

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

PERMIT ISSUED  
Permit Number 060108 2006  
MAY 10 2006  
CITY OF PORTLAND

This is to certify that 551 CONGRESS STREET / KDA Development  
has permission to Convert the exiting second floor office space at rear of the building to four apartments  
AT 551 CONGRESS ST 037 C016001

provided that the person or persons performing or accepting this permit shall comply with all of the provisions of the Statutes of the State and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and when permission proceeds before this building or part thereof is occupied or closed-in 24 HOUR NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. Greg Cass 1-30-06  
Health Dept.  
Appeal Board  
Other Department Name

*[Signature]* 3/16/06  
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

<b>Location of Construction:</b> 551 CONGRESS ST		<b>Owner Name:</b> 551 CONGRESS STREET LLC		<b>Owner Address:</b> PO BOX 6799		<b>Phone:</b> / /	
<b>Business Name:</b>		<b>Contractor Name:</b> KDA Development		<b>Contractor Address:</b> PO Box 6799 Scarborough		<b>Phone:</b> 2078933618	
<b>Lessee/Buyer's Name</b>		<b>Phone:</b>		<b>Permit Type:</b> Change of Use - Commercial			<b>Zone:</b> B3
<b>Past Use:</b> Commercial		<b>Proposed Use:</b> Commercial / residential/ Convert the exiting second floor office space at the rear of the building to four apartments		<b>Permit Fee:</b> \$456.00		<b>Cost of Work:</b> \$40,000.00	
				<b>CEO District:</b> 1			
				<b>FIRE DEPT:</b> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied TO NFPA 101 Chapter 30		<b>INSPECTION:</b> Use Group: R2 Type: B3 3/16/06 [Signature]	
four apartments				<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b> Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____			
<b>Permit Taken By:</b> Idobson		<b>Date Applied For:</b> 01/20/2006		<b>Zoning Approval</b>			
1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..		<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input checked="" type="checkbox"/> Subdivision <input checked="" type="checkbox"/> Site Plan <del>2005</del> 2005-0216 Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> OK w/conditions Date: 1/30/2006		<b>Zoning Appeal</b> <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: _____		<b>Historic Preservation</b> <input checked="" type="checkbox"/> Not in District 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: [Signature]	

### 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, <b>TITLE</b>		DATE	PHONE







CITY OF PORTLAND  
BUILDING CODE CERTIFICATE  
389 Congress St., Room 315  
Portland, Maine 04101

ACCESSIBILITY CERTIFICATE

Designer: David Lloyd, Archetype, P.A.

Address of Project: 73 Oak Street

Nature of Project: Change of use to residential.

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.



Signature: 

Title: Architect

Firm: Archetype, P.A.

Address: 48 Union Wharf

Portland, ME 04101

Phone: (207)772-6022

NOTE: If this project is a new Multi Family Structure of 4 units or more, this project must also be designed in compliance with the Federal Fair Housing Act. On a separate submission, please explain in narrative form the method of compliance.



CITY OF PORTLAND  
BUILDING CODE CERTIFICATE  
389 Congress St., Room 315  
Portland, Maine 04101

TO: Inspector of Buildings City of Portland, Maine  
Department of Planning & Urban Development  
Division of Housing & Community Service

FROM: Archetype, P.A.

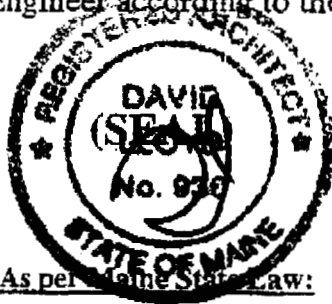
RE: Certificate of Design

DATE: 3/16/06

These plans and / or specifications covering construction work on;

73 Oak Street

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



As per Maine State Law:

\$50,000.00 or more in new construction, repair expansion, addition, or modification for Building or Structures, shall be prepared by a registered design Professional.

Signature: 

Title: Architect

Firm: Archetype, P.A.

Address: 48 Union Wharf  
Portland, ME 04101

F A X C O V E R S H E E T

TO: Milco Nugent

COMPANY: City of Portland

FROM: David

DATE: 3-11-06 FAX NUMBER: 756-8090

PROJECT: 73 Oak St

NUMBER OF PAGES (including Cover Page): 4

MESSAGE: \_\_\_\_\_

Design Prof. Form

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\*\*\*\*\*  
IF YOU HAVE ANY PROBLEMS RECEIVING THIS FAX,  
PLEASE CALL THE PERSON SENDING IT AS SOON AS POSSIBLE.  
THANK YOU.



# City of Portland Site Plan Application

If you or the property owner owes real estate taxes, personal property taxes or user charges on any property within the City, payment arrangements must be made before permit applications can be received by the Inspections Division.

