



# Zoning Map/Text Amendment/Contract or Conditional Rezoning Application Portland, Maine

Planning and Urban Development Department  
Planning Division

Portland's Planning and Urban Development Department coordinates the review of requests for zoning map amendments, zoning text amendments and contract or conditional re-zoning. The Division also coordinates site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Zone Change.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

**Planning Division**

Fourth Floor, City Hall  
389 Congress Street  
(207) 874-8719

**Office Hours**

Monday thru Friday  
8:00 a.m. – 4:30 p.m.

PROJECT NAME: 100 SHERIDAN

PROPOSED DEVELOPMENT ADDRESS:

100 SHERIDAN

PROJECT DESCRIPTION:

CONSTRUCTION OF A NEW SINGLE FAMILY  
HOME,

CHART/BLOCK/LOT: 13-J-16-18

**CONTACT INFORMATION:**

<b>Applicant – must be owner, Lessee or Buyer</b> Name: <u>SHERIDAN CER LLC</u> Business Name, if applicable: Address: <u>202 WASHINGTON AVE</u> City/State: <u>PORTLAND ME</u> Zip Code: <u>04101</u>	<b>Applicant Contact Information</b> Work # Home# Cell # <u>207-233-3753</u> Fax# e-mail: <u>MUNJOYH.HOMES@GMAIL.COM</u>
<b>Owner – (if different from Applicant)</b> Name: Address: City/State : Zip Code:	<b>Owner Contact Information</b> Work # Home# Cell # Fax# e-mail:
<b>Agent/ Representative</b> Name: Address: City/State : Zip Code:	<b>Agent/Representative Contact information</b> Work # Cell # e-mail:
<b>Billing Information</b> Name: <u>SHERIDAN CER LLC</u> Address: <u>202 WASHINGTON</u> City/State: <u>PORTLAND ME</u> Zip Code: <u>04101</u>	<b>Billing Information</b> Work # Cell # <u>207-233-3753</u> Fax# e-mail: <u>MUNJOYH.HOMES@GMAIL.COM</u>

<b>Engineer</b> Name: Address: City/State :                      Zip Code:	<b>Engineer Contact Information</b> Work # Cell #                              Fax# e-mail:
<b>Surveyor</b> Name: DICK EATON Address: 58 PLEASANT ST City/State : WESTBROOK ME      Zip Code: 04092	<b>Surveyor Contact Information</b> Work # Cell #                              Fax# e-mail:
<b>Architect</b> Name: Address: City/State :                      Zip Code:	<b>Architect Contact Information</b> Work # 207-854-2402 Cell #                              Fax# 207-856-7167 e-mail: RW.EATON@MAINE.PE.COM
<b>Attorney</b> Name: BARBARA VESTAL Address: 107 CONGRESS City/State : PORTLAND ME      Zip Code: 04101	<b>Attorney Contact Information</b> Work # 207-772-7426 Cell #                              Fax# e-mail: VESTAL@CHESTERANDVESTAL.COM

**Right, Title, or Interest:** Please identify the status of the applicant's right, title, or interest in the subject property:

APPLICANT OWNS THE PROPERTY - SEE  
ATTACHED DEED.

**Provide documentary evidence, attached to this application, of applicant's right, title, or interest in the subject property.**  
(For example, a deed, option or contract to purchase or lease the subject property.)

**Vicinity Map:** Attach a map showing the subject parcel and abutting parcels, labeled as to ownership and/or current use.  
(Applicant may utilize the City Zoning Map or Parcel Map as a source.)

**Existing Use:** Describe the existing use of the subject property:

2 UNIT

Current Zoning Designation(s): RC

**Proposed Use of Property:** Please describe the proposed use of the subject property. If construction or development is proposed, please describe any changes to the physical condition of the property.

The proposed change is to build a single family  
on Parcel 1 & renovate the 2 unit on  
Parcel 2

**Site Plan:** On a separate sheet, please provide a site plan of the property showing existing and proposed improvements, including such features as buildings, parking, driveways, walkways, landscape and property boundaries. This may be a professionally drawn plan, or a carefully drawn plan, to scale, by the applicant. (Scale to suit, range from 1" = 10' to 1' = 50'.) Contract and conditional rezoning applications may require additional site plans and written material that address physical development and operation of the property to ensure that the rezoning and subsequent development are consistent with the comprehensive plan, meet applicable land use regulations, and compatible with the surrounding neighborhood.

**APPLICATION FEES:**

Check all reviews that apply. (Payment may be made by Credit Card, Cash or Check payable to the City of Portland.)

**Zoning Map Amendment**

\$2,000.00 (from \_\_\_\_\_ zone to \_\_\_\_\_ zone)

**Zoning Text Amendment**

\$2,000,000 (to Section 14- 47)

**Combination Zoning Text Amendment and Zoning Map Amendment**

\$3,000.00

**Conditional or Contract Zone**

\$3,000.00

(A conditional or contract rezoning map be requested by an applicant in cases where limitations, conditions, or special assurances related to the physical development and operation of the property are needed to ensure that the rezoning and subsequent development are consistent with the comprehensive plan, meet applicable land use regulations, and compatible with the surrounding neighborhood. Please refer to Division 1.5, Sections 14-60 to 62.)

The City invoices separately for the following:

- Notices (\$.75 each)
- Legal Ad (% of total Ad)
- Planning Review (\$40.00 hour)
- Legal Review (\$75.00 hour)
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Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.

**APPLICATION SUBMISSION:**

1. All plans and written application materials must be submitted electronically on a CD or thumb drive with each plan submitted as separate files, with individual file names which can be found on the **Electronic Plan and Document Submittal** page of the City's website at <http://me-portland.civicplus.com/764/Electronic-Plan-and-Document-Submittal>
  
2. **The submission shall include the following materials:**
  - a. One (1) paper set of the zoning amendment application, concept plan and written narrative.
  - b. Contract and conditional rezoning applications must include site plans and written material that address physical development and operation of the property to ensure that the rezoning and subsequent development are consistent with the comprehensive plan, meet applicable land use regulations and compatible with the surrounding neighborhood.

**APPLICANT SIGNATURE:**

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 Planning Authority and Code Enforcement'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.

<b>Signature of Applicant:</b> 	<b>Date:</b> 5-6-14
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