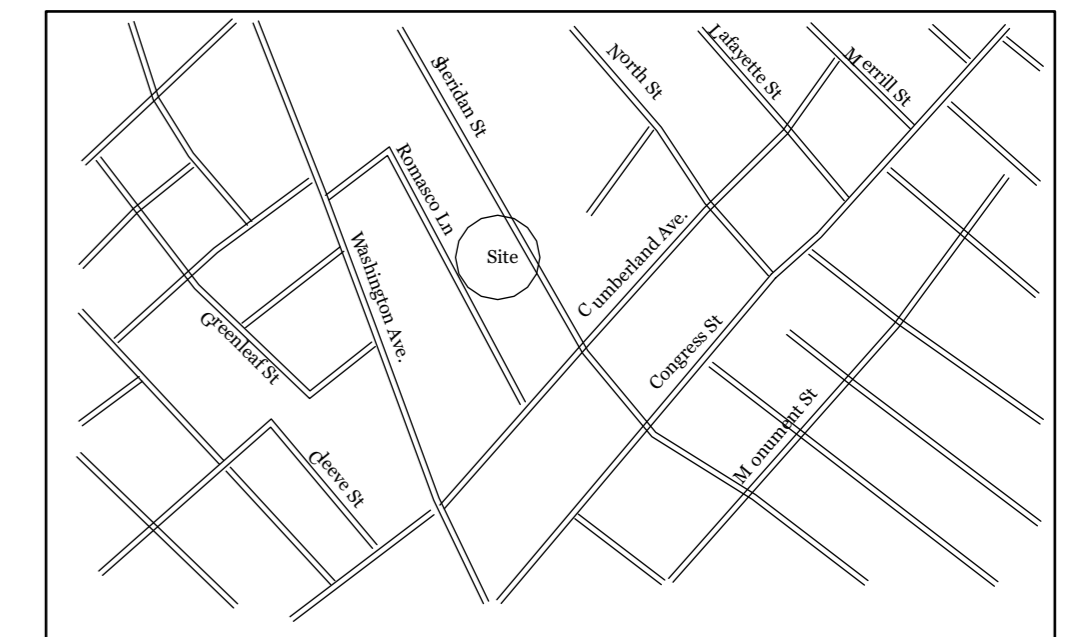
Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

