

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that 73 SPRUCE STREET ASSOCIATES

Located At 73 SPRUCE ST

Job ID: 2012-10-5181-CH OF USE

CBL: 056-D-014-001

has permission to Convert 2 residential units to 2 residential condominium units
provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

Fire Prevention Officer

Code Enforcement Officer / Plan Reviewer

10/17/2012

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD**

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

Certificate of Occupancy inspection required

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



PORTLAND MAINE

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Director of Planning and Urban Development
Jeff Levine

Job ID: 2012-10-5181-CH OF USE

Located At: 73 SPRUCE ST

CBL: 056- D-014-001

Conditions of Approval:

Zoning

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within a Historic District.
3. This property shall remain a two family condominium dwelling building with the issuance of this permit and subsequent issuance of a certificate of occupancy. Any change of use shall require a separate permit application for review and approval.

Building

1. Construction activity was not applied for or reviewed as a part of this permit. This permit authorizes a change in ownership ONLY.

City of Portland, Maine - Building or Use Permit Application

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

| | | | |
|---|---|--|---|
| Job No: 2012-10-5181-CH OF USE | Date Applied: 10/16/2012 | CBL: 056- D-014-001 | |
| Location of Construction: 73 SPRUCE ST | Owner Name: 73 SPRUCE STREET ASSOCIATES, LLC | Owner Address: 73 SPRUCE ST PORTLAND, ME 04102 | Phone: 699-4121 415-0543 |
| Business Name: | Contractor Name: N/A | Contractor Address: | Phone: |
| Lessee/Buyer's Name: | Phone: | Permit Type: CONDO CONVERSION | Zone: R-6 |
| Past Use: Two Family rental units | Proposed Use: To convert from two residential rental dwelling units to two residential condominium dwelling units | Cost of Work: | CEO District: |
| | | Fire Dept: Approved Denied N/A | Inspection: Use Group: R.3 Type: SB TRG 09 |
| Proposed Project Description: Condo conversion; 2 unit to 2 condos | | Pedestrian Activities District (P.A.D.) | |
| Permit Taken By: Brad | | Zoning Approval | |

| | | | |
|---|---|--|---|
| <p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.</p> | <p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>— Maj — Min — MM Date: <i>10/16/12</i></p> | <p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p> | <p>Historic Preservation <i>within</i></p> <p><input type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: <i>any exterior work requires a separate review & approval</i></p> |
| | 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 appication 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 |



General 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.

R-6 & Historic

| | | |
|---|--|---|
| Location/Address of Construction: 73 Spruce Street, Portland, ME 04102 | | |
| Total Square Footage of Proposed Structure/Area 3596 | Square Footage of Lot 5144 | Number of Stories 2 |
| Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 56-D-14 | Applicant: (must be owner, lessee or buyer) Name 73 Spruce Street Associates, LLC Address 73 Spruce Street City, State & Zip Portland, ME 04102 | Telephone: (207) 699-4121 (207) 415-0543 |
| Lessee/DBA RECEIVED OCT 16 2012 Dept. of Building Inspections City of Portland Maine | Owner: (if different from applicant) Name Address City, State & Zip | Cost of Work: \$ _____ C of O Fee: \$ _____ Historic Review: \$ _____ Planning Amin.: \$ _____ Total Fee: \$ 450 |
| Current legal use (i.e. single family) <u>two-family</u> Number of Residential Units <u>2</u> If vacant, what was the previous use? _____ Proposed _____ Specific _____ use: <i>legal 2 per file</i> Is property part of a subdivision? <u>No</u> If yes, please name _____ Project description: Conversion of property into condominium | | |
| Contractor's name: <u>N/A</u> Email: _____ Address: _____ City, State & Zip _____ Telephone: _____ Who should we contact when the permit is ready: <u>Darya Haag</u> Phone: <u>207-553-4677</u> Telephone: _____ Mailing address: <u>Norman, Hanson & DeTroy, 415 Congress Street, Portland, ME 04112</u> | | |

Please submit all of the information outlined on the applicable checklist. Failure to do so will result in the automatic denial of your permit.

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

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

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: *Darya Haag* Date: *10-15-2012*

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



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Receipts Details:

Tender Information: Check , Check Number: 144945

Tender Amount: 450.00

Receipt Header:

Cashier Id: bsaucier

Receipt Date: 10/16/2012

Receipt Number: 49268

Receipt Details:

| | | | |
|---|--------|----------------|-----------------|
| Referance ID: | 8373 | Fee Type: | BP-Units/C of O |
| Receipt Number: | 0 | Payment Date: | |
| Transaction Amount: | 450.00 | Charge Amount: | 450.00 |
| Job ID: Job ID: 2012-10-5181-CH OF USE - Condo conversion; 2 unit to 2 condos | | | |
| Additional Comments: 73 Spruce | | | |

Thank You for your Payment!



