

55-C-3

2001-0291

77 Carleton St.  
2 unit Conversion  
Ian Dunn

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
Planning Copy**

2001-0291

Application I. D. Number

10/22/2001

Application Date

2 Unit Conversion

Project Name/Description

Ian Dunn

Applicant

204 Deering Ave. Apt. #1, Portland, ME 04102

Applicant's Mailing Address

Consultant/Agent

Applicant Ph: (000) 822-9874 Agent Fax:

Applicant or Agent Daytime Telephone, Fax

77 - 77 Carleton St, Portland, Maine

Address of Proposed Site

055 C003001

Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):  New Building  Building Addition  Change Of Use  Residential  Office  Retail  
 Manufacturing  Warehouse/Distribution  Parking Lot  Other (specify) 2 units

3700 sq. ft.

Proposed Building square Feet or # of Units

2996 sq. ft.

Acreage of Site

R-6

Zoning

**Check Review Required:**

- Site Plan (major/minor)  Subdivision # of lots \_\_\_\_\_  PAD Review  14-403 Streets Review  
 Flood Hazard  Shoreland  Historic Preservation  DEP Local Certification  
 Zoning Conditional Use (ZBA/PB)  Zoning Variance  Other \_\_\_\_\_

Fees Paid: Site Plan \$400.00 Subdivision \_\_\_\_\_ Engineer Review \_\_\_\_\_ Date 10/22/2001

**Planning Approval Status:**

Reviewer Jonathan Spence

- Approved  Approved w/Conditions See Attached  Denied

Approval Date 11/01/2001 Approval Expiration 11/01/2002 Extension to \_\_\_\_\_  Additional Sheets Attached

OK to Issue Building Permit Jonathan Spence 11/01/2001  
signature date

Performance Guarantee  Required\*  Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit Issue	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	_____
	date		expiration date
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released	_____	_____	
	date	signature	



## CITY OF PORTLAND

November 1, 2001

Mr. Ian Dunn  
Apartment #1  
Deering Avenue  
Portland, ME 04102

RE: Conversion to duplex of 77 Carleton Street  
(CBL 55-C-3)

Dear Mr. Dunn,

On November 1, 2001 the Portland Planning Authority granted minor site plan approval with no conditions for the conversion of the property located at 77 Carleton Street to a duplex from its existing use as an assisted living home.

The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

Please note the following provisions and requirements for all site plan approvals:

1. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. A one-year extension may be granted by this department if requested by the applicant in writing prior to the expiration date of the site plan.
2. Prior to construction, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Work's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.
3. If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, a street opening permit(s) is required for your site. Please contact Carol Merritt at 874-8300, ext. 8822. (Only excavators licensed by the City of Portland are eligible.)

O:\PLAN\DEVREVW\CARLETON77\APPRVLTR.DOC

**MORTGAGE LOAN INSPECTION**

Cumberland Title Company  
 P.O. Box 4843  
 Portland, ME 04112  
 1-207-774-1773  
 1-207-774-2278 (fax)