CERTIFICATION



RICHARD W. EATON P.L.S. # 2075

Location



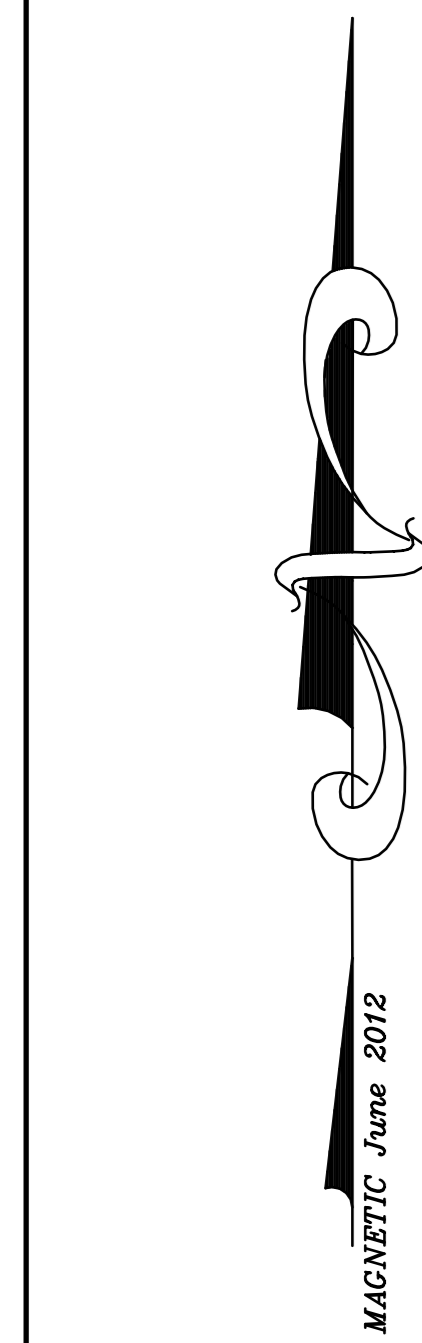
NTS

PLAN REFERENCE

- 1) Sheridan Street Plan & Profile Sta 0+00 - 4+50 By Woodard & Curran Dated June 1987
On File at Portland Engineering Archives
- 2) Sheridan Street Right of Way Plan 2 Sheets Dated August 1925
On File at Portland Engineering Archives
- 3) Plan of Property Made for A & M Partners LLC Formerly J.J. Nissen Bakery
By Titcomb Associates Dated June 19, 2002 Recorded in Plan Book 211 Page 211
- 4) Little, Weeks, and Moody Dated February 17th 1802 and Recorded in Book 36 Page 247
- 5) Larch Street Reconstruction Plan & Profile Sta 0+00 to Sta 4+00 Dated Aug. 1990
On File at Portland Engineering Office

Tax Map 13 Lot 16 & 18 **All one lot**
Parcel 1 - 3,585 Square Feet or 0.08 Acres
Parcel 2 - 1,988 Square Feet or 0.05 Acres

Bench Mark Elevation 120.56 NGVD 1929
 Granite Monument at Corner of Cumberland Ave & Sheridan



Romasco Lane
Per Plan Ref #5

Sheridan Street
40' Wide Per Plan Ref #2

N.F. Joanne Seneca
25870/108

N.F. Meghan Quinn
26123/109

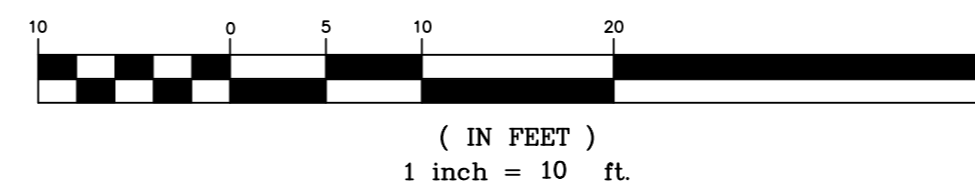
N.F. David & Laura Fontaine
14442/295

N.F. Arlene Kelly
23451/70

LEGEND

- 5/8" Rebar Set With Cap
- Rebar/Iron Pipe Found
- ☉ Utility Pole
- N.F. Now or Formerly
- 1324/98 Book & Page
- Fence
- ○ ○ ○ ○ Stone Wall

GRAPHIC SCALE



Boundary Survey & Site Plan

Land Located at: 100 Sheridan Street
Portland, Maine 04102

Land Owned By: John & Cindy Lemieux
Address: 100 Sheridan Street
Portland, Maine 04102

Deed Reference: Book 14546 Page 205

SCALE: 1:10
DRAWN BY: R.W.E.
CHECKED BY: R.W.E.
CAD FILE: 412 DWG
PROJ #: 412
ORIG DATE: 06-28-12
0 REV DATE: 00-00-00
1 REV DATE: 00-00-00
2 REV DATE: 00-00-00
3 REV DATE: 00-00-00

R. W. EATON ASSOCIATES
LAND SURVEYING & REAL ESTATE
58 PLEASANT STREET, WESTBROOK, MAINE 04092

PHONE: 207-854-2402 FAX: 856-7167 E-MAIL: RWEATON@MAINE.RR.COM

June 28th, 2012



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 11/24/14

From: Ronald Gan, Member, Sheridan CER, LLC, Owner, 202 Washington Avenue,
Portland, Maine

To: Benevoltek Tenant, 100 Sheridan Street, 1st floor, Portland, Maine

Re: Notice of Intent to Convert 98-100 Sheridan Street, Portland, Maine into Two
Condominium Units

Date: September 15, 2014

NOTICE OF INTENT TO CONVERT: As you know, Sheridan CER, LLC intends to convert 98-100 Sheridan Street, Portland, Maine into 2 condominium units. By law, based on the length of your tenancy (which commenced June, 2013), Sheridan CER, LLC is required to give you at least 120 days advance notice of intent to convert before it can require you to vacate. Therefore, Sheridan CER, LLC hereby gives you notice of its intent to convert your apartment (combined with the other apartment in the building and a portion of the lot upon which it sits) into one condominium unit. Sheridan CER, LLC further notifies you that it may not require you to vacate on account of the proposed condominium conversion until January 15, 2015. You may, of course, opt to move sooner than then of your own volition, consistent with the terms of your lease.

