

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

# CITY OF PORTLAND

BUILDING DEPARTMENT

## PERMIT

PERMIT ISSUED

Permit Number: 051136

SEP - 8 2005

CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

This is to certify that Cowie James D Kw Vet &/O

has permission to Change to 3 condo's

AT 32 North St

013 K046001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is altered or closed-in. HOUR NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

### OTHER REQUIRED APPROVALS

Fire Dept. Casco, Cass PFD 9-105

Health Dept. \_\_\_\_\_

Appeal Board \_\_\_\_\_

Other \_\_\_\_\_  
DepartmentName

*[Handwritten Signature]*  
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 05-1136	Issue Date: SEP - 8 2005	PERMIT ISSUED: 013 K046001
-----------------------	-----------------------------	-------------------------------

Location of Construction: 32 North St	Owner Name: Cowie James D Kw Vet &	Owner Address: 32 North St	Phone:
Business Name:	Contractor Name: Owner	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Condo Conversion	Zone: R6

Past Use: 3 unit residential	Proposed Use: 3 unit residential/Change to 3 condo's	Permit Fee: \$675	Cost of Work: \$675.00	CEO District: 1
<p><i>Legal Use: Three (3) residential dwelling units</i></p> <p>Proposed Project Description: Change to 3 condo's</p>		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>R2</i> Type: <i>SB</i> <i>8/7/05</i> Signature: <i>[Signature]</i>	
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____		

Permit Taken By: Idobson	Date Applied For: 08/09/2005	<b>Zoning Approval</b>	
-----------------------------	---------------------------------	------------------------	--

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.  2. Building permits do not include plumbing, septic or electrical work.  3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..	Special Zone or Reviews <input type="checkbox"/> Shoreland  <input type="checkbox"/> Wetland  <input type="checkbox"/> Flood Zone  <input type="checkbox"/> Subdivision  <input type="checkbox"/> Site Plan  Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> <i>OK - Smith</i> Date: <i>condos 8/30/05</i>	Zoning Appeal <input type="checkbox"/> Variance  <input type="checkbox"/> Miscellaneous  <input type="checkbox"/> Conditional Use  <input type="checkbox"/> Interpretation  <input type="checkbox"/> Approved  <input type="checkbox"/> Denied	Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review  <input type="checkbox"/> Requires Review  <input type="checkbox"/> Approved  <input type="checkbox"/> Approved w/Conditions  <input type="checkbox"/> Denied  <i>[Signature]</i> Date: _____
--	---	---	---

**CERTIFICATION**

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

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK . TITLE		DATE	PHONE

# City of Portland, Maine - Building or Use Permit

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

<b>Permit No:</b> 05-1136	<b>Date Applied For:</b> 08/09/2005	<b>CBL:</b> 013 K046001
------------------------------	--	----------------------------

<b>Location of Construction:</b> 32 North St	<b>(OwnerName):</b> Cowie James D Kw Vet &	<b>(OwnerAddress):</b> 32 North St	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> Owner	<b>Contractor Address:</b> Portland	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Change of Use - Condo Conversion	

<b>Proposed Use:</b> 3 unit residential/Change to 3 condo's	<b>Proposed Project Description:</b> Change to 3 condo's
--	---

**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 08/30/2005

**Note:** **Ok to Issue:**

- 1) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
- 2) This property shall remain a three (3) family condominium dwelling after the issuance of this permit and the subsequent issuance of certificates of occupancy. Any change of use shall require a separate permit application for review and approval.
- 3) This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. Without special approvals.
- 4) PLEASE NOTE: Under the City's Condominium conversion regulations, A) BEFORE a developer offers to convey a converted unit, a conversion permit shall be obtained. B) Rent may not be altered during the official noticing period unless expressly provided in a preexisting written lease. C) For a sixty (60) day period following the notice of intent to convert, the tenant has an exclusive and irrevocable option to purchase during which time the developer may not convey or offer to convey the unit to any other person. D) The developer shall post a copy of the permit in a conspicuous place in each unit, and shall make copies available to prospective purchasers upon request. E) If a tenant is eligible for tenant relocation payments, they SHALL be paid a CASH PAYMENT BEFORE the tenant is required to vacate.
- 5) PLEASE NOTE: Under the City's Condominium Conversion regulations, if a tenant makes a decision not to purchase their unit and also decides not to remain in the building after their notification, that tenant has the right to move without penalty. If that protected tenant is under the 80% low/moderated income limit guidelines, there is still a requirement on the owner/developer to pay that tenant relocation payments as stated in the ordinance prior to vacating the unit. That tenant has not lost any rights under this ordinance by making a choice to move and vacate their unit after notification.

