



Application for Exemption from Site Plan Review

Portland, Maine

Department of Planning and Urban Development, Planning Division and Planning Board

PROJECT NAME: Conversion to a 2 unit

PROJECT ADDRESS: 50 Alder St Portland ME 04101

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

change of use from single family to two family - no construction - util existing footprint

CHART/BLOCK/LOT: 33C 16-17

CONTACT INFORMATION:

OWNER/APPLICANT

Name: Caroline Winch
 Address: 50 Alder St
Portland ME
 Zip Code: 04101
 Work #: _____
 Cell #: _____
 Fax #: _____
 Home #: 222-2485 or 773-6998
 E-mail: _____

CONSULTANT/AGENT

Name: Faith Fenderson
 Address: 28 Towle Rd
Gorham ME 04038
 Zip Code: 04038
 Work #: 662-6535
 Cell #: 233-4388
 Fax #: 662-6555
 Home #: 222-2485
 E-mail: fendef@mme.org

Pete Molloy
Remax Heritage
765 Rte 1
Yarmouth Me 04016
846-4300
632-1084
846-0412
pmolloy@rheritage.com

Criteria for Exemptions:

(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?	<u>Yes</u>	<u>Yes</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>No</u>	<u>No</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>N/A City of Alder St installed them</u>	<u>N/A</u>
g) Is there any additional parking?	<u>Yes - long driveway 4 car garage</u>	<u>Yes</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>N/A</u>
k) Are there adequate utilities?	<u>Yes</u>	<u>Yes</u>

RECEIVED

JAN 22 2010

Dept. of Building Inspections
City of Portland Maine

Planning Division Use Only Exemption Granted Partial Exemption Exemption Denied

Planner's Signature [Signature] Date 1/19/09

**PROVISION OF PORTLAND CITY CODE
14-523 (SITE PLAN ORDINANCE)
RE: EXEMPTIONS FROM SITE PLAN REVIEW**

Sec. 14-523. Approval required.

No person shall undertake any development without obtaining approval therefore under this article.

- (4) The Planning authority shall exempt from review under all standards in this article developments that meet all of the following requirements:
- a. 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;
 - b. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
 - c. 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;
 - d. 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;
 - e. 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;
 - f. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
 - g. There are no evident deficiencies in existing screening from adjoining properties; and
 - h. 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.

A developer claiming exemption under this subsection shall submit a written request for exemption stating that the proposed meets all of the provisions in standards a-h of this subsection, including an itemized statement by a qualified professional. Upon receipt of such a request, the planning authority will visit the site to verify that the exemption is applicable due to compliance with the standards. The planning authority, after consultation with the public works authority, shall render a written decision within twenty (20) working days after receipt of a written request for exemption that contains all the information required by this subsection. If a full exemption is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. The planning authority may require full site plan review of a project that meets the criteria of this subsection if it determined that there is a substantial public interest in the project.

In the event that the planning authority determines that standards a and b of this subsection and at least four (4) of the remaining standards have been met, the planning authority shall review the site plan under the review standards in section 14-526 that are affected by the standards in this subsection that have not been met. An application that receives review by the planning board shall receive a complete review under the standards of section 14-526. The planning authority shall notify an applicant in writing that full or partial site plan review is required, the reasons for the decision, and the information that will be required for site plan review.

IMPORTANT NOTICE TO APPLICANT

An Exemption 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 (874-8703), to determine what other City permits, such as a building permit, will be required.



General Building Permit Application

None of the property owner owns real estate of personal property, and no other charges on any property within the City, payment arrangements must be made before permits of any kind are issued.