OPTION TO PURCHASE: Sheridan CER, LLC is also required by law to give you (meaning all of the occupants of the unit jointly or if only one so opts, individually) a 60 day exclusive, non-assignable option to purchase the unit which you currently occupy. Therefore you have an exclusive, non-assignable option to purchase the Unit which contains your apartment (which will be Unit 1 of Sheridan CERMAN Condominium), which runs from the date upon which you receive this notice until sixty (60) days thereafter (or such longer period as we may mutually agree upon). The purchase price for Unit 1 is Three Hundred Eighty-Five Thousand Dollars (\$385,000) which includes the Unit in its current condition except as explained below. Unit 1 will consist of the entire existing building known as 100 Sheridan Street together with the land upon which it sits configured to have 40 feet of frontage on Sheridan Street, with the boundary line perpendicular to Sheridan Street (except excluded from the Unit will be a Common Element shared driveway), accessed by a Common Element shared driveway. The existing building known as 100 Sheridan Street will be reconfigured as a single family dwelling, with the stove, refrigerator and kitchen sink in the kitchen on the first floor to be removed and the internal circulation pattern adjusted so that the entire structure will be all one dwelling unit. Other than those changes, the Unit will be in its existing condition.



At the stated price, Sheridan CER, LLC will not agree to pay any brokers' commission, buyers' closing costs or points; if you wish for Sheridan CER, LLC to pay any of those items, the contract sales price will need to be adjusted accordingly. For the stated price, the Unit will be conveyed "as is," with no other improvements. The existing hot water heater and furnace serving the Unit are part of the Unit, and it will be the Unit Owner's responsibility to maintain and replace those systems. Similarly, the entire structure, interior and exterior, and the yard with 40 feet of frontage (except as occupied by a shared Common Element driveway), will all be part of the Unit and it will be the Unit Owner's responsibility to maintain, rehabilitate, and/or demolish and replace the dwelling unit and grounds within the Unit. In addition, as part of the consideration for the purchase of the Unit, for the stated price you will be agreeing to accept a limited warranty certificate which limits my warranties to structural defects, and limits the warranty period to 2 years rather than 6 years, as allowed by law.

If you are considering purchasing, the Declaration, By-Laws, Rules and Regulations, First Year Condominium Association Budget, and Limited Warranty Certificate will be promptly provided to you upon request. Sheridan CER, LLC's obligation to convey the Unit to you is contingent upon its receipt of approval from the City of Portland for conversion of the building to a condominium unit upon terms and conditions acceptable to it; if Sheridan CER, LLC does not receive a conversion permit or can only receive it conditioned upon completion of work which is not acceptable to it, Sheridan CER, LLC will not convert the building to a condominium unit and reserves the right to declare this option to purchase null and void. For the next 180 days, Sheridan CER, LLC cannot offer to sell Unit 1 of Sheridan CERMAN Condominium to any other person upon more favorable price or terms unless the same terms are offered to you.

If you do opt to purchase, additional standard, commercially reasonable terms will be detailed in a purchase and sale agreement to be signed by you as Buyer(s) and Sheridan CER, LLC as Seller. Those provisions will include a requirement that you pay the equivalent of two-months assessments into a working capital fund at closing and a requirement that you accept a Limited Warranty Certificate which reduces the warranty period to two years, as allowed by law. You must notify Ron Gan, member of Sheridan CER, LLC in writing if you do wish to exercise your option to purchase. If you have not so notified Ron Gan and closed within 60 days of the date of this notice (or at such later time as he may mutually agree) your option to purchase lapses.

