

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

PERMIT ISSUED

This is to certify that COW PLAZA 2 LLC

Located At 2 CANAL PLAZA

Job ID: 2011-04-762-ALTCOMM

CBL: 032 - - 1 - 033 - 001 - - - -

APR 22 2011

City of Portland

has permission to Do Interior renovations to a portion of first floor bank, with new entry, exterior steps and landscaping provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

JMB
Fire Prevention Officer

[Signature] 4/21/11
Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY.
PENALTY FOR REMOVING THIS CAR**



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Director of Planning and Urban Development
Penny St. Louis

Job ID: 2011-04-762-ALTCOMM

Located At: 2 CANAL PLAZA

CBL: 032 - - 1 - 033 - 001 - - - -

Conditions of Approval:

Zoning

1. Separate permits shall be required for any new signage. The signage shown on the plans are NOT part of this approval.
2. This property is located in a Pedestrian Activities District (PAD) which regulates first floor uses to retail-like. Your Bank proposal meets the PAD criteria.

Fire

1. All construction shall comply with City Code Chapter 10.
2. This permit is being approved on the basis of the plans submitted. Any deviation from the plans would require amendments and approval.
3. Application requires State Fire Marshal approval.
4. The Fire alarm and Sprinkler systems shall be reviewed by a licensed contractor[s] for code compliance. Compliance letters are required.
5. A separate Fire Alarm Permit is required for new systems; or for work effecting more than 5 fire alarm devices; or replacement of a fire alarm panel with a different model.
6. Fire Alarm system shall be maintained. If system is to be off line over 4 hours a fire watch shall be in place. Dispatch notification required 874-8576.
7. The sprinkler system shall be installed in accordance with NFPA 13.
8. A separate Suppression System Permit is required for all new suppression systems or sprinkler work effecting more than 20 heads.
9. Sprinkler protection shall be maintained. Where the system is to be shut down for maintenance or repair, the system shall be checked at the end of each day to insure the system has been placed back in service.
10. Installation of a sprinkler or fire alarm system requires a Knox Box to be installed per city ordinance.
11. Fire extinguishers are required. Installation per NFPA 10.
12. All means of egress to remain accessible at all times.
13. Emergency lights and exit signs are required. Emergency lights and exit signs are required to be labeled in relation to the panel and circuit and on the same circuit as the lighting for the area they serve.
14. Any cutting and welding done will require a Hot Work Permit from Fire Department.
15. Walls in structure are to be labeled according to fire resistance rating. IE; 1 hr. / 2 hr. / smoke proof.
16. A single source supplier should be used for all through penetrations.

Job ID: 2011-04-762-ALTCOMM

Located At: 2 CANAL PLAZA

CBL: 032 - - I - 033 - 001 - - - - -

Building

1. Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.
2. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2011-04-762-ALTCOMM	Date Applied: 4/8/2011	CBL: 032 - - I - 033 - 001 - - - - -	
Location of Construction: 2 CANAL PLAZA	Owner Name: COW PLAZA 2 LLC	Owner Address: 100 COMMERCIAL ST PORTLAND, ME - MAINE 04101	Phone: 775-2252
Business Name: TheBank of Maine	Contractor Name: TBD	Contractor Address: APR 22 2011 City of Portland	Phone:
Lessee/Buyer's Name:	Phone: Ron 339-203-0600	Permit Type: BLDG - Building	Zone: B-3
Past Use: Offices	Proposed Use: Same: Offices - to change the use and add Bank on first floor with new entry	Cost of Work: \$200,000.00	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: B Type: 2B IBC - 2009 Signature: JMB 4/21/11
Proposed Project Description: Two Canal Plaza - interior/exterior alterations for new Bank		Pedestrian Activities District (P.A.D.) WITHIN PAD	
Permit Taken By: Lannie		Zoning Approval	

Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: <i>with conditions</i> <i>4/8/11</i>	<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 Date:	<input checked="" type="checkbox"/> Not in Dist 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 Date: <i>9</i>

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	PHON



xySV

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.