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Mike Nugent      **Approval Date:** 09/07/2005

**Note:** **Ok to Issue:**

- 1) Construction activity was not applied for or reviewed as a part of this permit. This permit authorizes a change in ownership **ONLY**.

**Dept:** Fire      **Status:** Approved with Conditions      **Reviewer:** Cptn Greg Cass      **Approval Date:** 09/06/2005

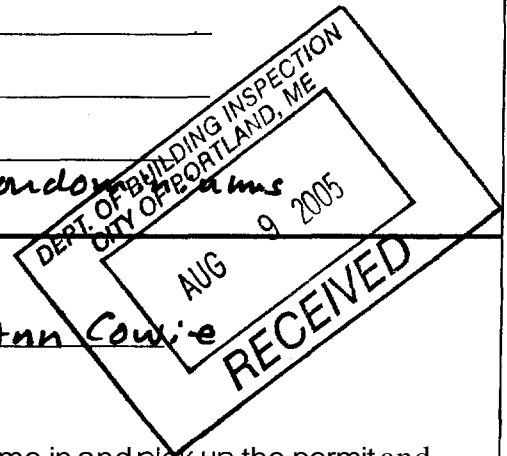
**Note:** **Ok to Issue:**

- 1) Entire building to comply with NFPA 101

# All Purpose 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>32 NORTH ST PORTLAND</u>		
Total Square Footage of Proposed Structure <u>2376 living space + halls and full basement</u>	Square Footage of Lot <u>3200</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>013</u> Block# <u>K</u> Lot# <u>046-001</u>	Owner: <u>James &amp; Ann Cowie</u>	Telephone: <u>774-2365</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>James &amp; Ann Cowie 32 North St Portland 04101 774-2365</u>	cost Of Work: \$ _____ Fee: \$ <u>675</u>
Current use: <u>Three (3) Apartments - one on each floor (3 storeys)</u>		
If the location is currently vacant, what was prior use: _____		
Approximately how long has it been vacant: _____		
Proposed use: <u>3 condominiums</u>		
Project description: <u>Convert 3 apartments into 3 condominiums</u>		
Contractor's name, address & telephone: _____		
Who should we contact when the permit is ready: <u>James or Ann Cowie</u>		
Mailing address: <u>32 North St Portland 04101</u>		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>774-2365</u>		



IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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 of applicant: James & Ann Cowie Date: August 9, 2005

This is NOT a permit, you may not commence ANY work until the permit is issued. If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4<sup>th</sup> floor of City Hall

To: David Cowie and Louise Little

NOTICE OF INTENT TO CONVERT APARTMENTS AT  
32 NORTH ST, PORTLAND, TO CONDOMINIUMS

The notice below is taken from the  
City of Portland's ordinances on  
condominium conversions.

James Cowie  
Louise Little  
Owners, 32 North St  
August 9, 2005

**Sec. 14-568. Protection of tenants.**

(a) **Notice of intent to convert.** A developer shall give to each tenant written notice of intent to convert at least one hundred twenty (120) days before the tenant is required by the developer to vacate. If a tenant has been in possession of any unit within the same building for more than four (4) consecutive years, the notice period shall be increased by thirty (30) additional days for each additional year, or fraction thereof, to a maximum of two hundred forty (240) additional days. The notice shall set forth specifically the rights of tenants under subsections (a) and (b) of this section and section 14-569, and shall contain the following statement:

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 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).

If the notice specifies a date by which the tenant is required to vacate, the notice may also serve as a notice of termination under the applicable law of forcible entry and detainer, if it meets the requirements thereof. The notice shall be hand-delivered to the tenant or mailed, by certified mail, return receipt

requested, postage prepaid, to the tenant at the address of the unit or such other address as the tenant may provide. The notice shall be effective when actually received. No tenant may be required by a developer to vacate without having been given notice as required herein, except for the reasons specified in the applicable law of forcible entry and detainer, and in accordance with the procedures thereof. The terms of a tenancy, including rent, may not be altered during the notice period, except as expressly provided in a preexisting written lease. If, within one hundred twenty (120) days after a tenant is required by a developer to vacate, the developer records a declaration of condominium without having given notice as required herein, the developer shall be presumed to have converted in violation of this article.