NOTICE OF TERMINATION: If you do not opt to buy condominium Unit #1, you may remain in possession of your apartment until January 15, 2015. The terms of your tenancy, including your rent, will not be altered during this period. **If you are not buying Unit #1, Sheridan CER, LLC hereby requests that you move out of Apartment 1, 100 Sheridan Street, Portland, Maine and deliver possession thereof to Sheridan CER, LLC on or before January 15, 2015.** This notice shall serve as a notice of termination under the applicable law of forcible entry and detainer. Please note, however, that you are still obligated to comply with your lease and pay your current rent as long as you remain in occupancy. If you violate your lease, Sheridan CER, LLC



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 11/24/14

reserves the right to require you to vacate sooner for breach of your lease and/or other reasons specified in the applicable law of forcible entry and detainer, in accordance with the procedures thereof. If you do not opt to buy condominium Unit #1 and wish to move out earlier than January 15, 2015, please discuss your proposed plans with Member, Ron Gan.

RELOCATION ASSISTANCE: If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or have complaints about the way you have been treated by the developer you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone 874-8703). Upon request, assistance to you in finding another place to live will consist of referrals to other reasonable accommodations and assistance in determining whether you are eligible for relocation payments.

You are only eligible for relocation payments, if your gross income is equal to or less than 80% of the median income of the Portland SMSA, adjusted for family size, as determined by the U.S. Department of Housing and Urban Development at the time this notice is given. If you provide satisfactory proof that you meet the income eligibility requirement, the relocation payment will be equal to the amount of rent paid by you for the two (2) months immediately preceding the date upon which you vacate the unit.

Sheridan CER, LLC understands that this may cause some disruption in your life, so it has attempted to keep you informed of the plans of Sheridan CER, LLC as far in advance as possible. Please contact member, Ron Gan if you have any questions.

SHERIDAN CER, LLC

By: _____
Ronald Gan, Its Member Date

Received by Tenant: BENEVOLTEK

By: _____
Signature Date

Printed name: _____

Its: _____



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 11/24/14

From: Ronald Gan, Member, Sheridan CER, LLC, Owner, 202 Washington Avenue,
Portland, Maine

To: Brianna Wing and Franklin Kendrick, Tenants, 100 Sheridan Street, 2nd floor,
Portland, Maine

Re: Notice of Intent to Convert 98-100 Sheridan Street, Portland, Maine into Two
Condominium Units

Date: September 15, 2014

NOTICE OF INTENT TO CONVERT: As you know, Sheridan CER, LLC intends to convert 98-100 Sheridan Street, Portland, Maine into 2 condominium units. By law, based on the length of your tenancy (which commenced March 1, 2014), Sheridan CER, LLC is required to give you at least 120 days advance notice of intent to convert before it can require you to vacate. Therefore, Sheridan CER, LLC hereby gives you notice of its intent to convert your apartment (combined with the other apartment in the building and a portion of the lot upon which it sits) into one condominium unit. Sheridan CER, LLC further notifies you that it may not require you to vacate on account of the proposed condominium conversion until January 15, 2015. You may, of course, opt to move sooner than then of your own volition, consistent with the terms of your lease.

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NOTICE OF TERMINATION: If you do not opt to buy condominium Unit #1, you may remain in possession of your apartment until January 15, 2015. The terms of your tenancy, including your rent, will not be altered during this period. **If you are not buying Unit #1, Sheridan CER, LLC hereby requests that you move out of Apartment 2, 100 Sheridan Street, Portland, Maine and deliver possession thereof to Sheridan CER, LLC on or before January 15, 2015.** This notice shall serve as a notice of termination under the applicable law of forcible entry and detainer. Please note, however, that you are still obligated to comply with your lease and pay your current rent as long as you remain in occupancy. If you violate your lease, Sheridan CER, LLC



reserves the right to require you to vacate sooner for breach of your lease and/or other reasons specified in the applicable law of forcible entry and detainer, in accordance with the procedures thereof. If you do not opt to buy condominium Unit #1 and wish to move out earlier than January 15, 2015, please discuss your proposed plans with Member, Ron Gan.

RELOCATION ASSISTANCE: If you do not buy your apartment the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or have complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone 874-8703). Upon request, assistance to you in finding another place to live will consist of referrals to other reasonable accommodations and assistance in determining whether you are eligible for relocation payments.

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Sheridan CER, LLC understands that this may cause some disruption in your life, so it has attempted to keep you informed of the plans of Sheridan CER, LLC as far in advance as possible. Please contact member, Ron Gan if you have any questions.

