

Administrative Authorization Decision

Appliation #: 2016-039 **CBL** 037 C016001

Name: Conversion of Office Space to Apartment

Address: 551 CONGRESS ST

Description: Conversion of the 2nd floor office space to an apartment. There will be no exterior work done.

Criteria for an Administrative Authorization: (See Section 14-523 (4) on page 2 of this application)	Applicant's Assessment Yes, No, N/A	Planning Division Use Only
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a) Is the proposal within existing structures? <input type="checkbox"/>	Yes	Yes
b) Are there any new buildings, additions, or demolitions?	No	No
c) Is the footprint increase less than 500 sq. ft.?	N/A	N/A
d) Are there any new curb cuts, driveways or parking areas?	N/A	N/A
e) Are the curbs and sidewalks in sound condition?	N/A	yes
f) Do the curbs and sidewalks comply with ADA?	N/A	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?	N/A	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	No

The Administrative Authorization for the Conversion of Office Space to Apartment was approved by Barbara Barhydt, Development Review Services Manager on March 6, 2016 with the following condition of approval listed below:

- 1) Subject to the applicant obtaining all required building permits from the Inspection Division or any other applicable city permits.

Barbara Barhydt
Development Review Services Manager
Approval Date: March 6, 2016