Location/Address of Construction <u>50 Alder -</u>		
Total Square Footage of Proposed Structure/Area <u>3600 + SF</u>	Square Footage of Lot <u>.139</u>	Number of Stories <u>3</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>33C 16-17</u>	Applicant *must be owner, Lessee or Buyer* Name <u>Caroline Winch</u> Address <u>50 Alder St</u> City, State & Zip <u>Portland ME 04101</u>	Telephone <u>222-2485</u> or <u>773-6998</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work \$ _____ C of O Fee \$ <u>75</u> Total Fee \$ <u>105</u>
Current legal use (i.e. single family) <u>Single family with 2 units</u> Number of Residential Units <u>2</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>Conversion to a 2 unit</u> Is property part of a subdivision? <u>No</u> If yes, please name _____ Project description: <u>currently listed as a single family and we propose that it be converted to a 2 family, it is not part of a subdivision</u>		
Contractor's name: _____ Address: _____ City, State & Zip _____ Telephone: _____ Who should we contact when the permit is ready: <u>Peter Mally</u> Telephone: <u>632-1084</u> Mailing address: <u>Renaissance Heritage 765 S-24 1 Yorkmouth</u> <u>CH096</u> <u>846-4300 x111</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.

Signature: Caroline Winch Date: 12-30-09

This is not a permit; you may not commence ANY work until the permit is issued.

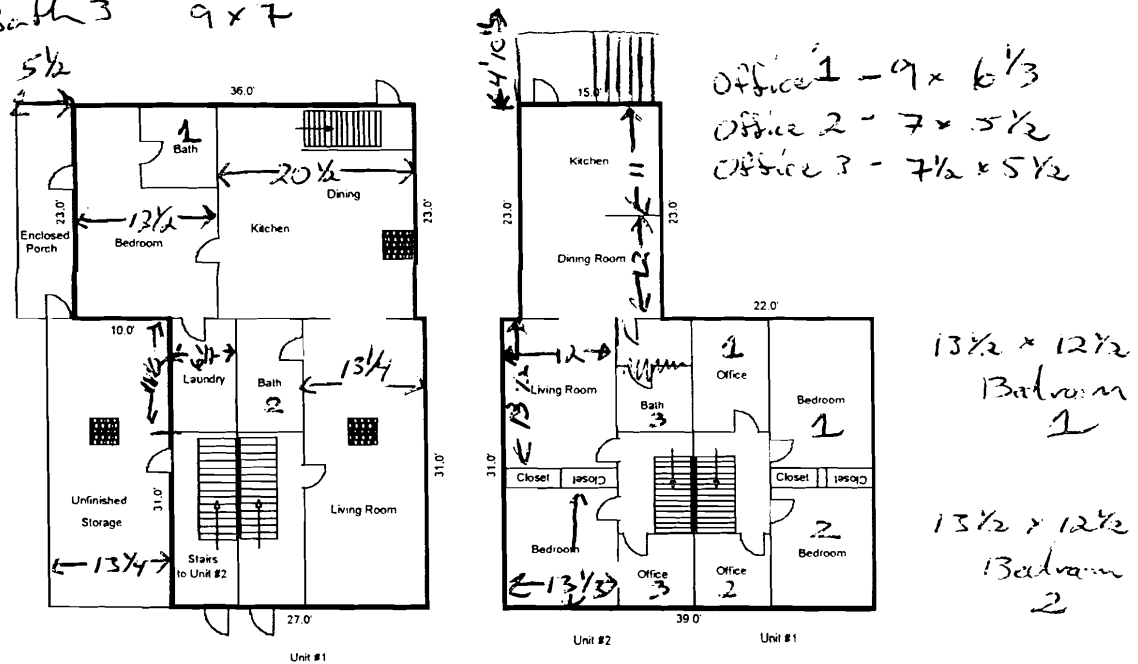
RECEIVED
DEC 31 2009
Dept. of Building Inspections
City of Portland Maine

FLOORPLAN

Borrower: Damian Trask-Annies	File No.: ck912198
Property Address: 50 Alder Street	Case No.: 231-1055760
City: Portland	State: ME Zip: 04101
Lender: Mortgage Network, Inc.	

