





# Administrative Authorization Application Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: Falcon

PROJECT ADDRESS: 49-51 Hancock St. CHART/BLOCK/LOT: 20-B-13

APPLICATION FEE: \$50.00 (\$50.00)

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

Please see attached architectural drawings & project narrative

### OWNER/APPLICANT

Name: Liv Chase  
Address: Sunny Time Solutions  
PO Box 15372  
Portland, ME 04112  
Work#: \_\_\_\_\_  
Cell#: 207-522-4345  
Fax#: \_\_\_\_\_  
Home #: \_\_\_\_\_  
E-mail: livchase@yahoo.com

### CONSULTANT/AGENT

Name: Bild Architecture  
Address: PO Box 8235  
Portland, ME 04104  
Work#: \_\_\_\_\_  
Cell#: 207-408-0168  
Fax#: \_\_\_\_\_  
Home #: \_\_\_\_\_  
E-mail: evan@bildarchitecture.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? N
- b) Are there any new buildings, additions, or demolitions? Y
- 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? Y
- h) Is there an increase in traffic? N
- i) Are there any known stormwater problems? N
- j) Does sufficient property screening exist? N/A
- 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/A

Signature of Applicant: L Chase Date: 1/22/2015

**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.

**PROVISION OF PORTLAND CITY CODE  
14-523 (SITE PLAN ORDINANCE)  
RE: Administrative Authorization**

**Sec. 14-523 (b). Applicability**

No person shall undertake any development identified in Section 14-523 without obtaining a site plan improvement permit under this article.

(c) Administrative Authorization. Administrative Authorization means the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meets the standards below, as demonstrated by the applicant.

1. The proposed development will be located within existing structures, and there will be no new buildings, demolitions, or building additions other than those permitted by subsection b of this section;
2. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
3. The proposed site plan does not add any new curb cuts, driveways, or parking areas; the existing site has no more than one (1) curb cut and will not disrupt the circulation flows and parking on-site; and there will be no drive-through services provided;
4. The curbs and sidewalks adjacent to the lot are complete and in sound condition, as determined by the public works authority, with granite curb with at least four (4) inch reveal, and sidewalks are in good repair with uniform material and level surface and meet accessibility requirements of the Americans with Disabilities Act;
5. The use does not require additional or reduce existing parking, either on or off the site, and the project does not significantly increase traffic generation;
6. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
7. There are no evident deficiencies in existing screening from adjoining properties; and
8. Existing utility connections are adequate to serve the proposed development and there will be no disturbance to or improvements within the public right-of-way.
9. There are no current zoning violations;
10. Any emergency generators are to be located to minimize noise impacts to adjoining properties and documentation that routine testing of the generators occur on weekdays between the hours of 9 a.m. to 5 p.m. Documentation pertaining to the noise impacts of the emergency generator shall be submitted; and
11. There is no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.

**Filing the Application.** An applicant seeking an administrative authorization under this subsection shall submit an administrative authorization application for review, detailing the site plan with dimensions of proposed improvements and distances from all property lines, and stating that the proposal meets all of the provisions in standards 1-11 of Section 14-423 (b)1. **The application must be accompanied by an application fee of \$50.**

**Review.** Upon receipt of such a complete application, the Planning Authority will process it and render a written decision of approval, approval with conditions or denial, with all associated findings.

**Decision.** If a full administrative authorization is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. In the event that the Planning Authority determines that standards a and b of Section 14-523 (b) (1) and at least four (4) of the remaining standards have been met, the Planning Authority shall review the site plan according to all applicable review standards of Section 14-526 that are affected by the standards in this subsection that have not been met. If an exemption or partial exemption from site plan review is not granted, the applicant must submit a site plan application that will undergo a full review by the Planning Board or Planning Authority according to the standards of Section 14-526.





Jeff Levine, AICP, Director  
Planning & Urban Development Department

Tammy Munson, Director  
Inspections Division

## Residential Additions/Alterations Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

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](http://www.portlandmaine.gov), in the Inspection Office, Room 315 of Portland City Hall or call (207)874-8703 to have one mailed to you.

One (1) complete set of construction drawings must include:

- Cross sections w/framing details
- Floor plans and elevations existing & proposed
- Detail removal of all partitions & any new structural beams
- Detail any new walls or permanent partitions
- Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing
- Window and door schedules
- Foundation plans w/required drainage and damp proofing (if applicable)
- Detail egress requirements and fire separation/sound transmission ratings (if applicable)
- Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2009
- Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
- Electronic files in pdf format are also required
- Proof of ownership is required if it is inconsistent with the assessors records

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

If there are any additions to the footprint or volume of the structure, any new or rebuilt structures or, accessory detached structures a plot plan is required. A plot must include:

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines. Structures include decks, porches; bow windows, cantilever sections and roof overhangs, sheds, pools, garages and any other accessory structures must be shown with dimensions if not to scale.
- Location and dimensions of parking areas and driveways
- A change of use may require a site plan exemption application to be filed.

**Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.**

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information visit us on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

**Permit Fee: \$25.00 for the first \$1000.00 construction cost, \$11.00 per additional \$1000.00 cost  
This is not a Permit; you may not commence any work until the Permit is issued.**

**389 Congress Street \* Portland Maine 04101-3509 \* Phone: (207) 874-8703 \* Fax: (207) 874-8716  
<http://www.portlandmaine.gov/planning/buildinsp.asp> \* E-Mail: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)**



# General 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.

Address/Location of Construction: <u>49-51 Hancock St.</u>		
Total Square Footage of Proposed Structure: <u>1607</u>		
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>20            B            13</u>	Applicant Name: <u>Sunny time Solar LLC</u> Address <u>PO Box 15372</u> City, State & Zip <u>Portland, ME 04112</u>	Telephone: <u>207-522-4345</u> Email: <u>livchase@yahoo.com</u>
Lessee/Owner Name : (if different than applicant) Address:  City, State & Zip:  Telephone  E-mail:	Contractor Name: (if different from Applicant) Address:  City, State & Zip:  Telephone  E-mail:	Cost Of Work: <u>\$ 45,000.00</u> C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees : \$ _____
Current use (i.e. single family) <u>Residential</u>		
If vacant, what was the previous use? <u>N/A</u>		
Proposed Specific use: <u>Accessory</u>		
Is property part of a subdivision? <u>NO</u> If yes, please name _____		
Project description: <u>Construction of an accessory structure which will contain a garage and storage space for current occupants.</u>		
Who should we contact when the permit is ready: <u>Liv Chase</u>		
Address: <u>PO Box 15372</u>		
City, State & Zip: <u>Portland, ME 04112</u>		
E-mail Address: <u>livchase@yahoo.com</u>		
Telephone: <u>207-522-4345</u>		

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at <http://www.portlandmaine.gov/754/Applications-Fees> or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

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: <u>[Signature]</u>	Date: <u>1/22/15</u>
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This is not a permit; you may not commence ANY work until the permit is issued.