

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

| | | |
|-----------------------|-------------|---------------------|
| Permit No: 06-1592 | Issue Date: | CBL: 016 J008001 |
|-----------------------|-------------|---------------------|

| | | | |
|--|------------------------------------|--|--------------|
| Location of Construction: 16 ST LAWRENCE ST | Owner Name: SHEEHAN M ELIZABETH | Owner Address: 14 ST LAWRENCE ST | Phone: |
| Business Name: | Contractor Name: | Contractor Address: | Phone: |
| Lessee/Buyer's Name | Phone: | Permit Type: Change of Use - Condo Conversion | Zone: R-6 |

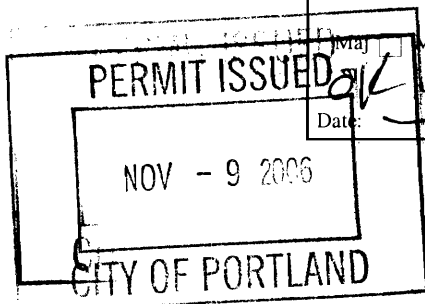
| | | | | |
|---------------------------------|---|--|--|--------------------|
| Past Use: 3 unit residential | Proposed Use: 3 unit condominium - change of use from 3 unit residential to 3 unit condominium | Permit Fee: \$675.00 | Cost of Work: \$675.00 | CEO District: 1 |
| | | FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied TO NFPA 101 | INSPECTION: Use Group: R-2 Type: SB IBC 2003 | |

Proposed Project Description:
change of use from 3 unit residential to 3 unit condominium

| | |
|--|--|
| Signature: <i>Greg Cuss</i> | Signature: <i>[Signature] 11/06/06</i> |
| PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) | |
| Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied | |
| Signature: | Date: |

| | | |
|-----------------------------|---------------------------------|------------------------|
| Permit Taken By: ldobson | Date Applied For: 10/30/2006 | Zoning Approval |
|-----------------------------|---------------------------------|------------------------|

| | | | |
|---|---|--|---|
| <p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</p> | <p>Special Zone or Reviews</p> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan | <p>Zoning Appeal</p> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied | <p>Historic Preservation</p> <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied |
| | <p>Major <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Denied <input type="checkbox"/></p> <p>Date: <i>11/6/06</i></p> | <p>Date:</p> | |



CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT _____ ADDRESS _____ DATE _____ PHONE _____

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE _____ DATE _____ PHONE _____

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING INSPECTION

PERMIT

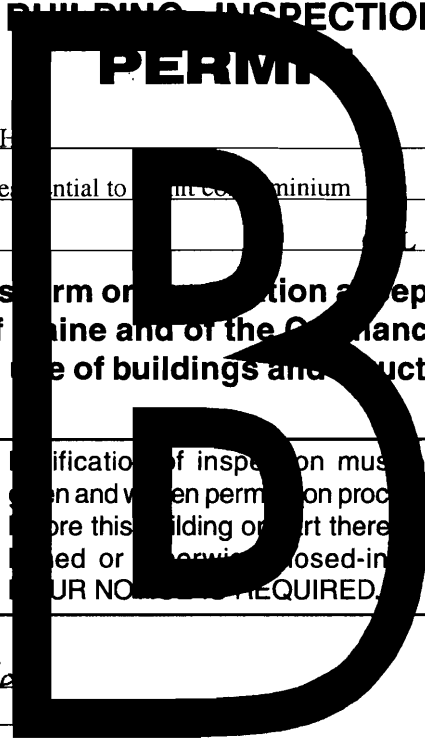
Permit Number: 061592

Please Read Application And Notes, If Any, Attached

This is to certify that SHEEHAN M ELIZABETH
has permission to change of use from 3 unit residential to unit condominium
AT 16 ST LAWRENCE ST 016 J008001

PERMIT ISSUED
NOV - 9 2006
CITY OF PORTLAND

provided that the person or persons who accept this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.



Apply to Public Works for street line and grade if nature of work requires such information.

