

## Administrative Authorization Decision



Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions

**Application #:** 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 do

**Date:** 03/16/16

<u>Criteria for an Administrative Authorization:</u> <u>(See Section 14-523 (4) on page 2 of this application)</u>	<u>Applicant's Assessment</u> <u>Yes, No, N/A</u>	<u>Planning Division</u> <u>Use Only</u>
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a) Is the proposal within existing structures?	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