

Level I – Development Review Application for

# 52 Monument Street

Submitted November 6, 2013



**L a c h m a n**

Architects & Planners

*Building Communities - with community buildings*

165 State St. Portland, Me 04101

207.773.3811 [denis@lachmanarchitects.com](mailto:denis@lachmanarchitects.com)

Pre-Application October 9, 2013. Advised to submit a Level 1 Development Review.



Memorandum  
 Department of Planning and Urban Development  
 Pre-Application Meeting Request

To request a pre-application meeting please fill out the form below with as much detail as possible. Return the form along with any electronic drawings or supporting documentation via e-mail to Desiree Kelly, [dmk@portlandmaine.gov](mailto:dmk@portlandmaine.gov). Two 30 minute meetings will be scheduled each Wednesday from 12:00-1:00 p.m. in Room 209, 2<sup>nd</sup> Floor of City Hall. These meetings are by appointment only and can be scheduled by Desiree Kelly at the e-mail address above or by telephone 207-874-8720.

<b>Contact Information</b>		
Name:		
E-Mail Address:		
Phone:		
<b>Proposed Project Information</b>		
Chart, Block, Lot (s)		
Address		
Current Use		
Proposed Use		
Lot Size		
New Building or Addition Sq. Ft.		
New impervious surface area		
Brief description of proposed project:		
For Office Use Only	Date:	Time:

<b>Project Address:</b> 52 Monument St		
<b>Total Square Footage of Proposed Structure/Area:</b> * Existing before renovations 3,788 sf * Proposed after renovations 3,803 sf	<b>Area of lot (total sq. ft.):</b> <b>Garage:</b> Yes ___ No <u>X</u> <b>Attached</b> _____ <b>Detached</b> _____ <b>Sq. Ft.:</b> _____	<b>Number of Stories:</b> <u>3</u> <b>Number of Bathrooms:</b> <u>3</u> <b>Number of Bedrooms:</b> _____
<b>Tax Assessor's Chart, Block &amp; Lot(s):</b> <u>Chart#</u> <u>Block #</u> <u>Lot #</u> 016 H003001		
<b>Current legal use:</b> <u>Single family</u> <b>Number of Residential Units</b> <u>Before renovations 1 unit, after 3 units</u> <b>If vacant, what was the previous use?</b> <u>NA</u> <b>Is property part of a subdivision?</b> <u>No</u> <b>If yes, please name</b> _____ <b>Project Description:</b> Renovations to convert an existing residence to 3 units		
<b>Applicant – must be owner, Lessee or Buyer</b> Name: Dianne Balzano - Cavanaugh Business Name, if applicable: Address: 52 Monument St City/State: Portland, ME      Zip Code: 04101	<b>Applicant Contact Information</b> Work # Denis Lachman Home# Lachman Architects & Planners Cell # 773-3811 e-mail: denis@lachmanarchitects.com	
<b>Owner – (if different from Applicant)</b> Name: Dianne Balzano Address: 52 Monument St City/State: Portland, ME      Zip Code: 04101	<b>Owner Contact Information</b> Work # 202-570-3205 Home# 202-234-0973 Cell # 202-297-2171 e-mail: dolcedea@aol.com	
<b>Billing Information</b> Name: Same Address: City/State:      Zip Code: Phone Number:	<b>Contact when Building Permit is Ready:</b> Name: John Richards Address: 11 Putnam Ridge City/State: Limington, ME      Zip Code: Phone Number: 207-730-6039	

**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	\$ 300
2. Inspection Fee - \$100.00 (for site plan inspection by the Planning Division)	\$ 100
3. Certificate of Occupancy Fee - \$75.00	\$ 75
4. Building Permit (Cost of Work)	\$ 2,730
<b>Total Due:</b>	<b>\$ 3,205</b>
<b>Building Permit Fee</b> - \$30 for the first \$1,000 construction cost - \$10 every additional \$1,000.	
<b>Performance Guarantee</b> - 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](mailto: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](http://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: <i>Joanne Balzano-LaRusso</i>	Date: <i>10/24/13</i>
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**This is not a permit - you may not commence any work until the permit is issued.**