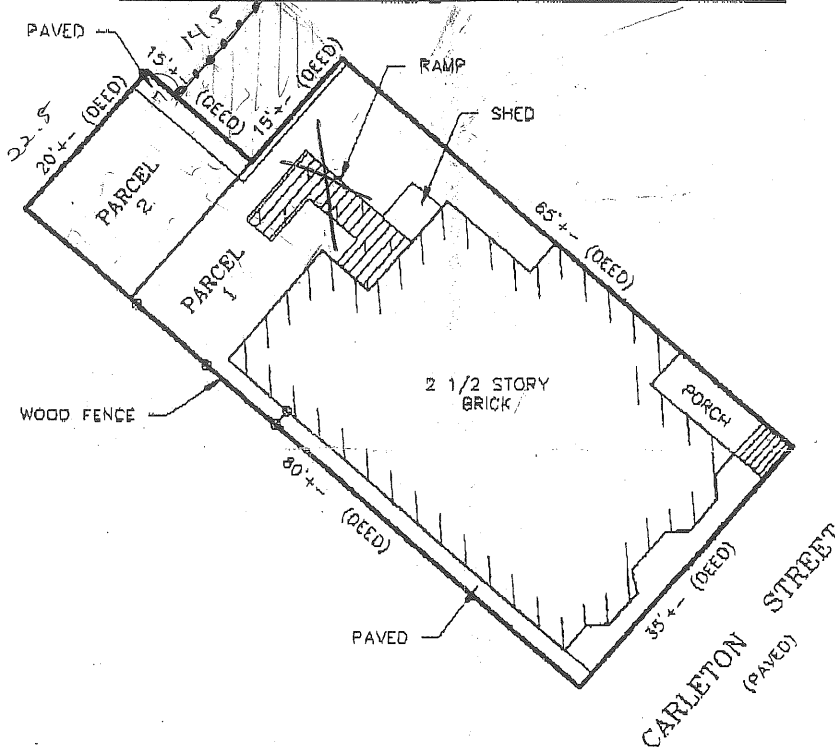
Borrower(s): Ian C. Dunn and Michelle L. Stone

St. No.: 77  
 Street: Carleton St.  
 Town: Portland, ME  
 Source Deed Bk. 3270 Pg. 308

CL No.: 1376  
 Job No.: M09-77.  
 Date: 9/11/2001  
 County: Cumberland  
 Plan Bk. Pg.  
 Lot(S):  
 Scale: 1" = 20'

Post-it® Fax Note	7671	Date	9/11/01	# of pages	1
To	Jerry Galbreath	From	LeLise		
Co./Dept.		Co.			
Phone #		Phone #			
Fax #		Fax #			

NOTE: A FULL BOUNDARY SURVEY RECOMMENDED TO VERIFY BOUNDARY AS SHOWN.



**NOTE: THIS IS NOT A BOUNDARY SURVEY.** This plan is made for the purposes of determining that the improvements are within the apparent boundary lines. **THE PREPARER IS NOT LIABLE FOR ANY OTHER USE BY ANY OTHER PERSON OR ENTITY.**

**CERTIFICATION:** I hereby certify to *Wells Fargo Home Mortgage, Inc.*, and their mortgage title insurer that based upon inspection made with reasonable certainty, that:

- a) this plan was made from an inspection of the site.
- b) there **ARE NO** apparent violations of municipal ordinances regarding building setbacks in effect at time of construction.
- c) the principal structure(s) located on the premises **ARE NOT** in a flood hazard zone as delineated on the flood maps used by the Federal Emergency Management Agency.

*Brian W. Galbreath*  
 (Signature and circular stamp)