Classification of inspection must be given and when permission procured before this building or part thereof is occupied or service closed-in. 4 HOUR NOTIFICATION REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. Greg Cass 11-7-06
Health Dept. _____
Appeal Board _____
Other _____
Department Name

William M. Collins
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

| | | |
|------------------------------|--|----------------------------|
| Permit No: 06-1592 | Date Applied For: 10/30/2006 | CBL: 016 J008001 |
|------------------------------|--|----------------------------|

| | | | |
|---|---|---|---------------|
| Location of Construction: 16 ST LAWRENCE ST | Owner Name: SHEEHAN M ELIZABETH | Owner Address: 14 ST LAWRENCE ST | Phone: |
| Business Name: | Contractor Name: | Contractor Address: | Phone: |
| Lessee/Buyer's Name | Phone: | Permit Type: Change of Use - Condo Conversion | |

| | |
|--|---|
| Proposed Use: 3 unit condominium - change of use from 3 unit residential to 3 unit condominium | Proposed Project Description: change of use from 3 unit residential to 3 unit condominium |
|--|---|

Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Marge Schmuckal **Approval Date:** 11/06/2006

Note: **Ok to Issue:**

- 1) This property shall remain a three (3) family condominium dwelling with the issuance of this permit and subsequent issuance of certificates of occupancy. Any change of use shall require a separate permit application for review and approval.
- 2) This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. Without special approvals.
- 3) PLEASE NOTE: Under the City's Condominium conversion regulations, A) BEFORE a developer offers to convey a converted unit, a conversion permit shall be obtained. B) Rent may not be altered during the official noticing period unless expressly provided in a preexisting written lease. C) For a sixty (60) day period following the notice of intent to convert, the tenant has an exclusive and irrevocable option to purchase during which time the developer may not convey or offer to convey the unit to any other person. D) The developer shall post a copy of the permit in a conspicuous place in each unit, and shall make copies available to prospective purchasers upon request. E) If a tenant is eligible for tenant relocation payments, they SHALL be paid a CASH PAYMENT BEFORE the tenant is required to vacate.
- 4) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

Dept: Building **Status:** Approved with Conditions **Reviewer:** Michael A. Collins **Approval Date:** 11/08/2006

Note: **Ok to Issue:**

- 1) Separate permits are required for any electrical, plumbing, or HVAC systems. Separate plans may need to be submitted for approval as a part of this process.

Dept: Fire **Status:** Approved with Conditions **Reviewer:** Cptn Greg Cass **Approval Date:** 11/07/2006

Note: **Ok to Issue:**

- 1) Entire building shall comply with NFPA 101 "The Life Safety Code" Prior to issuing a C/O.

All Purpose Building Permit Application

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 permits of any kind are accepted.

| | | |
|--|--|---|
| Location/Address of Construction: <u>16 St. Lawrence Street</u> | | |
| Total Square Footage of Proposed Structure <u>3600</u> | Square Footage of Lot | |
| Tax Assessor's Chart, Block & Lot Chart# <u>16</u> Block# <u>J</u> Lot# <u>8</u> | Owner: <u>Mary Elizabeth Sheehan</u> | Telephone: <u>207 749 4680</u> |
| Lessee/Buyer's Name (If Applicable) | Applicant name, address & telephone: <u>Mary Elizabeth Sheehan</u> <u>16 St. Lawrence Street</u> <u>Portland ME 04101</u> | Cost Of Work: \$ _____ Fee: \$ _____ Cost of O Fee \$ _____ Total Fees: \$ _____ |
| Current use: <u>Apt Building 3units</u> (207) 749-4680 | | |
| If the location is currently vacant, what was prior use: _____ | | |
| Approximately how long has it been vacant: _____ | | |
| Proposed use: <u>CONDO 3units</u> | Project description: <u>Change of use from 3unit Apts to 3unit Condo</u> | |
| Contractor's name, address & telephone: <u>Mary Elizabeth Sheehan 16 St. Lawrence Portland ME 04101</u> | | |
| Who should we contact when the permit is ready: <u>207 749-4680</u> | | |
| Mailing address: _____ | | |
| We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: 207 749-4680 | | |

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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 Code Official'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: <u>Mary Elizabeth Sheehan</u> | Date: <u>10/30/06</u> |
|---|-----------------------|

**This is NOT a permit, you may not commence ANY work until the permit is issued.
If you are in a Historic District you may be subject to additional permitting and fees with the**

NOTICE OF INTENT TO CONVERT TO CONDOMINIUM

Date: October 27, 2006

From: M. Elizabeth Sheehan, Owner, 16 St. Lawrence Street, Portland, Maine

To: Kerri Sands & Edward Muennich, Tenants, 16 St. Lawrence Street, Garden
Apartment

Re: Notice of Intent to Convert 16 St. Lawrence Street, Portland, Maine to a
Condominium

NOTICE OF INTENT TO CONVERT: As you know, I intend to convert 16 St. Lawrence Street into 3 condominium units. By law, based on the length of your tenancy, I am required to give you at least 120 days advance notice of intent to convert before I can require you to vacate. Therefore, I hereby give you notice of my intent to convert your apartment to a condominium unit. I further notify you that I may not require you to vacate on account of the proposed condominium conversion until February 28, 2007. As we have discussed, I actually plan to continue to rent to you until at least April 30, 2007.

