

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING DEPARTMENT

Please Read Application And Notes, If Any, Attached

PERMIT

Permit Number: 041242

This is to certify that Thompson Otis C &/Applica
has permission to 2 Unit Condo
AT 536 Cumberland Ave L. 047 A010001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine 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 is procured before this building or part thereof is started 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. _____
Health Dept. _____
Appeal Board _____
Other _____
DepartmentName

Jeannie Bonke 10/18/04
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 04-1242	Issue Date:	CBL: 047 AOIOOOI
-----------------------	-------------	---------------------

Location of Construction: 536 Cumberland Ave	Owner Name: Thompson Otis C &	Owner Address: 344 Pleasant Ave	Phone:
---	----------------------------------	------------------------------------	--------

Business Name:	Contractor Name: Applicant	Contractor Address: Portland	Phone:
----------------	-------------------------------	---------------------------------	--------

Lessee/Buyer's Name	Phone:	Zone: R-6
---------------------	--------	--------------

Past Use: Apartment 2 unit	Proposed Use: 2 Unit Condo	Permit Fee: \$450.00	Cost of Work: \$450.00	CEO District: 2
-------------------------------	-------------------------------	-------------------------	---------------------------	--------------------

<input type="checkbox"/> Denied	Use Group: R-3	Type:
---------------------------------	-------------------	-------

Signature:	Signature: AMB 10/18/04
------------	----------------------------

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action: Approved Approved w/Conditions Denied

Signature: _____ Date: _____

Permit Taken By: Idobson	Date Applied For: 08/23/2004	Zoning Approval
-----------------------------	---------------------------------	------------------------

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..

Special Zone or Reviews

- Shoreland
- Wetland
- Flood Zone
- Subdivision
- Site Plan

Maj: Minor MM

Date: 8/10/04

Zoning Appeal

- Variance
- Miscellaneous
- Conditional Use
- Interpretation
- Approved
- Denied

Date: _____

Historic Preservation

- Not in District or Landmar
- Does Not Require Review
- Requires Review
- Approved
- Approved w/Conditions
- Denied

Date: _____

Deb A. Any exterior alterations require a separate review and approval

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, TITLE DATE PHONE

City of Portland, Maine - Building or Use Permit

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

Permit No: 04-1242	Date Applied For: 08/23/2004	CBL: 047 AOIOOOI
------------------------------	--	----------------------------

Location of Construction: 536 Cumberland Ave	Owner Name: Thompson Otis C &	Owner Address: 344 Pleasant Ave	Phone:
Business Name:	Contractor Name: Applicant	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Condo Conversion	

Proposed Use: 2 Unit Condo	Proposed Project Description: 2 Unit Condo
--------------------------------------	--

Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Marge Schmuckal **Approval Date:** 10/14/2004
Note: 9/8/04 Improper notice given to tenants - see letter - owner will have to renounce & submit copies to the City **Ok to Issue:**
 9/22/04 revised notices received (lost on my desk for a while until retrieved)

- 1) PLEASE NOTE: Under the City's Condominium conversion regulations, A) BEFORE a developer offers to convey a converted unit, a conversion permit shall be obtained. B) Rent may not be altered during the official noticing period unless expressly provided in a preexisting written lease. C) For a sixty (60) day period following the notice of intent to convert, the tenant has an exclusive and irrevocable option to purchase during which time the developer may not convey or offer to convey the unit to any other person. D) The developer shall post a copy of the permit in a conspicuous place in each unit, and shall make copies available to prospective purchasers upon request. E) If a tenant is eligible for tenant relocation payments, they SHALL be paid a CASH PAYMENT BEFORE the tenant is required to vacate.
- 2) ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within a Historic District.
- 3) This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. Without special approvals.
- 4) This property shall remain a two (2) family dwelling condominium with the issuance of this permit. Any change of use shall require a separate permit application for review and approval.

Dept: Building **Status:** Approved **Reviewer:** Jeanine Bourke **Approval Date:** 10/18/2004
Note: **Ok to Issue:**
 1) This is a Change of Use ONLY permit. It does NOT authorize any construction activities.

Dept: Historical **Status:** Approved **Reviewer:** Deborah Andrews **Approval Date:** 10/18/2004
Note: **Ok to Issue:**

04-1242

Condominium Conversion and Building Permit 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.

