Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 05/31/17

From: Ann Machado <amachado@portlandmaine.gov>
Sent: Wednesday, April 26, 2017 3:02 PM
To: Martinolich, Bonnie L.
Subject: Condominium conversion permits for 75 Gray St & 103 Brackett St.

Bonnie -

I'm following up on the voicemail that I left you earlier. I'm sorry that I have not gotten back to you sooner, but I finally had time today to look at the application you sent. At this point I need more information before the application can be entered in to the system.

First, 75 Gray St and 103 Brackett Street are currently two separate properties in our system so separate condo conversion permits need to be submitted for each property.

Second, we have revised our condo conversion permit application recently. Here is a link to the application on the City website:
http://www.portlandmaine.gov/DocumentCenter/Home/View/3658
The first page has a more extensive checklist that the old application and what was submitted does not address all the requirements. You state on the "Project Data" sheet that the date of the notice is 4-20-17. Were these hand delivered or sent certified mail? You need to submit a copy of each letter so that we can confirm that the requirements of section 14-568 have been met. We will also need dimensioned floor plans for 103 Brackett Street and plot plans for each lot.

Third, the check that was submitted with the application does not cover the required fees. Here is a link to the fee schedule:
http://www.portlandmaine.gov/DocumentCenter/Home/View/2300
The fee is $150 for each unit that is being converted plus a $100 certificate of occupancy fee for each unit. The fee for 75 Gray Street is $750 and the fee for 103 Brackett Street is $1,000. The check that was included with the hand delivered application is for $700. This amount can go towards the fee for 75 Gray Street and the applicant can be sent a separate invoice for the remaining $50.

Fourth, the applications need to be submitted electronically. See page 6 of the condo conversion permit. Our office no longer accepts paper copies.

Please let me know if you have any questions.

Ann

Ann Machado
Zoning Administrator
Permitting and Inspections Department

City of Portland, Maine
(207) 874-8709

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