



Level I – Single Family/Duplex Development Review Application Portland, Maine

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level I: Minor Residential site plan and building permit.

Level I: Minor Residential development includes:

- Development of a single-family or a two-family building, excluding building additions, decks, or accessory structures, such development shall be deemed minor residential development for purposes of this article regardless of its size.
- The addition of any additional dwelling unit to a building initially reviewed as a two-family dwelling or multifamily structure, if the additional dwelling unit does not require subdivision review under Maine State Statutes and Portland's Subdivision Ordinance.

As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)

The Maine Home Construction Contracts Act requires that any home construction or repair work for more than \$3000 in materials or labor must be based on a written contract unless the parties agree to exempt themselves. A sample contract is available on the City's website at www.portlandmaine.gov, or contact the Inspections Office to have one mailed to you.

The Land Use Code (including Article V), the Technical Manual, and the Design Manual are available on the City's web site at <http://www.portlandmaine.gov/planning/default.asp> or copies may be purchased at the Planning Division Office.

Inspection Division
Room 315, City Hall
389 Congress Street
(207) 874-8703

Office Hours
Monday, Tuesday, Wednesday and Friday
8:00 a.m. – 4:00 p.m.
Thursday
8:00 a.m. – 1:00 p.m.

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8721

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

Project Address: 67 MERRILL ST. PORTLAND, ME

Total Square Footage of Proposed Structure/Area: <u>3028 #</u> <u>(WLL GARAGE)</u>	Area of lot (total sq. ft.): Garage: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attached <input checked="" type="checkbox"/> Detached <input type="checkbox"/> Sq. Ft.: <u>341 #</u>	Number of Stories: <u>3</u> Number of Bathrooms: <u>2 FULL 2 HALFS</u> Number of Bedrooms: <u>3</u>
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Tax Assessor's Chart, Block & Lot(s):
Chart# Block # Lot #

Current legal use: SINGLE FAMILY
Number of Residential Units _____
If vacant, what was the previous use? SINGLE FAMILY
Is property part of a subdivision? NO If yes, please name _____
Project Description:

Deed

APPLICANT – (must be owner, Lessee or Buyer)
Name: WALTER JUVE Work # 207 653 8210
Business Name, if applicable: _____ Home# _____
Address: MERRILL ST. RESTORATION Cell # _____
40 PORTLAND PIER #1 LLC e-mail: DEKKOLLC@GMAIL.COM
City/State: PORTLAND ME Zip Code: 04101

OWNER INFORMATION – (if different from Applicant)
Name: _____ Work # _____
Address: _____ Home# _____
City/State: _____ Zip Code: _____ Cell # _____
e-mail: _____

CONTRACTOR INFORMATION: Contact when Building Permit is Ready:
Name: MERRILL ST. RESTORATION Name: WALTER JUVE
Address: 40 PORTLAND PIER #1 Phone Number: ~~40 PORTLAND PIER~~
City/State: PORTLAND ME Zip Code: 04101 207 653 8210
Phone Number: 207 653 8210

ENGINEER INFORMATION: Name: _____ Address: _____ City/State : _____ Zip Code: _____	Engineer Contact Information E-mail: _____ Home #: _____ Work #: _____ Cell #: _____ Fax#: _____
SURVEYOR INFORMATION: Name: <i>Owen & Hester</i> Address: _____ City/State : _____ Zip Code: _____	Surveyor Contact Information E-mail: _____ Home #: _____ Work #: _____ Cell #: _____ Fax#: _____
ARCHITECT INFORMATION: Name: _____ Address: _____ City/State : _____ Zip Code: _____	Architect Contact Information E-mail: _____ Home #: _____ Work #: _____ Cell #: _____ Fax#: _____

DEVELOPMENT REVIEW FEES:

Payment may be made in cash, credit card or check addressed to the City of Portland.

Level I Minor Residential Site Plan	Fees Paid:
1. Application Fee - \$300.00	\$ _____
2. Inspection Fee - \$100.00 (for site plan inspection by the Planning Division)	\$ _____
3. Certificate of Occupancy Fee - \$100.00	\$ _____
4. Building Permit (Cost of Work)	\$ _____
Total Due:	\$ _____
Building Permit Fee - \$25 for the first \$1,000 construction cost - \$11 every additional \$1,000.	
Performance Guarantee - Exempt except for those projects that complete construction in the winter and the site work is incomplete.	