Location/Address of Construction: <u>Two Canal Plaza</u>		
Total Square Footage of Proposed Structure/Area <u>Renovated area = 2,551 sq. ft. Building area = 35,500 sq. ft. plus basement</u>		Square Footage of Lot <u>10,257 s.f.</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>32 I 33</u> <u>32 I 7</u>	Applicant * <u>must</u> be owner, Lessee or Buyer* Name <u>The Bank of Maine</u> Address <u>190 Water Street, PO Box 190</u> City, State & Zip <u>Gardiner, ME 04345</u>	Telephone: <u>1.207.582.5550</u>
Lessee/DBA (If Applicable) <u>The Bank of Maine / Savings Bank of Maine</u>	Owner (if different from Applicant) Name <u>East Brown Cow</u> Address <u>100 Commercial Street</u> City, State & Zip <u>Portland, Maine</u> <u>1.207.775.2252 04101</u>	Cost Of Work: \$ <u>200,000</u> C of O Fee: \$ _____ Total Fee: \$ <u>2,020.00</u>
Current legal use (i.e. single family) <u>Business</u> If vacant, what was the previous use? <u>Business</u> Proposed Specific use: <u>Business</u> Is property part of a subdivision? <u>No</u> If yes, please name _____ Project description: <u>The project consists of interior Renovations to a portion of the first floor & sidewalk, step, planter site improvements.</u>		
Contractor's name: <u>TBD</u> Address: _____ City, State & Zip _____ Telephone: _____ Who should we contact when the permit is ready: <u>Ron</u> Telephone: <u>339.203.0600</u> Mailing address: <u>190 Water Street, PO Box 190 Gardiner, ME 04345</u>		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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 www.portlandmaine.gov, 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.

The Bank of Maine

Signature: [Signature] Date: 4/7/2011

as its Executive Vice President
This is not a permit; you may not commence ANY work until the permit is issue

RECEIVED

APR - 8 2011

Dept. of Building Inspections
City of Portland Maine

Job Summary Report
Job ID: 2011-04-762-ALTCOMM

Report generated on Apr 8, 2011 2:14:53 PM

Page 1

Job Type:	Adds/Alter Commercial	Job Description:	Two Canal Plaza	Job Year:	2011
Building Job Status Code:	Initiate Plan Review	Pin Value:	1086	Tenant Name:	The Bank of Maine
Job Application Date:		Public Building Flag:	N	Tenant Number:	1-207-582-5550
Estimated Value:	200,000	Square Footage:			
Related Parties:		* COW PLAZA 2 LLC		<i>Property Owner</i>	

Job Charges

Fee Code Description	Charge Amount	Permit Charge Adjustment	Net Charge Amount	Payment Date	Receipt Number	Payment Amount	Payment Adjustment Amount	Net Payment Amount	Outstanding Balance
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Location ID: 4766

Location Details

Alternate Id	Parcel Number	Census Tract	GIS X	GIS Y	GIS Z	GIS Reference	Longitude	Latitude
U01210	032 I 033 001		U				-70.255679	43.656851

Location Type	Subdivision Code	Subdivision Sub Code	Related Persons	Address(es)
1				2 CANAL PLAZA

Location Use Code	Variance Code	Use Zone Code	Fire Zone Code	Inside Outside Code	District Code	General Location Code	Inspection Area Code	Jurisdiction Code
OFFICE & BUSINESS SERVICE		NOT APPLICABLE	B-3				DISTRICT 2	CENTRAL BUSINESS DISTRICT

Structure Details

Structure: Loc id 000004765 Alt id 000333

Occupancy Type Code:

Structure Type Code	Structure Status Type	Square Footage	Estimated Value	Address
Office & Professional Buildings	6	10236,6		2 CANAL PLAZA

Longitude	Latitude	GIS X	GIS Y	GIS Z	GIS Reference
0	0	U			

User Defined Property Value

Permit #: 20112565

Permit Data

m Q



Commercial Interior & Change of Use 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.

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

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal.

- Cross sections w/framing details
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Complete electrical and plumbing layout.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IECC 2003
- Proof of ownership is required if it is inconsistent with the assessors records.
- Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- Per State Fire Marshall, all new bathrooms must be ADA compliant.

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

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- Location and dimensions of parking areas and driveways, street spaces and building frontage.
- Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)

Fire Department requirements.