OPTION TO PURCHASE: I am also required by law to give you (meaning all of the occupants of the unit jointly or if only one so opts, individually) a 60 day exclusive and irrevocable, non-assignable, option to purchase the unit which you currently occupy. Therefore you have an exclusive, non-assignable option to purchase or to contract to purchase your unit (which is Unit 1 of The Good Yellow House Condominium), which runs from the date upon which you receive this notice until December 31, 2006. The purchase price for the unit is Eighty-Five Thousand Dollars (\$85,000) in its current condition. If you are considering purchasing the Unit, the Declaration, By-Laws, Rules and Regulations, First Year Condominium Association Budget, and Limited Warranty Certificate will be promptly provided to you upon request.

If you do opt to purchase, additional standard, commercially reasonable terms will be detailed in a purchase and sale agreement. Those provisions will include a requirement to pay two-months assessments into a working capital fund at closing and a requirement to accept a Limited Warranty Agreement reducing the warranty period to two years. You must notify me in writing by December 31, 2006 and sign a purchase and sale agreement by that date if you do wish to exercise your option to purchase. If you have not so notified me and signed a purchase and sale agreement by December 31, 2006, your option to purchase lapses. While it is not required, if you do know how you plan to proceed prior to that date, I would appreciate it if you would let me know.

NOT A NOTICE OF TERMINATION: This notice does NOT specify a date by which you are required to vacate, so it does NOT serve as a notice of termination under the applicable law of forcible entry and detainer. If you do not opt to buy the

Submit with Condominium Conversion Permit Application

Project Data:

Address: 16 St. Lawrence

C-B-L: 16 JS

Number of Units in Building: 3

| Tenant Name | Tenant Tel# | Occup. Length | Date of Notice | Eligible for \$? |
|------------------------------|-----------------|------------------|-----------------|------------------|
| Unit 1 <u>Kerri Sands</u> | <u>460-2680</u> | <u>18 months</u> | <u>10/27/06</u> | <u>NO</u> ✓ |
| Unit 2 <u>Leslie Harroun</u> | <u>909-4252</u> | <u>6 months</u> | <u>10/27/06</u> | <u>NO</u> |
| Unit 3 <u>owner occupied</u> | | | | |
| Unit 4 | | | | |
| Unit 5 | | | | |
| Unit 6 | | | | |
| Unit 7 | | | | |
| Unit 8 | | | | |

If more units, submit same information on all units

Length of time building owned by applicant 7 years

Are any building improvements, renovations, or modifications being made associated with this conversion that requires a building, plumbing, electrical, or heating permit?

YES _____ NO (check one)

Type and cost of building improvements associated with this conversion that do not require permits:

\$ _____ Exterior walls, windows, doors, roof

\$ _____ Insulation

\$ _____ Interior cosmetics (walls/floors/hallways/refinishing, etc.)

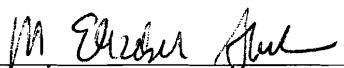
\$ _____ Other (specify)

condominium unit, you may remain in possession of your apartment pursuant to the terms of your lease until that lease is terminated as provided therein. The terms of your tenancy, including the rent, may not be altered during this 120 day notice period, except as expressly provided in a preexisting written lease. You are obligated to comply with your lease and pay your rent as long as you remain in occupancy. If you violate your lease, I reserve the right to require you to vacate sooner for breach of your lease and/or other reasons specified in the applicable law of forcible entry and detainer, in accordance with the procedures thereof.

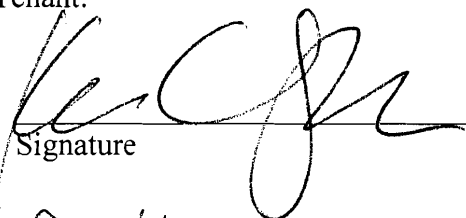
RELOCATION ASSISTANCE: If you do not buy your apartment, I am required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or have complaints about the way you have been treated by me, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone 874-8703). Upon request, assistance to you in finding another place to live will consist of referrals to other reasonable accommodations and assistance in determining whether you are eligible for relocation payments.