SHERIDAN CER, LLC

By: _____
Ronald Gan, Its Member Date

Received by Tenant:

Briana Wing Date

Franklin Kendrick Date



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- to provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,
- or deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland
Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. **After all approvals have been met and completed, I will then be issued my permit via e-mail.** No work shall be started until I have received my permit.

Applicant Signature:  Date: 10.2.14

I have provided digital copies and sent them on: HAND DELIVERED Date: 10.2.14

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.

Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936



General Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

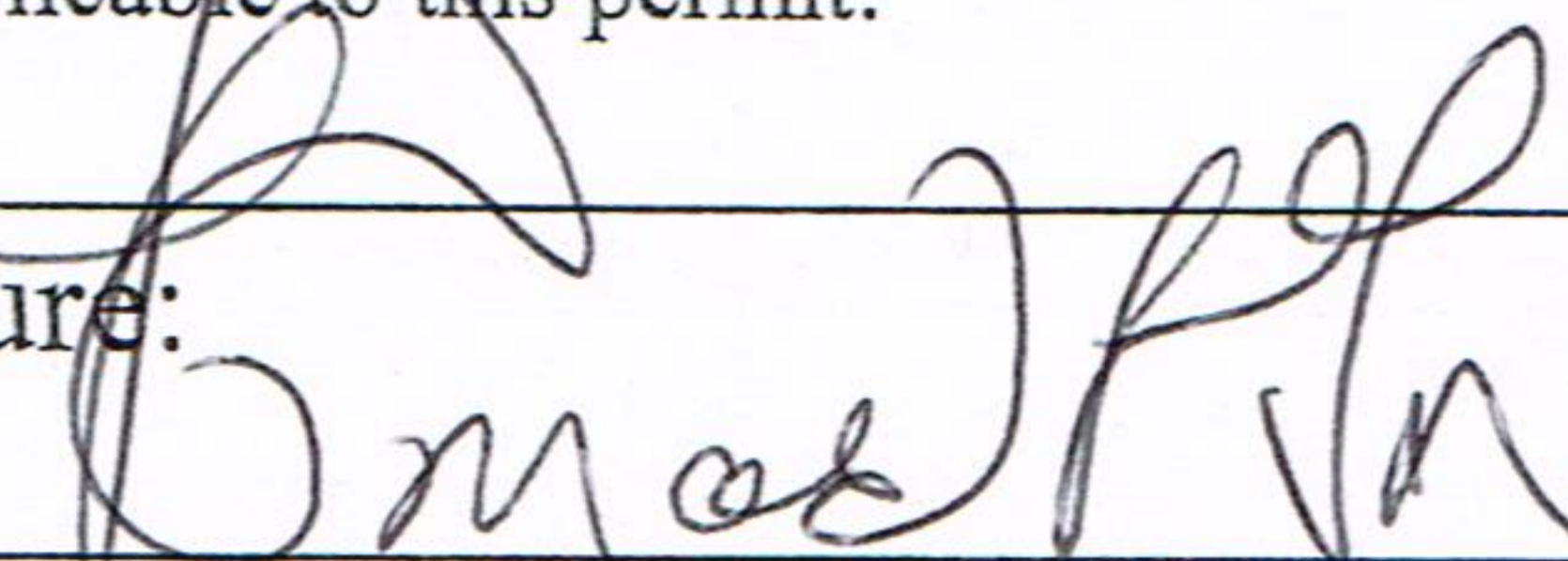
Location/Address of Construction: <u>100 SHERIDAN</u>		
Total Square Footage of Proposed Structure/Area	Square Footage of Lot	Number of Stories
Tax Assessor's Chart, Block & Lot Chart# <u>13</u> Block# <u>J</u> Lot# <u>16-18</u>	Applicant: (must be owner, lessee or buyer) Name <u>SHERIDAN CER LLC</u> Address <u>202 WASHINGTON</u> City, State & Zip <u>PORTLAND ME 04101</u>	Telephone: <u>207-233-3753</u>
Lessee/DBA	Owner: (if different from applicant) Name Address City, State & Zip	Cost of Work: <u>\$3,000</u> C of O Fee: \$ Historic Review: \$ Planning Amin.: \$ Total Fee: \$
Current legal use (i.e. single family) <u>2 UNIT</u> Number of Residential Units _____ If vacant, what was the previous use? _____ Proposed _____ Specific _____ use: <u>Single family</u> Is property part of a subdivision? <u>NO</u> If yes, please name _____ Project description: <u>CHANGE EXISTING 2 UNIT TO A SINGLE FAMILY, CONVERT THE SINGLE FAMILY TO A RESIDENTIAL CONDO UNIT, (2) PERMITTING EXISTING 2ND & 3RD FL. DECKS (3) REDUCE OPEN ENTRY PORTICO FROM 7' TO 4'</u>		
Contractor's name: <u>MUNJOY HILL HOMES</u>		Email: <u>MUNJOYHILLHOMES@GMAIL</u>
Address: <u>202 WASHINGTON PORTLAND ME 04101</u>		Telephone: _____
City, State & Zip: <u>PORTLAND ME 04101</u>		Telephone: _____
Who should we contact when the permit is ready: <u>RON GAN</u>		Telephone: _____
Mailing address: <u>202 WASHINGTON 04101 207-233-3753</u>		