Norman Hanson & DeTroy, LLC
Attorneys at Law
415 Congress Street
P.O. Box 4600
Portland, ME 04112-4600

T 207.774.7000
F 207.775.0806
www.nhdlaw.com
dhaag@nhdlaw.com

Darya I. Haag, Esq.
Direct 207.553.4677

October 15, 2012

VIA HAND DELIVERY
Marge Schmuckal
Zoning Administrator
Portland City Hall, Room 315
Portland, ME 04101

*No Notice required
per circumstances.*
[Signature]

RE: 73 Spruce Street—Condominium Conversion Permit Application

Dear Ms. Schmuckal—

We represent 73 Spruce Street Associates, LLC (the "Company") in a condominium conversion project involving its property located at 73 Spruce Street, Portland, ME 04102 (the "Property"). The only residential structure on the Property is a two-family house, consisting of two units—one upstairs and the one downstairs. The Company wishes to convert the Property into condominiums, creating two condominium units as a result of conversion. Enclosed please find a completed Condominium Conversion Permit Application (the "Application"), together with a check for \$450.00 for filing fees (\$150 administrative fee and \$75.00 Certificate of Occupancy fee per unit).

The Company purchased the Property on April 3, 2012, and has owned it since then. Ms. Cordelia Lane and Ms. Deborah Gordon—who are the sole members of the Company—occupy the upstairs and the downstairs units respectively as their primary residences. The Property does not have any other tenants. Ms. Gordon moved into her downstairs unit immediately upon the purchase of the Property by the Company. The downstairs unit was originally occupied by the owner of the Property who passed away in December of 2011, and subsequently by her estate who sold the Property to the Company on April 3, 2012, when Ms. Gordon took possession of the downstairs unit. The upstairs unit was occupied by tenants (a family), whose lease expired on August 31, 2012, at which time the tenants vacated the Property and Ms. Lane—who until then had

Marge Schmuckal
October 15, 2012
Page 2

resided at a different location—moved in. Per your request, the tenants' names and phone number are as follows: Martha and Charles Bryon; phone number is 347-1287. A copy of the expired lease extension entered into between the previous owner of the Property and the tenants is also enclosed for your convenience. See Exhibit A.

Please let me know if you need any additional information to process the Application and to approve the conversion. Thanks very much and I look forward to hearing from you.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Darya Haag".

Darya I. Haag

DIH/dih

Enclosures:

cc: Paul F. Driscoll, Esq.

SUBMIT WITH CONDOMINIUM CONVERSION PERMIT APPLICATION

PROJECT DATA:

ADDRESS: 73 Spruce Street, Portland, ME 04102

Chart/Block/Lot(CBL): 56-D-14

Number of legal dwelling unit in building: 2 Units

| Tenant Name | Tenant Telephone # | Occupancy Length | Date of Notice | Eligible for \$? |
|-------------|--------------------|--------------------------|----------------|------------------|
| Unit 1: | | | | |
| Unit 2: | | | | |
| Unit 3: | | <u>NO TENANTS</u> | | |
| Unit 4: | | | | |
| Unit 5: | | | | |
| Unit 6: | | | | |
| Unit 7: | | | | |
| Unit 8: | | | | |
| Unit 9: | | | | |
| Unit 10: | | | | |

If more than 10 units, submit same information on all units on a separate piece of paper (or back of this one)

Length of time building owned by applicant: 5 months and 2 weeks (since April 3, 2012)

Are any building improvements, renovations, or modifications being made associated with this conversion that requires a building, plumbing, electrical or HVAC permit? YES ___ NO x (check ONE)

Type and cost of building improvements, associated with this conversion, that do NOT require permits:

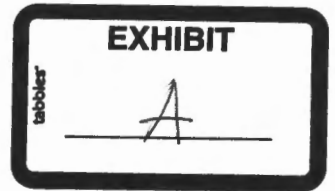
\$ _____ Exterior walls, windows, doors, roof

\$ _____ Insulation

\$ _____ Interior Cosmetics (walls/floors/hallways/refinishing, etc.)

\$ _____ OTHER (specify)

Admin Copy



LEASE EXTENSION

August 09, 2010

Property: 73 Spruce Street, Portland, Maine

Landlord: Esther Levine

Tenant: Martha and Charles Bryon

All parties to the current lease dated from September 1st, 2009 to August 31st, 2010 agree to extend the lease for a period of NINE (9) months beginning upon the date of September 1st, 2010 and ending at midnight on the date of May 31st, 2011. Said lease is extended with all of the terms and conditions remaining the same as the current lease agreement between the parties.

Tenant: [Signature] Date: 8/9/10
Tenant: [Signature] Date: 8/9/10
Landlord: Samie A. Kuntz, POA Date: 08/09/10

LEASE EXTENSION
December 15, 2011

All parties to the above lease extension agree to extend the lease further until, and ending at midnight on, the date of August 31st, 2012. Said lease is extended with all of the terms and conditions remaining the same as in the lease extension dated August, 09, 2010 between the parties.

Tenant: [Signature] Date: 12/16/11
Tenant: [Signature] Date: 12/16/11
Landlord: Samie A. Kuntz, POA Date: 12-15-11