<b>Address of Proposed Development:</b> 73 Oak Street		<b>Zone:</b> B-3
<b>Total Square Footage of Proposed Structure:</b> 1950		<b>Square Footage of Lot:</b> 5113
<b>Tax Assessor's Chart, Block &amp; Lot:</b>  Chart# 37      Block# C      Lot# 16	<b>Property owner's mailing address:</b> 551 Congress Street LLC PO Box 6799 Scarborough, ME 04070	<b>Telephone #:</b> (207) 883-3618
<b>Consultant/Agent, mailing address, phone # &amp; contact person:</b> David Lloyd Archetype, PA 48 Union Wharf Portland, ME 04101	<b>Applicant's name, mailing address, telephone #/Fax#/Pager#:</b> David Lloyd-Archetype, PA 48 Union Wharf Portland, ME 04101 (207) 772-6022 Fax (207) 772-4056	<b>Project name:</b>  73 Oak Street
<p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p><b>Major Development (more than 10,000 sq. ft.)</b></p> <p><input type="checkbox"/> Under 50,000sq. ft. (\$500.00)</p> <p><input type="checkbox"/> 50,000 - 100,000sq. ft. (\$1,000.00)</p> <p><input type="checkbox"/> Parking Lots over 100 spaces (\$1,000.00)</p> <p><input type="checkbox"/> 100,000 - 200,000 sq. ft. (\$2,000.00)</p> <p><input type="checkbox"/> 200,000 - 300,000 sq. ft. (\$3,000.00)</p> <p><input type="checkbox"/> Over 300,000 sq. ft. (\$5,000.00)</p> <p><input type="checkbox"/> After-the-fact Review (\$1,000.00+ applicable application fee)</p> <p><b>Minor Site Plan Review</b></p> <p><input checked="" type="checkbox"/> Less than 10,000 sq. ft. (\$400.00)</p> <p><input type="checkbox"/> After-the-fact Review (\$1,000.00 + applicable application fee)</p> <p><b>Plan Amendments</b></p> <p><input type="checkbox"/> Planning Staff Review (\$250.00)</p> <p><input type="checkbox"/> Planning Board Review (\$500.00)</p> <p style="text-align: right;">- Please see next page ~</p>		



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

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November 21, 2005

Alex Jaegerman  
City of Portland  
389 Congress Street  
Portland, ME 04101

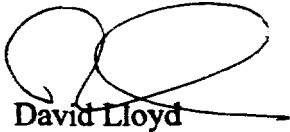
**RE: 73 Oak Street**

Dear Alex,

The **attached** proposal is to convert the existing **second** floor office space **at** the rear of the building to **four (4)** apartments. The approximate **square** footage is 1,950. There will be three efficiencies and one, one bedroom unit. These will be rental **units**.

Please call with any questions or concerns.

Sincerely,



David Lloyd  
Architect

**From:** Kandi Talbot  
**To:** Ann Machado  
**Date:** 1/30/2006 10:15:12 AM  
**Subject:** Re: 73 Oak Street -037 C016

Ann,

They need to submit a revised subdivision mylar. As soon as they do that and it is recorded, I will bring down a stamped plan. At this point, I cannot sign off on it. Thanks.

Kandi

>>> Ann Machado 01/30/2006 10:12:25 AM >>>  
Kandi -

We have the building permit for 73 Oak Street to convert the office space on the second floor to four apartments. We need an approved, stamped site plan from you in order to sign off on it. Please bring it down as soon as possible. Thank you.

Ann Machado

**CC:** Marge Schmuckal; Sarah Hopkins

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
Zoning Copy**

**2005-0256**  
Application I. D. Number  
**11/23/2005**  
Application Date  
**73 Oak Street Subdivision**  
Project Name/Description

**Archetype**  
Applicant  
**48 Union Wharf, Portland, ME 04101**  
Applicant's Mailing Address

Consultant/Agent  
**Applicant Ph: (207) 772-6022      Applicant Fax: (207) 772-4056**  
Applicant or Agent Daytime Telephone, Fax

**73 - 73 Oak Street, Portland, Maine**  
Address of Proposed Site  
**037 C016001**  
Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):  New Building  Building Addition  Change Of Use  Residential  Office  Retail  
 Manufacturing  Warehouse/Distribution  Parking Lot  Other (specify) \_\_\_\_\_

**1,950 s.f.** Proposed Building square Feet or # of Units      \_\_\_\_\_ Acreage of Site      **B3** Zoning

**Check Review Required:**

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Site Plan (major/minor)         | <input checked="" type="checkbox"/> Subdivision # of lots <u>4</u> | <input type="checkbox"/> PAD Review            | <input type="checkbox"/> 14-403 Streets Review   |
| <input type="checkbox"/> Flood Hazard                    | <input type="checkbox"/> Shoreland                                 | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input type="checkbox"/> Zoning Conditional Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance                           | <input type="checkbox"/> Other _____           |  |

Fees Paid:    Site Pla \$1,000.00    Subdivision \_\_\_\_\_    Engineer Review \_\_\_\_\_    Date 12/5/2005