Please submit all of the information outlined on the applicable checklist. Failure to do so will result in the automatic denial of your permit.

This is not a permit; you may not commence ANY work until the permit is issued

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

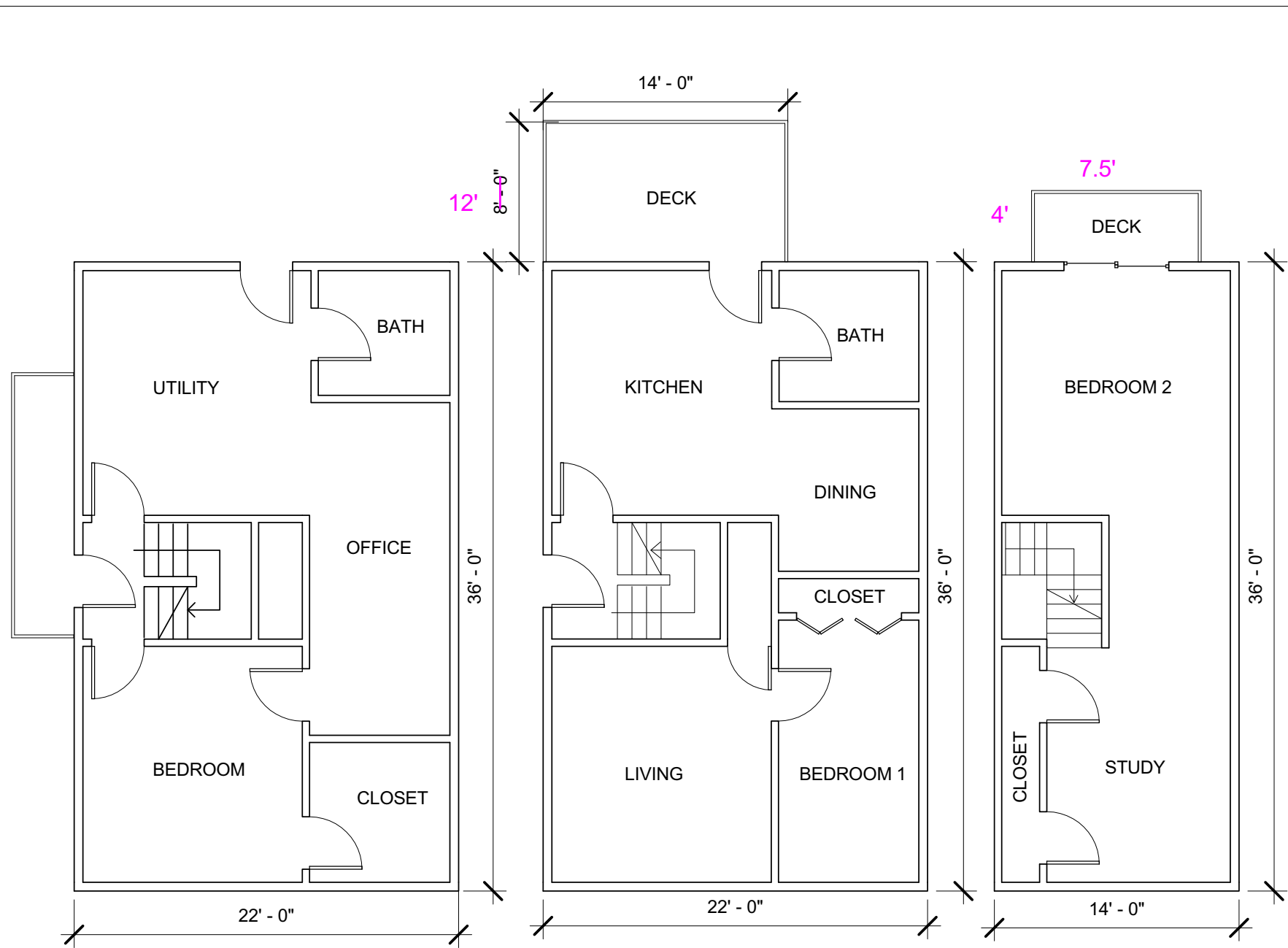
Signature: 	Date: <u>10-10-14</u>
--	-----------------------