(b) *Option to purchase.* For a sixty-day period following the giving of notice as required in subsection (a), the developer shall grant to the tenant an exclusive and irrevocable option to purchase the unit of which the tenant is then possessed, which option may not be assigned. If the tenant does not purchase or contract to purchase the unit during the sixty-day period, the developer may not convey or offer to convey the unit to any other person during the following one hundred eighty (180) days at a price or on terms more favorable than the price or terms previously offered to the tenant, unless the more favorable price or terms are first offered exclusively and irrevocably to the tenant for an additional sixty-day period. This subsection shall not apply to any rental unit that, when converted, will be restricted exclusively to nonresidential use. If, within two (2) years after a developer records a declaration of condominium, the use of any such unit is changed such that but for the preceding sentence, this subsection would have applied, the developer shall be presumed to have converted in violation of this article.  
(Ord. No. 213-81, § 508.4, 11-16-81)

**Sec. 14-559. Relocation payments.**

If the tenant does not purchase the unit, the developer shall, before the tenant is required by the developer to vacate, make a cash payment to the tenant in an amount equal to the amount of rent paid by the tenant for the immediately preceding two (2) months; provided that this requirement shall not apply to any tenant whose gross income exceeds eighty (80) percent 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 notice is given as required in section 14-558(a). Additionally, the developer shall, upon demand, provide assistance to the tenant in the form of referrals to other reasonable accommodations and in determining the tenant's eligibility for relocation payments as provided herein.  
(Ord. No. 213-81, § 508.5, 11-16-81)

## NOTICE OF INTENT TO CONVERT TO CONDOMINIUMS

City of Portland ordinances require that we notify you, David Cowie and Louise Little, as our tenants, that we, James and Ann Cowie, the owners of this apartment building, intend to convert all three apartments into condominiums.

After the apartment you now occupy becomes a condominium, by City ordinance, and based on how long you have lived in the apartment, we are required to give you 210 days notice before you would have to vacate. After receiving that notice you will have 60 days to decide whether to buy the condominium at the price and terms we offer, which would be an exclusive and irrevocable offer. If you decide not to buy the condominium, then for 180 days we cannot offer it at a lower price or at more favorable terms than we offered to you, unless we provide you, as an exclusive and irrevocable option, an additional 60 days to decide whether to accept any such lower price or more favorable terms.

*James and Ann Cowie*

James and Ann Cowie, Owners  
32 North Street, Portland 04101

*August 9, 2005*

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 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).

TO: Jessica Healy  
NOTICE OF INTENT TO CONVERT APARTMENTS  
AT 32 NORTH STREET, PORTLAND, TO CONDOMINIUMS

The notice below is taken from the  
City of Portland's ordinances on  
condominium conversions.

James Storie  
An C Carini  
Owners, 32 North St  
August 9, 2005

**Sec. 14-568. Protection of tenants.**

(a) **Notice of intent to convert.** A developer shall give to each tenant written notice of intent to convert at least one hundred twenty (120) days before the tenant is required by the developer to vacate. If a tenant has been in possession of any unit within the same building for more than four (4) consecutive years, the notice period shall be increased by thirty (30) additional days for each additional year, or fraction thereof, to a maximum of two hundred forty (240) additional days. The notice shall set forth specifically the rights of tenants under subsections (a) and (b) of this section and section 14-569, and shall contain the following statement:

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 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).

If the notice specifies a date by which the tenant is required to vacate, the notice may also serve as a notice of termination under the applicable law of forcible entry and detainer, if it meets the requirements thereof. The notice shall be hand-delivered to the tenant or mailed, by certified mail, return receipt



requested, postage prepaid, to the tenant at the address of the unit or such other address as the tenant may provide. The notice shall be effective when actually received. No tenant may be required by a developer to vacate without having been given notice as required herein, except for the reasons specified in the applicable law of forcible entry and detainer, and in accordance with the procedures thereof. The terms of a tenancy, including rent, may not be altered during the notice period, except as expressly provided in a preexisting written lease. If, within one hundred twenty (120) days after a tenant is required by a developer to vacate, the developer records a declaration of condominium without having given notice as required herein, the developer shall be presumed to have converted in violation of this article.

