



# Administrative Authorization Application Portland, Maine

2968

Planning and Urban Development Department, Planning Division

PROJECT NAME: Melbourne Emerson LLC

PROJECT ADDRESS: 24-30 Melbourne St CHART/BLOCK/LOT: 014 2001 001

APPLICATION FEE: \_\_\_\_\_ (\$50.00)

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)

Building presently a <sup>two car</sup> garage + studio/loft above.  
Plans on file to a single family

**OWNER/APPLICANT** Melbourne/Emerson LLC  
Name: Emerson  
Address: 24-30 Melbourne St  
Portland, ME 04101  
Work#: 207 252-6264  
Cell#: 207-252-6264  
Fax#: \_\_\_\_\_  
Home #: \_\_\_\_\_  
E-mail: crandall.toutraker@gmail.com

**CONSULTANT/AGENT**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Work#: \_\_\_\_\_  
Cell#: \_\_\_\_\_  
Fax#: \_\_\_\_\_  
Home #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Criteria for an Administrative Authorization:**  
(see section 14-523(4) on the next page)

**Applicant's Assessment**  
Y(yes), N(no), N/A

- a) Is the proposal within existing structures? yes
- b) Are there any new buildings, additions, or demolitions? NO
- c) Is the footprint increase less than 500 sq. ft.? N/A
- d) Are there any new curb cuts, driveways or parking areas? NO
- e) Are the curbs and sidewalks in sound condition? yes
- f) Do the curbs and sidewalks comply with ADA? N/A
- g) Is there any additional parking? site has three car parking
- h) Is there an increase in traffic? NO
- i) Are there any known stormwater problems? NO
- j) Does sufficient property screening exist? yes
- k) Are there adequate utilities? yes
- l) Are there any zoning violations? NO
- m) Is an emergency generator located to minimize noise? NO generators
- n) Are there any noise, vibration, glare, fumes or other impacts? NO

Signature of Applicant 	Date: <u>7/28/2014</u>
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**IMPORTANT NOTICE TO APPLICANT:** The granting of an Administrative Authorization to exempt a development from site plan review does not exempt this proposal from other required approvals or permits, nor is it an authorization for construction. You should first check with the Building Inspections Office, Room 315, City Hall (207)874-8703, to determine what other City permits, such as a building permit, will be required.