**Zoning Approval Status:**

Reviewer Marge S. - Insp

- Approved       Approved w/Conditions See Attached       Denied

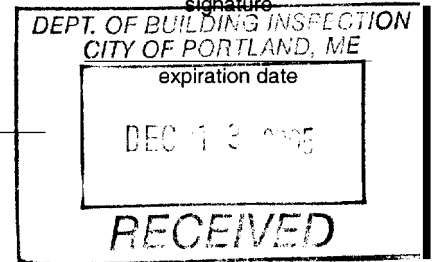
Approval Date \_\_\_\_\_      Approval Expiration \_\_\_\_\_      Extension to \_\_\_\_\_       Additional Sheets Attached

Condition Compliance \_\_\_\_\_  
signature \_\_\_\_\_ date \_\_\_\_\_

**Performance Guarantee**       Required'       Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

- |   |                      |  |                       |
|---|----------------------|--|-----------------------|
| <input type="checkbox"/> Performance Guarantee Accepted     | _____ date           | _____ amount                                       | _____ expiration date |
| <input type="checkbox"/> Inspection Fee Paid                | _____ date           | _____ amount                                       |                       |
| <input type="checkbox"/> Building Permit Issue              | _____ date           |  |                       |
| <input type="checkbox"/> Performance Guarantee Reduced      | _____ date           | _____ remaining balance                            | _____ signature       |
| <input type="checkbox"/> Temporary Certificate of Occupancy | _____ date           | <input type="checkbox"/> Conditions (See Attached) |                       |
| <input type="checkbox"/> Final Inspection                   | _____ date           | _____ signature                                    |                       |
| <input type="checkbox"/> Certificate Of Occupancy           | _____ date           |  |                       |
| <input type="checkbox"/> Performance Guarantee Released     | _____ date           | _____ signature                                    |                       |
| <input type="checkbox"/> Defect Guarantee Submitted         | _____ submitted date | _____ amount                                       | _____ expiration date |
| <input type="checkbox"/> Defect Guarantee Released          | _____ date           | _____ signature                                    |                       |



Who billing will be sent to: (Company, Contact Person, Address, Phone #)

Kerry Anderson  
551 Congress Street LLC  
PO Box 6799  
Scarborough, ME 04070  
(207)883-3618

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 checklist
- d. 1 set of 11x 17 plans

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 which is available on our web site: [portlandmaine.gov](http://portlandmaine.gov)

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 my reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature of applicant:



Date:

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

From: Marge Schmuckal  
To: Kandi Talbot  
Date: 1/18/2006 3:14:11 PM  
**Subject: 73 Oak Street - 037-C-016**

Kandi,

I am in receipt of the site plan for a request to add four (4) rental units on the second floor of the building at 73 Oak Street. This property is located within a B-3 zone which does not require the applicant to show any more parking than what is present. The use is allowable. There is a PAD overlay zone which restricts the first floor uses to retail-like. Since these residential units are on the second floor, their use is allowable.

Marge Schmuckal  
Zoning Administrator

CC: Sarah Hopkins

**City of Portland, Maine - Building or Use Permit**

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

<b>Permit No:</b> 06-0108	<b>Date Applied For:</b> 01/20/2006	<b>CBL:</b> 037 C016001
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<b>Location of Construction:</b> 551 CONGRESS ST	<b>Owner Name:</b> 551 CONGRESS STREET LLC	<b>Owner Address:</b> PO BOX 6799	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> KDA Development	<b>Contractor Address:</b> PO Box 6799 Scarborough	<b>Phone</b> (207) 883-3618
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Change of Use - Commercial	

<b>Proposed Use:</b> Commercial / residential/ Convert the exiting second floor office space at the rear of the building to four apartments	<b>Proposed Project Description:</b> Convert the exiting second floor office space at the rear of the building to four apartments
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**Dept:** Fire      **Status:** Approved with Conditions      **Reviewer:** Cptn Greg Cass      **Approval Date:** 01/30/2006  
**Note:** **Ok to Issue:**

I) Builder shall in sure compliance with NFPA 101 Chapter 30.

**Dept:** Fire      **Status:** Approved with Conditions      **Reviewer:** Cptn Greg Cass      **Approval Date:** 12/14/2005  
**Note:** **Ok to Issue:**

- I) Submitt a Life safety plan
- 2) Structure requires Fire Alarm, and Sprinkler systems.

**Dept:** Planning      **Status:** Approved      **Reviewer:** Kandi Talbot      **Approval Date:** 01/24/2006  
**Note:** all conditions have been met as of 3/15/06 **Ok to Issue:**   
 -sh

installation of two (2) trees per unit in the vicinity of the building. The landscaping contribution shall be provided prior to issuance of a building permit.

i. That the developer submit a signed and approved subdivision plat.

iii. That the developer submit a letter of financial capability that clearly outlines the developer's financial capacity to complete the project.

**Comments:**

1/31/2006-mjn: This is on Hold For subdivision review