Location/Address of Construction: <u>536 Cumberland Ave</u>		
Total Square Footage of Proposed Structure <u>3000</u>	Square Footage of Lot <u>< 1000</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>47</u> Block# <u>A</u> Lot# <u>10</u>	Owner: <u>Otis C. Thompson</u>	Telephone: <u>766-5219</u>
Lessee/Buyer's Name (if Applicable)	Applicant name, address & telephone: <u>Otis C. Thompson</u> <u>344 Seashore Ave</u> <u>Peaks Island</u> <u>Portland, Maine</u>	cost Of Work: \$ _____ Fee: \$ <u>2</u> units @ \$150.00 per unit \$ _____ + \$75.00 per unit CofO \$ _____ Total Fee: _____
Current use: <u>Apartment House</u> number of units: <u>2</u>		
Proposed use: <u>Condominium</u> number of units: <u>2</u>		
Project description:		
Contractor's name, address & telephone:		
Whom should we contact when the permit is ready: <u>Otis Thompson</u>		
Mailing address: <u>344 Seashore Ave., Peaks Island, Portland, Me</u> Phone: <u>766 5219</u>		

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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

Signature of applicant: <u>Otis C. Thompson</u>	Date: <u>8/20/04</u>
---	----------------------

This is not a Permit, you may not commence ANY work until the Permit is issued.

**CONDOMINIUM CONVERSION PERMIT
CITY OF PORTLAND, MAINE
PART I**

To the Manager of Building and Inspection Services, City of Portland, Maine, the undersigned hereby applies for a Condominium Conversion Permit.

Location of Project:

Assessor's Chart # ~~47 A 33~~ 47

Block# A

Lot # 16

Name of Owner: Otis C and A Maccormack Thompson

Address: 344 Seashore Ave., Peaks Island, Portland, Me 04108

Telephone No.: (207) 766-5219

Name of Project: 536 Cumberland Ave

Number of Units to be Converted: 2

Number of Units Applying For: _____

Number of Units in Structure: 2

Date on which Declaration of Condominiums was filed in CCRD: _____

Approved by: _____

ZONING: _____ DATE: _____

Number of Units Approved (Circle)

Fire Dept. 1 2 3 4 5 6 7 8 9 10 Other _____

DATE: _____

Plumbing: 1 2 3 4 5 6 7 8 9 10 Other _____

DATE: _____

Elec: 1 2 3 4 5 6 7 8 9 10 Other _____

DATE: _____

Bldg./Hsg. 1 2 3 4 5 6 7 8 9 10 Other _____

DATE: _____

Comments:

**CONDOMINIUM CONVERSION PERMIT
CITY OF PORTLAND, MAINE
PART II**

CODE COMPLIANCE:

1. Please attach copy of Notice of Intent to this application.
2. Attach list of names of tenants or occupants to whom a Notice of Intent was sent.
3. Please include addresses of those receiving Notice of Intent and dates such Notice was received.
4. Has Notice of Intent been given to tenants in accordance with Chapter 608.4 of the Municipal Code entitled "Condominium Conversion Ordinance"? YES X NO
5. Have relocation payments been made to eligible tenants in accordance with Chapter 608.5 of the Municipal Code?
6. Have relocation referrals and assistance been provided to tenants on demand?
YES NO *N/A*

**CONDOMINIUM CONVERSION PERMIT
CITY OF PORTLAND, MAINE
PART III: PROJECT DATA**

1. Assessors reference, Chart, Block, Lot: 47-A-10

2. Number of Units before conversion: 2

1 Units with 1 bedroom 1 Units with 2 bedrooms

 Units with 3 or more bedrooms

3. Monthly rent range (specify with or without utilities, being specific about the utilities)

\$850-900 includes water, sewer, hot water

4. Number of Units after conversion: 2

1 Units with 1 bedroom 1 Units with 2 bedrooms

 Units with 3 or more bedrooms

5. Purchase Price range: Only the 1 bedroom is for sale as we will keep building 2 bedroom unit \$75,000-100,000

6. Length of time building owned by applicant: 5 years

7. Improvements, renovations or modifications being made in association with this conversion will require the following permits (please circle all that apply):

Building Depends on Plumbing Heating Electrical
rest of renovations required.

