Inspections Division
Date: 12/11/13

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

Inspections Division
Date: 12/11/13

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. Two 30 minute meetings will be scheduled each Wednesday from 12:00-1:00 p.m. in Room 209, 2nd 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.

Contact Information	
Name:	Denis Lachman, Lachman Architects & Planners
E-Mail Address:	denis@lachmanarchitects.com
Phone:	773-3811

Proposed Project Information	
Chart, Block, Lot (s)	016 H003001
Address	52 Monument St
Current Use	Residential, single family
Proposed Use	Residential, 3-unit
Lot Size	3856 sf, .0885 ac
New Building or Addition Sq. Ft.	none, possible new projecting bays with no foundation
New impervious surface area	enlarge existing 1 oversize parking space to 2 spaces
Brief description of proposed project:	
Conversion of single family to 3-unit.	
Owners have lived at this address for more than five years and intend to remain in one unit	

For Office Use Only	Date:	Time:

Inspections Division

Date: 12/11/13

Project Address: 52 Monument St

Total Square Footage of Proposed Structure/Area:	**Area of lot (total sq. ft.):**	
* Existing before renovations 3,788 sf * Proposed after renovations 3,803 sf	**Garage:** **Yes** ___ **No** X **Attached** _____ **Detached** _____ **Sq. Ft.:** _____	**Number of Stories:** 3 **Number of Bathrooms:** 3 **Number of Bedrooms:** ____

Tax Assessor's Chart, Block & Lot(s):	
Chart# Block # Lot # 016 H003001	

Current legal use: Single family

Number of Residential Units Before renovations 1 unit, after 3 units

If vacant, what was the previous use? NA

Is property part of a subdivision? No **If yes, please name** _____

Project Description: Renovations to convert an existing residence to 3 units

Applicant – must be owner, Lessee or Buyer	**Applicant Contact Information**
Name: Dianne Balzano - Cavanaugh	Work # Denis Lachman
Business Name, if applicable:	Home# Lachman Architects & Planners
Address: 52 Monument St	Cell # 773-3811
City/State : Portland, ME Zip Code: 04101	e-mail: denis@lachmanarchitects.com

Owner – (if different from Applicant)	**Owner Contact Information**
Name: Dianne Balzano	Work # 202-570-3205
Address: 52 Monument St	Home# 202-234-0973
City/State : Portland, ME Zip Code: 04101	Cell # 202-297-2171
	e-mail: dolcedea@aol.com

Billing Information	**Contact when Building Permit is Ready:**
Name: Same	Name: John Richards
Address:	Address: 11 Putnam Ridge
City/State : Zip Code:	City/State : Limington, ME Zip Code:
Phone Number:	Phone Number: 207-730-6039

Inspections Division

Date: 12/11/13

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 ~~100~~
2. Inspection Fee - $100.00 (for site plan inspection by the Planning Division)	$ 100
3. Certificate of Occupancy Fee - $75.00	$ 75 ~~75~~
4. Building Permit (Cost of Work)	$ 2,730 ~~2,730~~
Total Due:	$ 3,205 ~~3,205~~

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:
Joanne Balzano-LaRusso	10/24/13

This is not a permit - you may not commence any work until the permit is issued.