You are only eligible for relocation payments, if your gross income is equal to or less than 80% of the median income of the Portland SMSA, adjusted for family size, as determined by the U.S. Department of Housing and Urban Development at the time this notice is given. If you provide satisfactory proof that you meet the income eligibility requirement, the relocation payment will be equal to the amount of rent paid by you for the two (2) months immediately preceding the date upon which you vacate the unit.

I understand that this may cause some disruption in your life, so I have attempted to keep you informed of my plans as far in advance as possible. Please contact me if you have any questions.


M. Elizabeth Sheehan
10/27/06
Date

Received by Tenant:


Signature
10/27/06
Date


Signature
10/27/06
Date

NOTICE OF INTENT TO CONVERT TO CONDOMINIUM

Date: October 27, 2006

From: M. Elizabeth Sheehan, Owner, 16 St. Lawrence Street, Portland, Maine

To: Leslie Harroun, Tenant, 16 St. Lawrence Street, Apartment #1

Re: Notice of Intent to Convert 16 St. Lawrence Street, Portland, Maine to a Condominium

NOTICE OF INTENT TO CONVERT: As you know, I intend to convert 16 St. Lawrence Street into 3 condominium units. By law, based on the length of your tenancy, I am required to give you at least 120 days advance notice of intent to convert before I can require you to vacate. Therefore, I hereby give you notice of my intent to convert your apartment to a condominium unit. I further notify you that I may not require you to vacate on account of the proposed condominium conversion until February 28, 2007. As we have discussed, I actually plan to continue to rent to you until at least April 30, 2007.

OPTION TO PURCHASE: I am also required by law to give you (meaning all of the occupants of the unit jointly or if only one so opts, individually) a 60 day exclusive and irrevocable, non-assignable, option to purchase the unit which you currently occupy. Therefore you have an exclusive, non-assignable option to purchase or to contract to purchase your unit (which is Unit 2 of The Good Yellow House Condominium), which runs from the date upon which you receive this notice until December 31, 2006. The purchase price for the unit is Two Hundred Thousand Dollars (\$200,000) in its current condition. If you are considering purchasing the Unit, the Declaration, By-Laws, Rules and Regulations, First Year Condominium Association Budget, and Limited Warranty Certificate will be promptly provided to you upon request.

If you do opt to purchase, additional standard, commercially reasonable terms will be detailed in a purchase and sale agreement. Those provisions will include a requirement to pay two-months assessments into a working capital fund at closing and a requirement to accept a Limited Warranty Agreement reducing the warranty period to two years. You must notify me in writing by December 31, 2006 and sign a purchase and sale agreement by that date if you do wish to exercise your option to purchase. If you have not so notified me and signed a purchase and sale agreement by December 31, 2006, your option to purchase lapses. While it is not required, if you do know how you plan to proceed prior to that date, I would appreciate it if you would let me know.

NOT A NOTICE OF TERMINATION: This notice does NOT specify a date by which you are required to vacate, so it does NOT serve as a notice of termination under the applicable law of forcible entry and detainer. If you do not opt to buy the condominium unit, you may remain in possession of your apartment pursuant to the terms

of your lease until that lease is terminated as provided therein. The terms of your tenancy, including the rent, may not be altered during this 120 day notice period, except as expressly provided in a preexisting written lease. You are obligated to comply with your lease and pay your rent as long as you remain in occupancy. If you violate your lease, I reserve the right to require you to vacate sooner for breach of your lease and/or other reasons specified in the applicable law of forcible entry and detainer, in accordance with the procedures thereof.

RELOCATION ASSISTANCE: If you do not buy your apartment, I am required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or have complaints about the way you have been treated by me, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone 874-8703). Upon request, assistance to you in finding another place to live will consist of referrals to other reasonable accommodations and assistance in determining whether you are eligible for relocation payments.



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I understand that this may cause some disruption in your life, so I have attempted to keep you informed of my plans as far in advance as possible. Please contact me if you have any questions.

M. Elizabeth Sheehan
M. Elizabeth Sheehan

10/29/2006
Date

Received by Tenant:

[Handwritten Signature]
Signature

Oct. 29, 2006
Date