8. Type and cost of building improvements being made in association with this conversion that will not require permits:

\$ 0.00 exterior walls, windows, doors, roof

\$ 0.00 insulation

\$ 0.00 interior cosmetic (wall/floor refinishing, etc.)

\$ other (please specify)

\$ 0.00 no improvements being made

9. For each converted rental unit supply the following information on last tenants prior to conversion:

	Unit # 1	Unit # 2	Unit #	Unit #	Unit #	Unit #	Unit #	Unit #
Length of occupancy	2 months	2 months						
Age of head of household	50+	29						
# of children	0	0						
# of persons age 60+	0	0						
Will tenant purchase unit	No	Yes						
If not purchasing, will relocation payment be made	*							
If moving, check destination:								
same neighborhood								
elsewhere in Portland								
out of Portland								
unknown								

* This tenant will continue to rent Unit 1. Unit Ownership of Unit 1 will be maintained by current owners

July 27, 2004

Seth Thompson
Apartment # 4
536 Cumberland Ave
Portland, Maine
04101

Dear Seth,

This is to confirm that we have agreed to convert our apartment house at 536 Cumberland Avenue to condominiums. You will purchase the apartment that you are currently renting and we will maintain ownership of the other unit in the building.

The terms and conditions of the conversion will be outlined with legal assistance and mutually agreed between us.

The following paragraph is being included in this letter to meet City ordinances.

"If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone 874-8703)."

If you have additional questions or concerns please contact me at 766-5219.

Sincerely,


Otis Thompson

*Hand delivered 7/28/04
OCT*

September 21, 2004

Marge Schmuckal
Zoning Administrator
Department of Planning
Room 315
389 Congress Street
Portland, Maine
04101

RE: 536 Cumberland Avenue-047-A-010-R-6 Zone with a Historic Overlay Zone-
application #04-1242

Dear Ms. Schmuckal,

Please find with this letter the two letters that I hand delivered to the tenants at
536 Cumberland Avenue on September 20, 2004.

If there is additional information needed from me, please let me know and I will
provide it as soon as possible.

Sincerely,


Otis C. Thompson

SEP 22 2004

RECEIVED

September 20, 2004

Jeffery Langley
536 Cumberland Ave.
Portland, Maine
04101

Dear Mr. Langely;

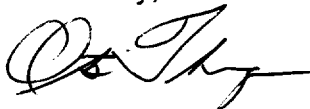
We are in the process of converting our apartment house at 536 Cumberland Ave. into condominiums. We will be retaining the ownership of your apartment. Therefore you do not have to be concerned with the sale of your apartment at this time. If we decide to sell your apartment as a condominium in the future we have to offer you the opportunity to buy the condominium.

"If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way that you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone:874-8703)."

In addition if you decide not to buy your apartment you have 120 + days (Depending on how many years you have rented the apartment.) to move from your apartment with the assistance outlined above provided by us the developers.

If we decide to sell your apartment while you are still renting it, we will notify you at that time in writing of the opportunity to buy the apartment and reiterate your rights provided by City Ordinance.

Sincerely,

A handwritten signature in black ink, appearing to read "Otis Thompson", written in a cursive style.

Otis Thompson

SEP 22 2004

September 20, 2004

Seth Thompson
Apartment #4
536 Cumberland Ave.
Portland Maine
04101

Dear Seth;

This is to inform you in writing that we will be converting our apartment house at 536 Cumberland Avenue into condominiums. As we have already discussed we will be selling to you your apartment once the conversion is completed.

"If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 874-8703)."

Under City Ordinance if you do not buy your apartment you have 120 days to move from your apartment with the assistance outlined above provided by us the developers. Your notice to move will be effective the day that you notify us that you will not be purchasing your apartment.

Sincerely,


Otis Thompson

SEP 22 2004

Zoning Division
Marge Schmuckal
Zoning Administrator

Department of Planning & Development
Lee Urban, Director



CITY OF PORTLAND

September 8, 2004

Otis Thompson
344 Seashore Ave.
Peaks Island, ME 04108

RE: 536 Cumberland Avenue - 047-A-010 -R-6 Zone with a Historic Overlay Zone - application #04-1242

Dear Mr. Thompson,

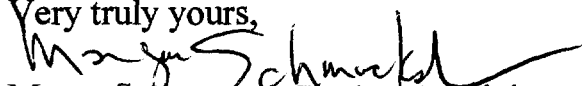
I am in receipt of your permit application to change the use of the two (2) family rental Units at 536 Cumberland Avenue to two (2) family condominiums. Your permit has been denied because you have not met the requirements of the condominium conversion regulations.

