



Administrative Authorization Application

Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: Roof Expansion project
 PROJECT ADDRESS: 273 Congress St. CHART/BLOCK/LOT: 21-E-18
 APPLICATION FEE: 50.00 (\$50.00)

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)
Remove partial roof. expand 2nd floor space by 140 sq ft. raise roof.

CONTACT INFORMATION:

OWNER/APPLICANT

Name: Dusty Wallace
 Address: 177-A pond Rd.
New Gloucester Me. 02860
 Work #: _____
 Cell #: 207-712-3013
 Fax #: _____
 Home #: _____
 E-mail: dwallace28@gmail

CONSULTANT/AGENT

Name: _____
 Address: _____
 Work #: _____
 Cell #: _____
 Fax #: _____
 Home #: _____
 E-mail: _____

Criteria for an Administrative Authorization:

(see section 14-523(4) on pg .2 of this appl.)

Applicant's Assessment

Y(yes), N(no), N/A

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

RECEIVED
APR 29 2013
 City of Portland
 Planning Division
*Taxes
 OK
 [Signature]*

Signature of Applicant: [Signature]

Date: 4/18/13

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.

City of Portland
Development Review Application
Planning Division Transmittal Form

Application Number: 2013-111

Application Date: 04/29/2013

CBL: 021 E018001

Application Type: Administrative Authorization

Project Name: 2nd Floor Expansion

Address: 273- CONGRESS ST

Project Description: Remove a part of the roof and expand the 2nd floor space by 140 sq. ft. (raise roof).

Distribution List:

Planner	Barbara Barhydt	Parking	John Peverada
Zoning	Marge Schmuckal	Design Review	Alex Jaegerman
Traffic Engineer	Tom Errico	Corporation Counsel	Danielle West-Chuhta
Civil Engineer	David Senus	Sanitary Sewer	John Emerson
Fire Department	Chris Pirone	Inspections	Tammy Munson
City Arborist	Jeff Tarling	Historic Preservation	Deb Andrews
Engineering	David Margolis-Pineo	DRC Coordinator	Phil DiPierro
		Outside Agency	

CITY OF PORTLAND
DEPARTMENT OF PLANNING & URBAN DEVELOPMENT
 389 Congress Street
 Portland, Maine 04101

RECEIPT OF FEES

Application No:	2013-111	Applicant:	Dusty Wallace
Project Name:	2nd Floor Expansion	Location:	273- CONGRESS ST
CBL:	021 E018001	Development Type:	Administrative Authorization
Invoice Date:	04/29/2013		

Previous Balance	-	Payment Received	+	Current Fees	-	Current Payment	=	Total Due	Payment Due Date
\$0.00		\$0.00		\$50.00		\$50.00		\$0.00	On Receipt

Previous Balance **\$0.00**

Fee Description	Qty	Fee/Deposit Charge
Administrative Authorization	1	\$50.00
		\$50.00
Total Current Fees:	+	\$50.00
Total Current Payments:	-	\$50.00
Amount Due Now:		\$0.00

CBL 021 E018001
Bill to:

Application No: 2013111
Invoice Date: 04/29/2013
Invoice No: 40932
Total Amt Due: \$0.00
Payment Amount: \$50.00

Administrative Authorization Decision

Appliation #: 2013-111

Name: 2nd Floor Expansion

Address: CONGRESS ST

Description: Remove a part of the roof and expand the 2nd floor space by 140 sq. ft. (raise roof).

<u>Criteria for an Administrative Authorization:</u> <u>(See Section 14-523 (4) on page 2 of this application)</u>	<u>Applicant's Assessment</u> <u>Yes, No, N/A</u>	<u>Planning Division</u> <u>Use Only</u>
a) Is the proposal within existing structures?	Yes	partiall and a second floor expansion
b) Are there any new buildings, additions, or demolitions?	Yes	yes
c) Is the footprint increase less than 500 sq. ft.?	Yes	yes
d) Are there any new curb cuts, driveways or parking areas?	No	yes
e) Are the curbs and sidewalks in sound condition?	Yes	yes
f) Do the curbs and sidewalks comply with ADA?	Yes	yes
g) Is there any additional parking?	No	no
h) Is there an increase in traffic?	No	no
i) Are there any known stormwater problems?	No	no
j) Does sufficient property screening exist?	Yes	yes
k) Are there adequate utilities?	Yes	yes
l) Are there any zoning violations?	No	no
m) Is an emergency generator located to minimize noise?	No	n/a
n) Are there any noise, vibration, glare, fumes or other impacts?	No	No

The Administrative Authorization for the 2nd Floor Expansion was approved by Barbara Barhydt, Development Review Services Manager on May 3, 2013 with the following condition of approval listed below:

- 1) According to Dusty Wallace (phone call 5-3-13), the proposed expansion on the second floor is proposed to provide more space for the existing design studio located on the second level.
- 2) The administrative authorization for the proposed building addition is approved subject to the applicant obtaining all required building permits from Portland's Inspection Office.



Barbara Barhydt
Development Review Services Manager
Approval Date: May 3, 2013