## Additional Information

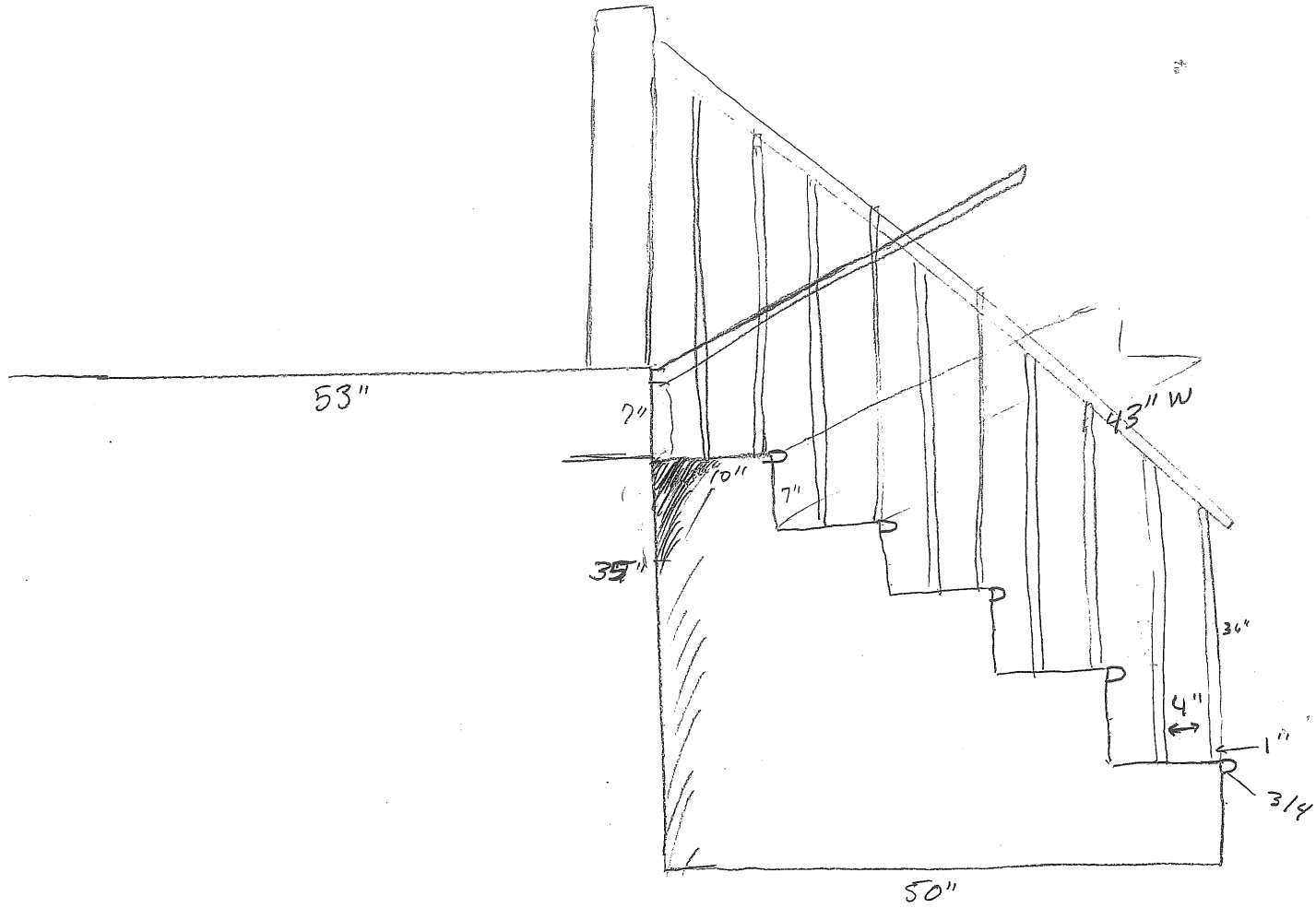
- Fully hardwired smoke & heat detectors
- Sprinkler system
- Fire hydrant located 30 yards south on Carleton St.

This building was most recently run as an assisted living boarding home. The proposed change is to create dwelling units within the existing structure. This will require erecting two small partition walls and installing a kitchen and bathroom.

The timeframe for completion is approximately 1-2 months.

Timeframe for all available permits is 2-3 weeks.

# Replacement of Concrete steps



**MORTGAGE LOAN INSPECTION**

Cumberland Title Company

P.O. Box 4843

Portland, ME 04112

1-207-774-1773

1-207-774-2278 (fax)

CL No.: 1376

Job No.: M09-77.

Date: 9/11/2001

County: Cumberland

Plan Bk. Pg.