Section 14-568 of the condominium conversion ordinance requires that the developer/owner shall give each tenant written notice of intent to convert to condominium conversion. If you as the owner intends to keep one of the units, and not require the existing tenant to vacate, this office will still need to see the written notice to the tenant. Your terms, such as not having to vacate etc. should be in writing to your tenant. When you do actually market this unit, you will need to show this office a copy of a second notice to the current tenant giving all the required terms of purchase and rights as granted under the City's ordinance.

Submitted another 9/22/04

The one tenant notification letter to Seth Thompson that you submitted is not valid. The notice did not state the legal amount of time under the ordinance, section 14-568, in which the tenant has before he has to vacate the unit **if** he does not choose to purchase his unit. You must properly renotice this tenant. A copy of the renotification shall be given to this office.

Your permit will be on hold for thirty days from the date of this letter awaiting copies of the required notification to your tenants. If after that time you have not submitted any of the required information, your permit application will be void.

Very truly yours,

Marge Schmuckal, Zoning Administrator

Williams-Cone School
19 Perkins Street
Topsham, ME 04086
Tel: (207) 725-4391
Fax: (207) 725-6408

To: Marge Schmuckal

From: Otis Thompson

Re: 536 Cumberland Ave. - 047-A-010 R-6 Zone
with a Historic Overlay Zone - application # 04-1242

Number of pages including cover sheet: 4

Comment: Please find with this cover sheets two copies
of 2 letters hand delivered Sept 20th and a letter
to you

September 20,2004

Jeffery Langley
536 Cumberland Ave.
Portland, Maine
04101

Dear Mr. Langely;

We are in the process **of** converting our apartment house at 536 Cumberland Ave. into condominiums. We **will** be retaining the ownership of your apartment. Therefore you do not have to be concerned with the sale of your apartment at this time. If we decide to **sell** your apartment as a condominium in **the** future we have to offer you the opportunity to buy the **condominium**.

"If you do not buy your apartment, the developer of this project is required by **law** to assist you in finding another place to live and in determining **your** eligibility for relocation payments. If you have questions about your rights under the law, or **complaints** about the way that you have been treated by **the** developer, you **may** contact the Building Inspection Division, Department of Planning and Urban Development, **City** of Portland, 389 Congress Street, Portland, Maine 04101 (telephone:874-8703)."

In addition if you decide not to buy your apartment you have 120+ days (Depending on how many years you have rented **the** apartment.) to **move** from your apartment with the assistance outlined above provided by us the developers.

If we decide to **sell** your apartment while you are still renting it, we will notify **you** at that time in writing of the opportunity to buy the apartment and reiterate your rights provided by City Ordinance.

Sincerely,

Otis Thompson

September 20,2004

Seth Thompson
Apartment #4
536 Cumberland Ave.
Portland Maine
04101

Dear Seth;

This is to inform you in writing that **we** will be converting our apartment house **at** 536 Cumberland Avenue into condominiums, As we have already discussed we will **be** selling to you your apartment once the conversion is completed.

"If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your **eligibility** for relocation payments. If you have questions about your rights **under the law**, or complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 874-8703)."

Under City Ordinance **if you do** not buy your apartment you have 120 days to move from your apartment with **the** assistance outlined above provided by us the developers. Your notice to move will be effective **the** day that you notify us that **you will** not **be purchasing** your apartment.

Sincerely,

Otis Thompson

September 21, 2004

**Marge Schmuckal
Zoning Administrator
Department of Planning
Room 315
389 Congress Street
Portland, Maine
04101**

**RE: 536 Cumberland Avenue-047-A-010-R-6 Zone with a Historic Overlay Zone-
application #04-1242**

Dear Ms. Schmuckal,

**Please find with this letter the two letters that I hand delivered to the tenants at
536 Cumberland Avenue on September 20,2004.**

**If there is additional information needed from me , please let me know and I will
provide it as soon as possible.**

Sincerely,

Otis C. Thompson