

Ann Machado - Permit #2013-01923 - 135 Congress St. - Change of use/ownership

From: Ann Machado
To: classactspropertymanagement@yahoo.com
Date: 9/11/2013 8:44 AM
Subject: Permit #2013-01923 - 135 Congress St. - Change of use/ownership
Attachments: Legalization of Nonconforming DU.pdf; Condominium Conversion.pdf

Bill -

I'm following up on our telephone conversation from 9/6/13. At this point there are some issues with the permit application that need to be addressed before it can be moved forward in the review process..

First, you list the current use of the property as three dwelling units and a store. Our files show the existing legal use as two dwelling units and a store. If the use is going to be three residential condominiums, then you need to establish the use of the third dwelling unit. You can do this in one of two ways.

The first option is to modify this permit application to also be a change of use permit to add the third unit. You meet the zoning requirement to do this including the minimum lot area per dwelling unit requirement [section 14-165(h)(1)]. With this option you would have to meet the parking requirement which is one space for the new unit [14-332(a)(2)]. Under section 14-334, the off street parking space must either be provided on the property or within 100 feet of the property measured along lines of public access. If you cannot locate a parking space within 100 feet, the ordinance allows you to locate it within 1500 feet but this requires going to the Zoning Board of Appeals for approval. The \$75 certificate of occupancy fee would be paid as part of the condominium conversion fee.

The second option is to submit an Application for Legalization of Nonconforming Dwelling Units. I have attached this application. The fee associated with this is \$300 to legalize the one unit. The \$75 certificate of occupancy fee would be paid as part of the condominium conversion fee.

Once you have established the use as three dwelling unit, you also want this permit to be a Condominium Conversion permit. I have also attached this application. Pay particular attention to the first page that describes the process and the third page "Submit with Condominium Conversion Permit Application". The fee associated with this is \$150 per unit and \$75 per unit fee for certificates of occupancy.

I will wait to hear which option you will pursue.

Ann

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