This is not a permit; you may not commence ANY work until the permit is issued



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 11/24/14



① FIRST FLOOR
1/8" = 1'-0"

② SECOND FLOOR
1/8" = 1'-0"

③ THIRD FLOOR
1/8" = 1'-0"

FLOOR PLANS

SHEET TITLE:

COPYRIGHT:

FINAL DRAFT CAD, LLC © 2014
PO BOX 16026, PORTLAND, ME 04101
207-619-2161 | FINALDRAFTCAD.COM

PROJECT:

SINGLE FAMILY HOME

100 SHERIDAN STREET
PORTLAND, ME 04101

SCALE: 1/8" = 1'-0"

PROJECT: MHH_100ST

DATE: 09/26/14

CAD FILE:

DRAWN BY: DBW

CHK'D BY: DBW

CLIENT:

SHERIDAN CER, LLC




Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 11/24/14

October 10th, 2014

Sheridan CER LLC
202 Washington
Portland, ME 04101

I Steve Jordan, from Benevoltek having been given the option to purchase the condominium at 100 Sheridan St. Portland, Maine for \$385,000.00 hereby decline said option.

 date: 10-10-2014
Steve Jordan



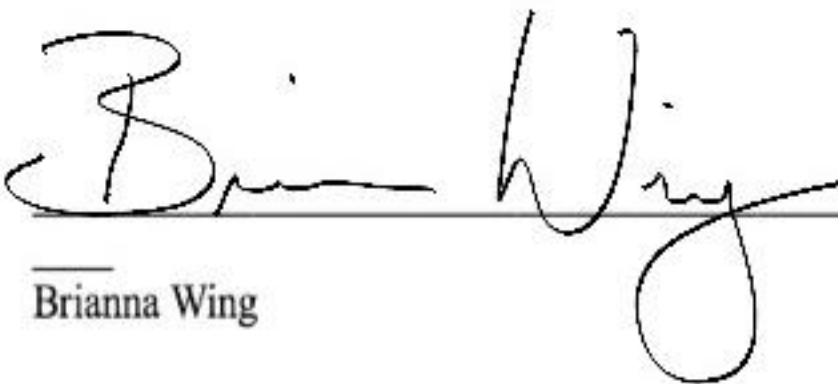
Reviewed for Code Compliance
Inspectors Division
Approved with Conditions

Date: 11/24/14

October 10th, 2014

Sheridan CER LLC
202 Washington
Portland, ME 04101

I Brianna Wing having been given the option to purchase the condominium at 100 Sheridan St. Portland, Maine for \$385,000.00 hereby decline said option.