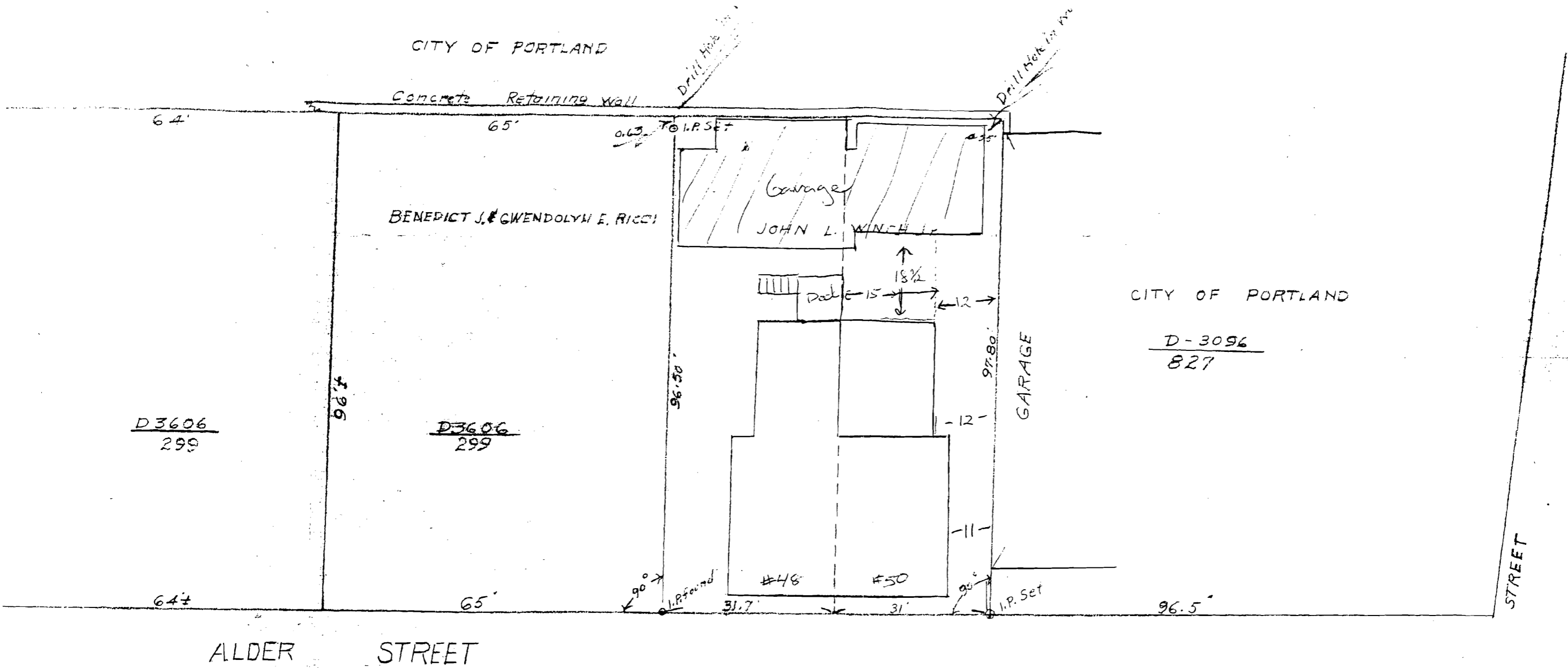
Stairs/Hallway Unit #1 - $5\frac{1}{2}' \times 17'$
 Stairs/Hallway Unit #2 - $5\frac{1}{2}' \times 17'$

Bath 1 9×5
 Bath 2 $7 \times 8\frac{1}{2}$
 Bath 3 9×7



For Visual Aid Only
 Not to Exact Scale





PLAN OF PROPERTY IN		
PORTLAND, MAINE		
MADE FOR		
JOHN L. WINCH JR. 50 ALDER STREET, PORTLAND, MAINE		
LAWRENCE P. ROLFE		
REGISTERED LAND SURVEYOR		
SCALE 1" = 20'	PORTLAND, MAINE	DATE 5-24-76

Lawrence P. Rolfe