Lot(S):

Scale: 1" = 20'

Borrower(s): Ian C. Dunn and Michelle L. Stone

St. No.: 77

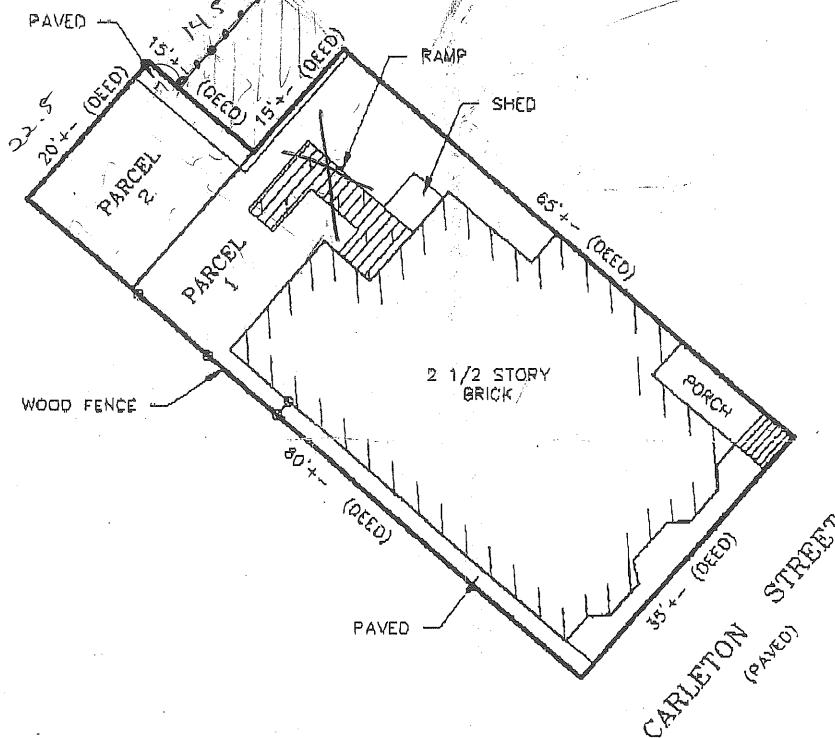
Street: Carleton St.

Town: Portland, ME

Source Deed Bk. 3270 Pg. 308

Post-it® Fax Note	7671	Date	9/11/01	# of pages	1
To	Jerry Galbraith	From	Leila		
Co./Dept.		Co.			
Phone #		Phone #			
Fax #		Fax #			

NOTE: A FULL BOUNDARY SURVEY RECOMMENDED TO VERIFY BOUNDARY AS SHOWN.



**NOTE: THIS IS NOT A BOUNDARY SURVEY.** This plan is made for the purposes of determining that the improvements are within the apparent boundary lines. **THE PREPARER IS NOT LIABLE FOR ANY OTHER USE BY ANY OTHER PERSON OR ENTITY.**

**CERTIFICATION:** I hereby certify to *Wells Fargo Home Mortgage, Inc.*, and their mortgage title insurer that based upon inspection made with reasonable certainty, that:

- a) this plan was made from an inspection of the site.
- b) there **ARE NO** apparent violations of municipal ordinances regarding building setbacks in effect at time of construction.
- c) the principal structure(s) located on the premises **ARE NOT** in a flood hazard zone as delineated on the flood maps used by the Federal Emergency Management Agency.

*Barbara W. Galbraith*

## Additional Information

- Fully hardwired smoke & heat detectors
- Sprinkler system
- Fire hydrant located 30 yards south on Carleton St.

