



# Administrative Authorization Application

Portland, Maine  
Planning and Urban Development Department, Planning Division

**PROJECT NAME:** 1 Diamond Street, Coffee By Design

**PROJECT ADDRESS:** 1-11 Diamond Street **CHART/BLOCK/LOT:** 023 E006001

**APPLICATION FEE:** \$50.00 (\$50.00)

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

Replacement and relocation of existing dilapidated wooden ramp with a new concrete handicap accessible ramp.

**CONTACT INFORMATION:**

**OWNER/APPLICANT**

**Name:** Bartlett Island LLC Alan Spear  
**Address:** 43 Washington Avenue  
Portland ME 04101  
**Work #:** 207-879-2233  
**Cell #:** 207-831-2063  
**Fax #:** \_\_\_\_\_  
**Home #:** \_\_\_\_\_  
**E-mail:** alan@coffeebydesign.com

**CONSULTANT/AGENT**

**Name:** Brewster Buttfield, Prospect Design  
**Address:** 424 Fore Street  
Portland ME 04101  
**Work #:** 207-749-7400  
**Cell #:** same  
**Fax #:** \_\_\_\_\_  
**Home #:** \_\_\_\_\_  
**E-mail:** brewster@prospectdesign.me



City of Portland  
Planning Division

**Criteria for an Administrative Authorization:**  
(see section 14-523(4) on pg .2 of this appl.)

	<b>Applicant's Assessment</b> Y(yes), N(no), N/A
a) Is the proposal within existing structures?	Yes _____
b) Are there any new buildings, additions, or demolitions?	No _____
c) Is the footprint increase less than 500 sq. ft.?	N/A _____
d) Are there any new curb cuts, driveways or parking areas?	No _____
e) Are the curbs and sidewalks in sound condition?	N/A _____
f) Do the curbs and sidewalks comply with ADA?	N/A _____
g) Is there any additional parking?	No _____
h) Is there an increase in traffic?	No _____
i) Are there any known stormwater problems?	No _____
j) Does sufficient property screening exist?	N/A _____
k) Are there adequate utilities?	Yes _____
l) Are there any zoning violations?	No _____
m) Is an emergency generator located to minimize noise?	N/A _____
n) Are there any noise, vibration, glare, fumes or other impacts?	No _____

<b>Signature of Applicant:</b> 	<b>Date:</b> <u>11/13/12</u>
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**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.

Administrative Authorization Decision

Name: Coffee by Design  
 Address: 1-11 Diamond Street

Project Description: Replacement and relocation of existing wooden ramp with a new concrete handicap accessible ramp.

23-E-6

Criteria for an Administrative Authorizations:  
 (See Section 14-523 (4) on page 2 of this application)

Applicant's Assessment  
 Y(yes), N(no), N/A

Planning Division  
 Use Only

a) Is the proposal within existing structures?	Yes	No- ramp for handicap accessibility
b) Are there any new buildings, additions, or demolitions?	No	Yes
c) Is the footprint increase less than 500 sq. ft.?	n/a	yes
d) Are there any new curb cuts, driveways or parking areas?	No	no
e) Are the curbs and sidewalks in sound condition?	n/a	n/a
f) Do the curbs and sidewalks comply with ADA?	n/a	n/a
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?	n/a	n/a
k) Are there adequate utilities?	Yes	yes
l) Are there any zoning violations?	No	no
m) Is an emergency generator located to minimize noise?	n/a	n/a
n) Are there any noise, vibration, glare, fumes or other impacts?	No	There are performance standards for odor in the zoning ordinance

The Administrative Authorization for the handicap ramp was approved by Barbara Barhydt, Development Review Services Manager on November 20, 2012 with the following condition(s) of approval listed below:

1. Standard Condition of Approval: The applicant shall obtain all required City Permits, including building permits from the Inspection Division (874-8703) and any other permits required from the Department of Public Services (874-8801) prior to the start of any construction.

Barbara Barhydt  
 Development Review Services Manager  
 Date of Approval: November 20, 2012