(b) *Option to purchase.* For a sixty-day period following the giving of notice as required in subsection (a), the developer shall grant to the tenant an exclusive and irrevocable option to purchase the unit of which the tenant is then possessed, which option may not be assigned. If the tenant does not purchase or contract to purchase the unit during the sixty-day period, the developer may not convey or offer to convey the unit to any other person during the following one hundred eighty (180) days at a price or on terms more favorable than the price or terms previously offered to the tenant, unless the more favorable price or terms are first offered exclusively and irrevocably to the tenant for an additional sixty-day period. This subsection shall not apply to any rental unit that, when converted, will be restricted exclusively to nonresidential use. If, within two (2) years after a developer records a declaration of condominium, the use of any such unit is changed such that but for the preceding sentence, this subsection would have applied, the developer shall be presumed to have converted in violation of this article.

(Ord. No. 213-81, § 608.4, 11-16-81)

**Sec. 14-569. Relocation payments.**

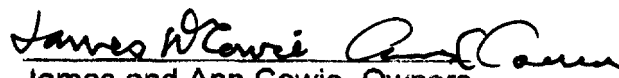
If the tenant does not purchase the unit, the developer shall, before the tenant is required by the developer to vacate, make a cash payment to the tenant in an amount equal to the amount of rent paid by the tenant for the immediately preceding two (2) months; provided that this requirement shall not apply to any tenant whose gross income exceeds eighty (80) percent 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 notice is given as required in section 14-568(a). Additionally, the developer shall, upon demand, provide assistance to the tenant in the form of referrals to other reasonable accommodations and in determining the tenant's eligibility for relocation payments as provided herein.

(Ord. No. 213-81, § 608.5, 11-16-81)

## NOTICE OF INTENT TO CONVERT TO CONDOMINIUMS

City of Portland ordinances require that we notify you, Jessica Healy, as our tenant, that we, James and Ann Cowie, the owners of this apartment building, intend to convert **all** three apartments into condominiums. After the apartment you now occupy becomes a condominium, by City ordinance, based on how long you have lived in the apartment, we are required to give <sup>you 120 d</sup> you 120 days notice before you would have to vacate. After receiving that notice you will have **60** days to decide whether to buy the condominium at the price and terms we **offer**, which **would be** an exclusive and irrevocable **offer**. **If** you decide **not** to buy the condominium, then for 180 days we cannot offer it at a lower price **or at more favorable terms than we offered to you, unless we** provide you, as an exclusive **and irrevocable** option, an additional 60 days to decide whether to accept any such lower price or **more** favorable terms.

In addition, this notice also serves to convey our commitment to honor your current **lease** and **not to issue** a notice of eviction **if the 120-day** notice mentioned above expires before the lease expires.

  
James and Ann Cowie, Owners  
32 North Street, Portland 04101  
August 9, 2005

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 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).

## Submit with Condominium Conversion Permit Application

### Project Data:

Address: 32 NORTH ST PORTLAND 04101

C-B-L: 013-K-046-001

Number of Units in Building: 3

	Tenant Name	Tenant Tel# <sup>owner</sup>	Occup. Length	Date of Notice	Eligible for \$?
Unit 1	JAMES & ANN COWIE	774-2265	20 yrs	8-9-05	No <sup>owner</sup>
Unit 2	JESSICA HEALEY	653-5860	4.5 months	8-9-05	Yes
Unit 3	DAVID EDWIE & LOUISE LITTLE	780-0860	7 years	8-9-05	No ✓
Unit 4					
Unit 5					
Unit 6					
Unit 7					
Unit 8					

If more units, submit same information on all units

Length of time building owned by applicant 20 yrs

Are any building improvements, renovations, or modifications being made associated with this conversion that requires a building, plumbing, electrical, or heating 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)

We, James and Ann Cowie, have lived on the first floor for 20 years and do not intend to sell our apartment at any time for the foreseeable future.

The 2nd floor is occupied by Jessica Healy. Her current lease extends through March and we intend to honor this lease and expect to offer her another one-year lease. We have no plans to sell this unit in near future.

The 3rd floor is occupied by David Cowie and Louise Little. They plan to buy this unit when it becomes a condominium.

*James D. Cowie*  
*Ann C. Cowie*