

**A R C H I T E C T Y P E**

---

May 31, 2005

Sarah Hopkins  
Development Review Manager  
City of Portland  
389 Congress Street  
Portland, ME 04101

**RE: JB Brown Building**

*5th & 6th floor*


Dear Sarah,

Attached is our site plan application for the "change of use" from business occupancy on the fifth and mezzanine level to residential condominiums. The fifth floor is a 15,127 square foot area with a mezzanine level above at 9,057 square feet. Our proposal is to convert these areas to 10 residential units.

I have attached schematic floor plans and a site plan for your review. We do not anticipate any site development necessary to incorporate this change.

Please call with any questions or concerns.

Sincerely,



David Lloyd  
Architect



# City of Portland Site Plan 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 of Proposed Development: 531 Congress Street

Zone: B3

Total Square Footage of Proposed Structure:  
110,520 sq. ft.  
5th Floor 15,127 Sq. Ft.  
Mezzanine 9,057 Sq. Ft.

Square Footage of Lot: .484 Acres

**Tax Assessor's Chart, Block & Lot:**

Chart# 037 Block# C Lot# 14

**Property owner's mailing address:**

HEGA Realty Trust  
C/O Dingo Management Co.  
One City Center  
Portland, ME 04101

**Telephone #**

(207) 871-1080

**Consultant/Agent, mailing address, phone # & contact person:**

David Lloyd  
Archetype, P.A.  
48 Union Wharf  
Portland, ME 04101  
(207) 772-6022

**Applicant's name, mailing address, telephone #/Fax#/Pager#:**

*Peter Skapinsky*  
**HEGA Realty Trust**  
*C/O Dingo Management Co.*  
**One City Center**  
**Portland, ME 04101 (207) 871-1080**  
**Fax (207) 871-7189**

**Project name:**

JB Brown Building

**Proposed Development (check all that apply)**

- New Building  Building Addition  Change of Use  Residential  Office  Retail  Manufacturing
- Warehouse/Distribution  Parking lot
- Subdivision (\$500.00) + amount of lots \_\_\_\_\_ (\$25.00 per lot) \$\_\_\_\_\_
- Site Location of Development (\$3,000.00)  
(except for residential projects which shall be \$200.00 per lot \_\_\_\_\_)
- Traffic Movement (\$1,000.00)  Stormwater Quality (\$250.00)
- Section 14-403 Review (\$400.00 + \$25.00 per lot)
- Other \_\_\_\_\_

**Major Development (more than 10,000 sq. ft.)**

- Under 50,000 sq. ft. (\$500.00)
- 50,000 - 100,000 sq. ft. (\$1,000.00)
- Parking Lots over 100 spaces (\$1,000.00)
- 100,000 - 200,000 sq. ft. (\$2,000.00)
- 200,000 - 300,000 sq. ft. (\$3,000.00)
- Over 300,000 sq. ft. (\$5,000.00)
- After-the-fact Review (\$1,000.00 + applicable application fee)

**Minor Site Plan Review**

- Less than 10,000 sq. ft. (\$400.00)
- After-the-fact Review (\$1,000.00 + applicable application fee)

**Plan Amendments**

- Planning Staff Review (\$250.00)
- Planning Board Review (\$500.00)

- Please see next page -

Who billing will be sent to: (Company, Contact Person, Address, Phone #) Peter Skapinsky  
HEGA Realty Trust  
C/O Dirigo Management Co.  
One City Center  
Portland, ME 04101 (207)871-1080

Submittals shall include (9) separate **folded** packets of the following:

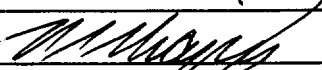
- a. copy of application
- b. cover letter stating the nature of the project
- c. site plan containing the information found in the attached sample plans check list

**Amendment to Plans:** Amendment applications should include 6 separate packets of the above (a, b, & c)

**ALL PLANS MUST BE FOLDED NEATLY AND IN PACKET FORM**

Section 14-522 of the Zoning Ordinance outlines the process; copies are available at the counter at .50 per page (8.5x11) you may also visit the web site: [ci.portland.me.us](http://ci.portland.me.us) chapter 14

*I hereby certify 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 of applicant 	Date: 6/1/05
--	--------------

This application is for site review **ONLY**, a building **Permit** application and associated fees **will** be required **prior to construction**.

## Development in Portland

The City of Portland **has** instituted the following fees to recover the costs of reviewing development proposals under the Site Plan and Subdivision ordinances: application fee; engineering fee; and inspection fee. Performance and defect guarantees **are** also required by ordinance to cover all site work proposed.

The **Application Fee** covers general planning and administrative processing costs, and is paid at the time of application.

The **Planning** Division is required to send notices to neighbors **upon** receipt of an application and prior to public meetings. The applicant will be billed for mailing and advertisement costs. Applicants for development will be charged an **Engineering Review Fee**. This fee is charged by the Planning Division for review of on-site improvements of a **civil** engineering nature, such as storm water management as well as the engineering analysis of related improvements within the public right-of-way, such as public streets and utility connections, as assessed by the Department of Public Works. The Engineering Review fee must be paid before a building permit can be issued. Monthly invoices **are** sent out by the Planning Division **on** a monthly basis to cover engineering **costs**.

**A Performance Guarantee** will be required following approval of development plans. This guarantee covers all required improvements within the public right-of-way, plus certain site improvements such as landscaping, paving, and drainage improvements. The Planning Division will provide a cost estimate form for figuring the amount of the performance guarantee, as well as sample form **letters** to be filled out by a financial institution.

**An Inspection Fee** must **also** be submitted to cover inspections to ensure that sites **are** developed in accordance with the approved plan. The inspection fee is 2.0% of the performance guarantee amount, or as assessed by the planning or public works engineer. The minimum inspection fee is \$300 for development, unless **no** site improvements **are** proposed. Public Works inspects work within the **City** right-of-way and Planning inspects work within the site including pipe-laying and connections. **(The** contractor must work with inspectors to coordinate timely inspections, and should provide adequate notice before inspections, especially in the case of final inspection.)

Upon completion of a development project, the performance guarantee is released, and a **Defect Guarantee** in the amount of 10% of the performance guarantee must be provided. The Defect Guarantee will be released after a year.

Other reimbursements to the City include actual **or** apportioned costs for advertising and mailed notices. All fees shall be paid prior to the issuance of any building permit.

For more information on the fees or review process, please call the **Planning Division** at 874-8719 **or** 874-8721