date; 10/13/14

Brianna Wing

October 10th, 2014

Ann Machado
Zoning Specialist
City of Portland

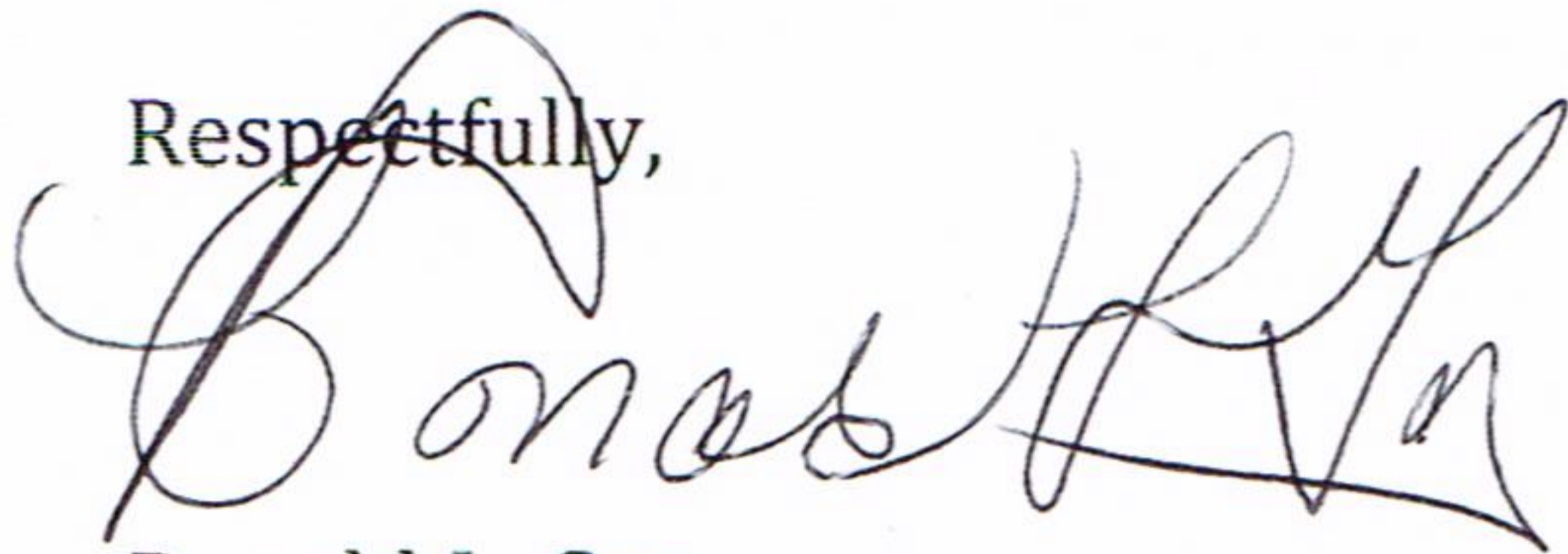
Re: 100 Sheridan

Dear Ann,

Under section 14-433 of the Portland Land Use Code, an accessory structure or building addition, which has been in existence since 1988 may be eligible for a reduction of the rear lot requirement of 20'. I am requesting that the 20' rear yard requirement be reduced down to 15'. The reason for this is twofold: there is already an existing deck that protrudes into the 20' setback and the steep slope behind the house makes it very difficult to have a usable yard. This may necessitate making the deck a bit larger to compensate for the lack of usable green space.

Your consideration of this change is greatly appreciated.

Respectfully,



Ronald L. Gan
Sheridan CER LLC
202 Washington, Portland Me 04101

SUBMIT WITH CONDOMINIUM CONVERSION PERMIT APPLICATION

PROJECT DATA:

ADDRESS: 100 SHERIDAN

Chart/Block/Lot(CBL): 13-J-16-18

Number of legal dwelling unit in building: _____

Tenant Name	Tenant Telephone #	Occupancy Length	Date of Notice	Eligible for \$?
Unit 1: BENELVOLT	844-554-9358	15 months	9-15-2014	—
Unit 2: BEIANNA WINE	202-317-0819	8 months	9-15-2014	—
Unit 3:				
Unit 4:				
Unit 5:				
Unit 6:				
Unit 7:				
Unit 8:				
Unit 9:				
Unit 10:				

If more than 10 units, submit same information on all units on a separate piece of paper (or back of this one)

Length of time building owned by applicant: 9 months

Are any building improvements, renovations, or modifications being made associated with this conversion that requires a building, plumbing, electrical or HVAC permit? YES _____ NO (check ONE)

Type and cost of building improvements, associated with this conversion, that do NOT require permits:

\$ _____ Exterior walls, windows, doors, roof

\$ _____ Insulation

\$ _____ Interior Cosmetics (walls/floors/hallways/refinishing, etc.)

\$ _____ OTHER (specify)