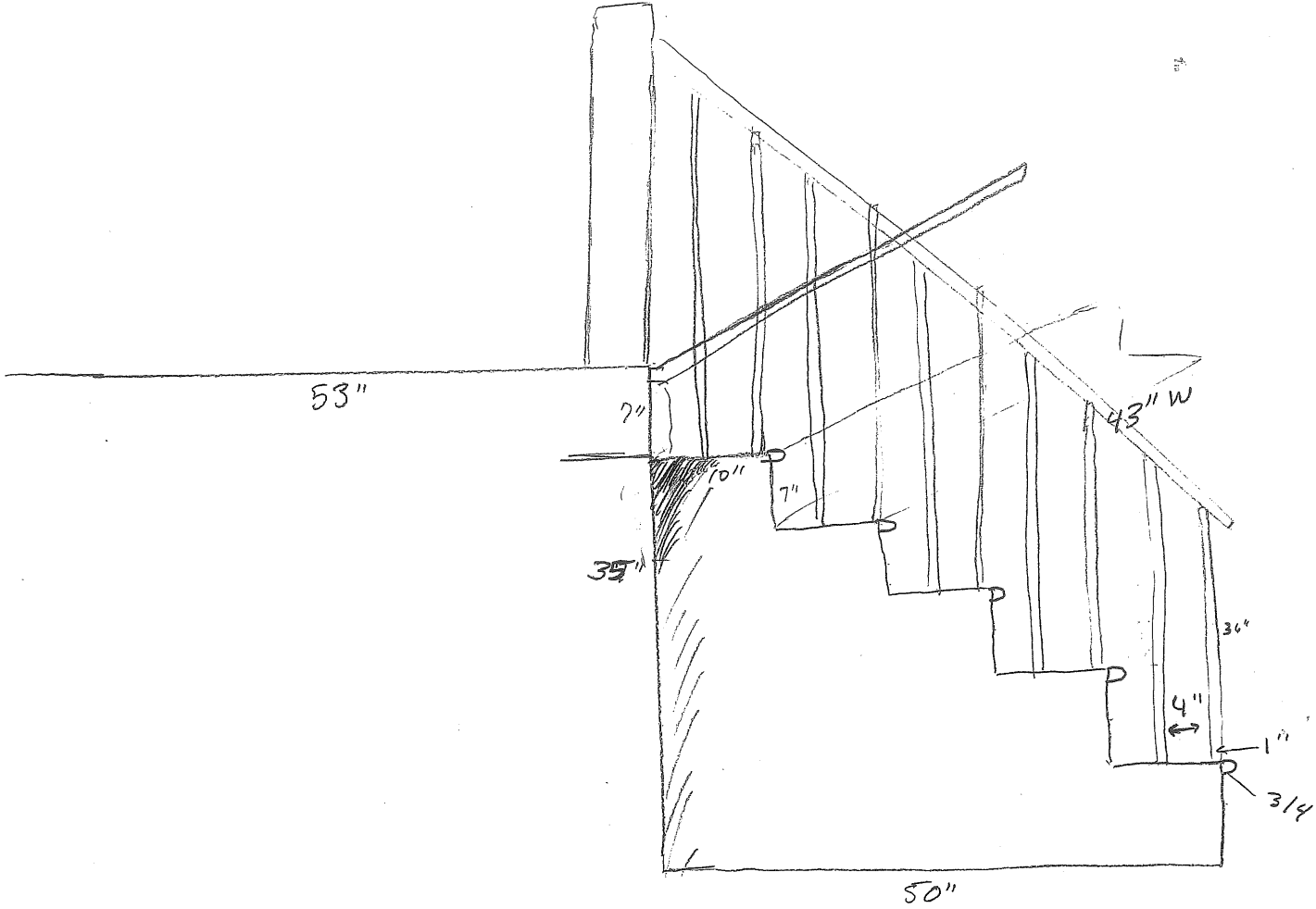
This building was most recently run as an assisted living boarding home. The proposed change is to create dwelling units within the existing structure. This will require erecting two small partition walls and installing a kitchen and bathroom.

The timeframe for completion is approximately 1-2 months.

Timeframe for all available permits is 2-3 weeks.