DEVELOPMENT REVIEW FEES:

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Level I Minor Residential Site Plan	Fees Paid:
1. Application Fee - \$300.00	\$ _____
2. Inspection Fee - \$100.00 (for site plan inspection by the Planning Division)	\$ _____
3. Certificate of Occupancy Fee - \$75.00	\$ _____
4. Building Permit (Cost of Work)	\$ <u>180,000.00</u>
Total Due:	\$ _____
Building Permit Fee - \$30 for the first \$1,000 construction cost - \$10 every additional \$1,000.	
Performance Guarantee - Exempt except for those projects that complete construction in the winter and the site work is incomplete.	

Please submit all of the information outlined on the applicable Checklist, shown on Page 4 and 5 of this Application. In addition, a CD or PDF (e-mailed to buildinginspections@portlandmaine.gov) of the entire Application, including all plans, must be submitted with the Application. Failure to do so may result in the automatic denial of your permit.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521). Portland's Land Use Code is on the City's web site: www.portlandmaine.gov Copies of the ordinances may be purchased through the Planning Division. All of the information on the checklist must be submitted for review. The applicant must check off the items contained in the application package to ensure the application is complete.


Property Taxes:

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 a permit of any kind is accepted.

Separate Permits:

Separate permits are required for internal and external plumbing, HVAC, and electrical installations.

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.

Signature of Applicant: 	Date: <u>8/8/19</u>
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This is not a permit - you may not commence any work until the permit is issued.

(A CD or PDF (e-mailed to buildinginspections@portlandmaine.gov) of the entire application, including all plans, must be submitted with the application.)

General Submittal Requirements – Level I Minor Residential

Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
2		2	Completed application form and check list.
		1	Application fees.
2		2	Evidence of right, title and interest.
		2	Copies of required state and/or federal permits.
		2	Written Description of existing and proposed easements or other burdens.
		2	Written requests for waivers from individual site plan and/or technical standards.
		2	Written summary of fire safety (referencing NFPA fire code and Section 3 of the City of Portland Technical Manual). Refer to Fire Department Checklist on page 6 of this application.

Site Plans and Boundary Survey Requirements – Level I Minor Residential

Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
		3	Boundary survey meeting the requirements of section 13 of the City of Portland Technical Manual with the site plan information listed below shown on the plan, including a north arrow and a scale greater than or equal to 1"=20'. (Photocopies of the plat or hand drawn building footprints will not be accepted.)
			<ul style="list-style-type: none"> ▪ Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone &/or Stream Protection Zone. ▪ Existing and proposed structures (including location of proposed piers, docks or wharves if in Shoreland Zone). ▪ Location and dimension of existing and proposed paved areas. ▪ Proposed ground floor area of building. ▪ Finish floor elevation (FEE) or sill elevation. ▪ Exterior building elevations (show all 4 sides). ▪ Existing and proposed utilities (or septic system, where applicable) ▪ Existing and proposed grading and contours. ▪ Proposed stormwater management and erosion controls. ▪ Total area and limits of proposed land disturbance. ▪ Proposed protections to or alterations of watercourses. ▪ Proposed wetland protections or impacts. ▪ Existing vegetation to be preserved and proposed site landscaping and street trees (2 trees per unit for a single or two-family house).
N/A			
N/A			

Site Plan Standards for Review of Level I: Minor Residential

Level I: Minor Residential site plan applications are subject to the following site plan standards*, as contained in section 14-526 of Article V, Site Plan:

- 14-526 (a) **Transportation Standards:**
 - 2.a. Site Access and Circulation (i) and (ii);
 - 2.c. Sidewalks: *(if the site plan is a two- family or multi-family building only)*;
 - 4.a. Location and required number of vehicle parking spaces:(i) and (iv)

- 14-526 (b) **Environmental Quality Standards:**
 - 1. Preservation of significant natural features.
 - 2.a. Landscaping and landscape preservation
 - 2.b. Site landscaping (iii)
 - 3.a. Water quality, stormwater management and erosion control: a., d., e., and f.

- 14-526 (c) **Public Infrastructure and Community Safety Standards:**
 - 1. Consistency with Master Plan
 - 2. Public Safety and fire prevention
 - 3. Availability and adequate capacity of public utilities; a., c., d., and e.

- 14-526 (d) **Site Design Standards:**
 - 5. Historic Resources
 - 9. Zoning related design standards

• *Except as provided in Article III of the City Code, or to conditions imposed under Section 14-526(e) only, or to those submission requirements set forth in section 14-527 as relate solely thereto.*



PORTLAND FIRE DEPARTMENT SITE REVIEW FIRE DEPARTMENT CHECKLIST



A separate drawing[s] shall be provided to the Portland Fire Department for all site plan reviews.

1. Name, address, telephone number of applicant.
2. Name address, telephone number of architect
3. Proposed uses of any structures [NFPA and IBC classification]
4. Square footage of all structures [total and per story]
5. Elevation of all structures
6. Proposed fire protection of all structures
 - **As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)**
7. Hydrant locations