



Jeff Levine, AICP, Director  
Planning & Urban Development Department

### **Electronic Signature and Fee Payment Confirmation**

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:



Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.



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I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.

Richard Heffern, Richard Heffern  
Applicant Signature:

13 March 2015  
Date:

Richard Heffern  
I have provided digital copies and sent them on:

13 March 2015  
Date:

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3<sup>rd</sup> Floor, Room 315.



# Administrative Authorization Application Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: Basement Renovation

PROJECT ADDRESS: 8 Sherbrooke St CHART/BLOCK/LOT: G10SE / 016 / 1006

APPLICATION FEE: 50<sup>00</sup> (\$50.00)

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

Renovation of basement unit.

### OWNER/APPLICANT

Name: Richard Heffern

Address: 8 Sherbrooke St  
Portland, ME 04101

Work#: none (retired)

Cell#: 703 340 5221

Fax#: none

Home #: 410 532 3654

E-mail: richardheffern@hotmail.com

### CONSULTANT/AGENT

Name: Brian Stephens

Address: 91 Mountfort Road  
North Yarmouth, ME 04097

Work#: 207 730 1322

Cell#: 207 730 1322

Fax#: \_\_\_\_\_

Home #: \_\_\_\_\_

E-mail: brianstephensdesign@gmail.com

**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? Y
- b) Are there any new buildings, additions, or demolitions? N
- c) Is the footprint increase less than 500 sq. ft.? Y
- d) Are there any new curb cuts, driveways or parking areas? N
- e) Are the curbs and sidewalks in sound condition? Y
- f) Do the curbs and sidewalks comply with ADA? Y
- g) Is there any additional parking? N
- h) Is there an increase in traffic? N
- i) Are there any known stormwater problems? N
- j) Does sufficient property screening exist? Y
- k) Are there adequate utilities? Y
- l) Are there any zoning violations? N
- m) Is an emergency generator located to minimize noise? N/A
- n) Are there any noise, vibration, glare, fumes or other impacts? N

Y  
N  
Y  
N  
Y  
Y  
N  
N  
N  
Y  
Y  
N  
N/A  
N

*Existing off-street parking is sufficient.*

Signature of Applicant: Richard Heffern

Date: 13 March 2015

**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.