# Replacement of Concrete steps



27  
28





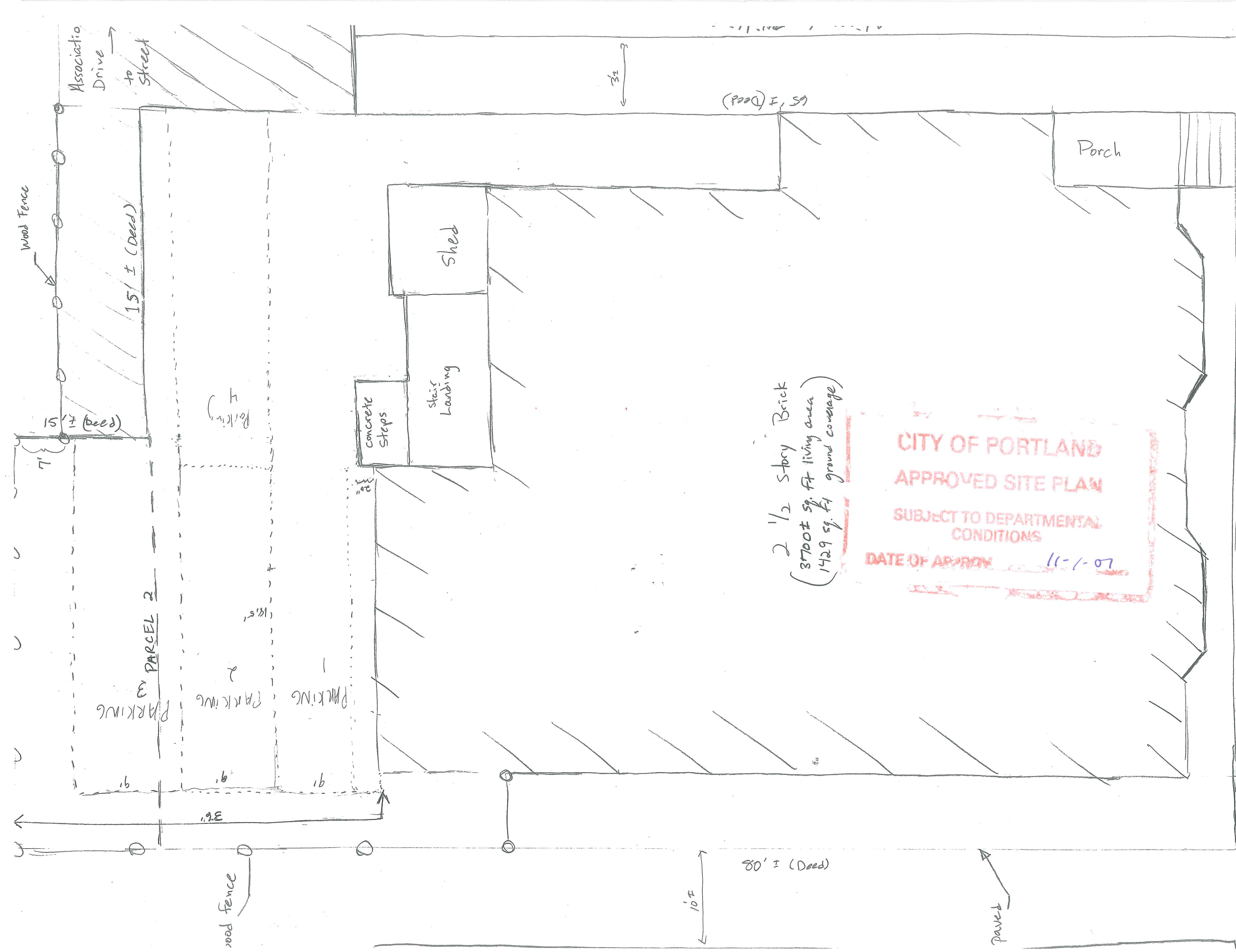
55-C-3

2001-0291

77 Carleton St.

2 unit Conversion

Ian Dunn



15' ± (Deed)

35' ± (Deed)

Porch

Shed

concrete steps

stair landing

2 1/2 Story Brick  
 (3700± sq. ft living area  
 1429 sq. ft ground coverage)