The following shall be submitted on a separate sheet:

- Name, address and phone number of applicant **and** the project architect.
- Proposed use of structure (NFPA and IBC classification)
- Square footage of proposed structure (total and per story)
- Existing and proposed fire protection of structure.
- Separate plans shall be submitted for
 - a) Suppression system *No system*
 - b) Detection System (separate permit is required)
- A separate Life Safety Plan must include:
 - a) Fire resistance ratings of all means of egress
 - b) Travel distance from most remote point to exit discharge
 - c) Location of any required fire extinguishers
 - d) Location of emergency lighting
 - e) Location of exit signs
 - f) NFPA 101 code summary
- Elevators shall be sized to fit an 80" x 24" stretcher. *Existing building - Existing Elevators*

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

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 or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.



Certificate of Design Application

From Designer:

Lawron Turgeon Architects

Date:

4.7.11

Job Name:

The Bank of Maine - 1st Floor Two Canal Plaza

Address of Construction:

Two Canal Plaza

2003 International Building Code

Construction project was designed to the building code criteria listed below:

IBC 2009

Existing Business

Building Code & Year

NFPA 2009

Use Group Classification (s)

Existing Business

Type of Construction

TYPE II B - Existing

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2003 IRC

NO

Is the Structure mixed use?

NO

If yes, separated or non separated or non separated (section 302.3)

n/a

Supervisory alarm System?

YES

Geotechnical/Soils report required? (See Section 1802.2)

n/a

Existing structure - NO structural work

Structural Design Calculations

Submitted for all structural members (106.1 - 106.11)

Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807)

Floor Area Use	Loads Shown
<u>n/a</u>	

Wind loads (1603.1.4, 1609)

<u>n/a</u>	Design option utilized (1609.1.1, 1609.6)
	Basic wind speed (1809.3)
	Building category and wind importance Factor, w table 1604.5, 1609.5)
	Wind exposure category (1609.4)
	Internal pressure coefficient (ASCE 7)
	Component and cladding pressures (1609.1.1, 1609.6.2.2)
	Main force wind pressures (7603.1.1, 1609.6.2.1)

Earth design data (1603.1.5, 1614-1623)

<u>n/a</u>	Design option utilized (1614.1)
	Seismic use group ("Category")
	Spectral response coefficients, SDs & SD1 (1615.1)
	Site class (1615.1.5)

<u>n/a</u>	Live load reduction
	Roof live loads (1603.1.2, 1607.11)
	Roof snow loads (1603.7.3, 1608)
	Ground snow load, P_g (1608.2)
	If $P_g > 10$ psf, flat-roof snow load P_f
	If $P_g > 10$ psf, snow exposure factor, C_e
	If $P_g > 10$ psf, snow load importance factor, I_s
	Roof thermal factor, C_t (1608.4)
	Sloped roof snowload, P_s (1608.4)
	Seismic design category (1616.3)
	Basic seismic force resisting system (1617.6.2)
	Response modification coefficient, R and deflection amplification factor, C_d (1617.6.2)
	Analysis procedure (1616.6, 1617.5)
	Design base shear (1617.4, 1617.5.1)

Flood loads (1803.1.6, 1612)

<u>n/a</u>	Flood Hazard area (1612.3)
<u>n/a</u>	Elevation of structure

Other loads

<u>n/a</u>	Concentrated loads (1607.4)
	Partition loads (1607.5)
	Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)



Certificate of Design

Date:

4.7.11

From:

Qawron Turgeon Architects

These plans and / or specifications covering construction work on:

Two Canal Plaza partial 1st Floor

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the **2003 International Building Code** and local amendments.



Signature:

Stan Turgeon

Title:

President

Firm:

Qawron Turgeon Architects

Address:

29 Black Point Road

Scarborough, ME 04074

Phone:

1.207.883.6307

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov



Accessibility Building Code Certificate

Designer:

Gawron Turgeon Architects

Address of Project:

Two Canal Plaza - partial first floor

Nature of Project:

Interior Renovation & site improvements

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.



