Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 03/01/17

CITY OF PORTLAND

Application for Legalization of Nonconforming Dwelling Units

Section 14-391 – In effect March 24, 2004

Location/Address of Legalization: 58-60 Exeter Street

Tax Assessor's Chart/Block/Lot: 5 A 14 / /

Owner Name: Joanne Connolly **Cost of Work: $**

Address (if different than above):

26 Olde Blackwood Way, Falmouth ME 04105 **Fee: $**

($300 per legalized unit & $75 per C of O)

Telephone: 207 67[redacted] 6424

E-Mail: vinsells@maine.rr.com **Total DUE:**

Requested # of Units to be legalized: One **Total bldg. units:** Three

Current # of Legal D.U.: Two

Attach evidence that each requested unit to be legalized existed as of 04/01/95.

LIST evidence that you are submitting: Leases, affidavits from prior tenants, sketch of the apartments.

1992 telephone book showing the tenant of the apartment I'm trying to make legal.

Attach evidence that the current owner/applicant neither constructed NOR established the non-conforming dwelling units to be legalized.

LIST evidence that you are submitting: Deed showing ownership began on 3/7/2016.

I hereby certify that I am the Owner of Record of the above 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: J Connolly **Date:** 3/7/2016

This is NOT a permit; you may NOT commence ANY work until the permit is issued.

Portland, Maine | Yes. Life's good here.

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Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a ***legal signature*** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are ***paid in full*** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- ☐ provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- ☐ call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,
- ☐ hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,
- ☐ deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland, Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. ***After all approvals have been met and completed, I will then be issued my permit via e-mail.*** No work shall be started until I have received my permit.

Applicant Signature: JAConnolly Date: 3-7-16

I have provided digital copies and sent them on: JAConnolly Date: 3-7-16

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.