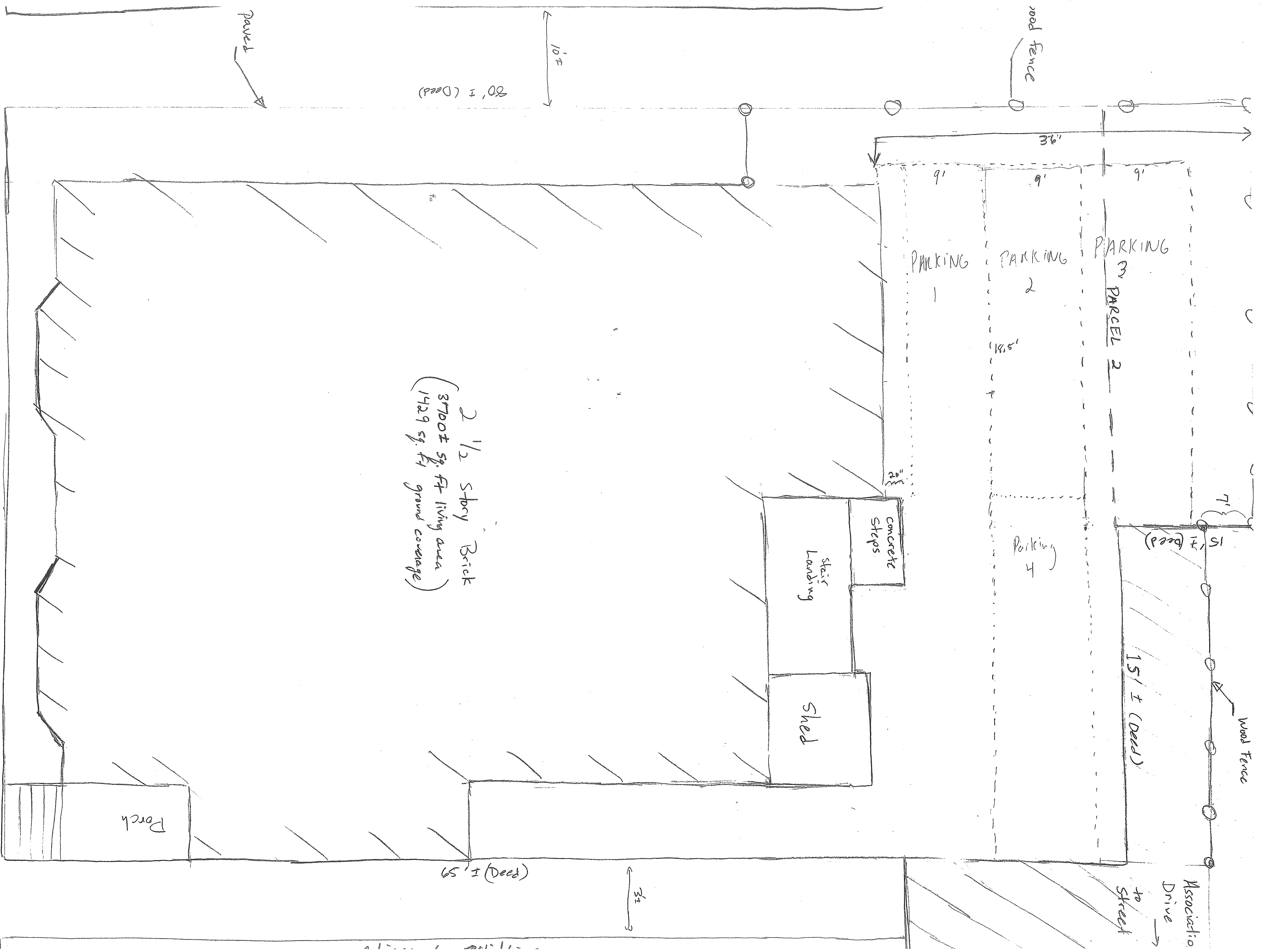
CITY OF PORTLAND  
 APPROVED SITE PLAN  
 SUBJECT TO DEPARTMENTAL  
 CONDITIONS  
 DATE OF APPROVAL 11-1-11

35' ± (Deed)

No Site  
 Work Involved.

JCU

77 Carleton St.



2 1/2 Story Brick  
 (3700 ± sq. ft. living area  
 1429 sq. ft. ground coverage)

35' ± (Deed)

77 Carlston St.