Signature: Stan Gawron

Title: President

Firm: Gawron Turgeon Architects

Address: 29 Black Point Road

Scarborough, Maine 04074

Phone: 207.883.0307

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov

Transmittal

To: City of Portland
Building Inspections Department
389 Congress Street
Portland, ME 04101

From: Mary E. Turgeon

cc: file

Date: April 8, 2011

Re: The Bank of Maine, Two Canal Plaza, Portland, ME 04101

Gawron Turgeon Architects is sending you:

- | | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> Prints | <input type="checkbox"/> Copy of Letter | <input type="checkbox"/> Photography | <input type="checkbox"/> Presentation |
| <input type="checkbox"/> Layouts | <input checked="" type="checkbox"/> Specifications | <input type="checkbox"/> Samples | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> Estimates | <input checked="" type="checkbox"/> Plans | <input type="checkbox"/> Shop Drawings | <input checked="" type="checkbox"/> Other |

Copies	Date	Description
1	4-8-11	Plans & Specifications
1	4-8-11	Disk w/PDF copies of full set of plans
1	4-8-11	Application Check
1	4-8-11	Complete Application

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Returned for corrections | <input type="checkbox"/> Returned after loaned to us | <input type="checkbox"/> As requested |
| <input type="checkbox"/> Approved & noted | <input type="checkbox"/> Construction approval | <input type="checkbox"/> For approval |
| <input type="checkbox"/> Return _____ corrected prints | <input checked="" type="checkbox"/> For review & comment | <input type="checkbox"/> For bids due |
| <input type="checkbox"/> Submit _____ copies for _____ | <input type="checkbox"/> For your use | |
| <input type="checkbox"/> Resubmit _____ copies for _____ | | |

Remarks: 



Administrative Authorization Application
 Portland, Maine
 Planning and Urban Development Department, Planning Division

PROJECT NAME: SAVINGS BANK OF MAINE ENTRY IMPROVEMENTS
 PROJECT ADDRESS: TWO CANAL PLAZA, PORTLAND CHART/BLOCK/LOT: MAP 32, BLOCK 1 PARCEL 33
 APPLICATION FEE: ✓ (\$50.00) MAP 32, BLOCK 1 PARCEL 1-7

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

PROPOSED ENTRANCE PLANTER, SIDEWALK AND STEPS

CONTACT INFORMATION:

OWNER/APPLICANT

CONSULTANT/AGENT

Name: John W. EVERETS CED
 Address: SAVINGS BANK OF MAINE
190 WATER ST. GARDINER ME 04345
 Work #: 207-582-5550
 Cell #: _____
 Fax #: 207-588-2023
 Home #: _____
 E-mail: JEVERETS@SAVINGS
BANK OF MAINE.COM

Name: RACHEL SUNNELL
 Address: GAWRON TURBEDON ARCHITECTS
 Work #: 207-883-6307
 Cell #: _____
 Fax #: 207-883-0361
 Home #: _____
 E-mail: RSUNNELL@GAWRON
TURBEDON.COM

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

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

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

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 APR 20 2011
 Dept. of Building Inspections
 City of Portland Maine

Signature of Applicant: [Signature] SBM Date: 4.6.11

Planning Division Use Only Authorization Granted X Partial Exemption ___ Exemption Denied ___

Building or signage, which needs to be reviewed separately & under
This approval is not for the proposed exterior lighting of the
Standard Condition of Approval: The applicant shall obtain all required City Permits, including building permits from the Inspection Division (Room 315, City Hall (874-8703)) prior to the start of any construction.

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 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.

*PAD regulations
Barbara Smyth*

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.

- a. **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.**
- b. **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.
- c. **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.

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DEPT. OF PLANNING & DISPOSITIONS
APR 20 2011
CITY OF PORTLAND, MAINE

Criteria for an Administrative Authorizations:

Applicant's Assessment

Planning Division

(See Section 14-523 (4) on page 2 of this application)

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

Use Only

a) Is the proposal within existing structures?	No	no
b) Are there any new buildings, additions, or demolitions?	No	no
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?	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?	n/a	n/a
k) Are there adequate utilities?	n/a	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	no

The request for an administrative authorization for the entrance planter, sidewalk and steps is granted subject to the following conditions:

- 1) The applicant shall obtain all required City Permits, including building permits from the Inspection Division prior to the start of any construction.
- 2) This approval is not for the proposed exterior lighting of the building or any signage, which needs to be reviewed separately and under the PAD (Pedestrian Activity District) regulations.

RECEIVED
APR 20 2011
Dept. of Building Inspections
City of Portland Maine

Barbara Barhydt
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