Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 02/02/17

Effective March 2016

Level I – Minor Residential
Development Review Application
Portland, Maine

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level I: Minor Residential site plan and building permit.

Level I: Minor Residential development includes:

- Development of a single-family or a two-family building, excluding building additions, decks, or accessory structures, such development shall be deemed minor residential development for purposes of this article regardless of its size.
- The addition of any additional dwelling unit to a building initially reviewed as a two-family dwelling or multifamily structure, if the additional dwelling unit does not require subdivision review under Maine State Statutes and Portland's Subdivision Ordinance.

As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)

The Maine Home Construction Contracts Act requires that any home construction or repair work for more than $3000 in materials or labor must be based on a written contract unless the parties agree to exempt themselves. A sample contract is available on the City's website at www.portlandmaine.gov , or contact the Permitting & Inspections Dept. to have one mailed to you.

The Land Use Code (including Article V), the Technical Manual, and the Design Manual are available on the City's web site at http://www.portlandmaine.gov/planning/default.asp or copies may be purchased at the Planning Division Office.

Dept. of Permitting & Inspections
Room 315, City Hall
389 Congress Street
(207) 874-8703
buildinginspections@portlandmaine.gov

Office Hours
Monday through Friday
8:00 a.m. – 4:00 p.m.

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8721

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Monday thru Friday
8:00 a.m. – 4:30 p.m.

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

Department of Permitting and Inspections

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 that 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 selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options: Payment to follow

☐ provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment

☐ 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
Department of Permitting and Inspections
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: C. Bloomfield Date: October 11, 2016

I have provided digital copies and sent them on: Date: October 11, 2016

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

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Address: Unassigned (lot separated from 380 Danforth St.)

uare Footage of Proposed e/Area:	**Area of lot (total sq. ft.):**	
2,313 SF	**Garage:** Yes 4 No ___ **Attached** 4 **Detached** ___ **Sq. Ft.:** 10,173 SF	**Number of Stories:** 3 **Number of Bathrooms:** 4.5 **Number of Bedrooms:** 6

Tax Assessor's Chart, Block & Lot(s):
Chart# Block # Lot #

unassigned

Current legal use: vacant lot

Number of Residential Units 2

If vacant, what was the previous use? Vacant lot adjoining 380 Danforth St.

Is property part of a subdivision? no **If yes, please name** _____

Project Description:

The proposed work is the construction of a two-unit residential condominium building on the vacant lot adjoining 380 Danforth Street in the West End Historic District.

APPLICANT – (must be owner, Lessee or Buyer)	
Name: Constance Bloomfield	Work #
Business Name, if applicable:	Home# (207) 7737769
Address: 380 Danforth St.	Cell # (207) 730-0730
City/State: Portland, ME Zip Code: 04102	e-mail: cbloomfi@maine.rr.com

OWNER INFORMATION – (if different from Applicant)	
Name: Constance Bloomfield & William McFarlane	Work # same as above
Address: Same as applicant above	Home#
City/State: Zip Code:	Cell # cbloomfi@maine.rr.com
	e-mail:

CONTRACTOR INFORMATION:	**Contact when Building Permit is Ready:**
Name: Monaghan Woodworks	Name: Jay Hibbard & Jesse Thompson
Address: 100 Commercial Street, Suite 212	Phone Number: (207)775-2683 & (207)536-4672
City/State: Portland, ME Zip Code: 04101	& E:Mail: jhibbard@mwoodworks.com jesse@kaplanthompson.com
Phone Number: (207)775-2683	

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.OPMENT REVIEW FEES:

ıt may be made in cash, credit card or check addressed to the City of Portland.

Level I Minor Residential Site Plan	Fees Paid:
1. Application Fee - $300.00	$ $300
2. Inspection Fee - $100.00 (for site plan inspection by the Planning Division)	$ $100
3. Certificate of Occupancy Fee - $75.00	$ $75
4. Building Permit (Cost of Work) *	$
Cost of work: $ 850,000 TOTAL Due:	$ 12,760

*** Building Permit Fee -** $25 for the first $1,000 construction cost - $15 every additional $1,000.

Performance Guarantee - Exempt except for those projects that complete construction in the winter and the site work is incomplete.

Please submit all of the information outlined on the applicable Checklist, shown on Page 4 and 5 of this Application. In addition, a CD or PDF (e-mailed to buildinginspections@portlandmaine.gov) of the entire Application, including all plans, must be submitted with the Application. Failure to do so may result in the automatic denial of your permit.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521). Portland's Land Use Code is on the City's web site: www.portlandmaine.gov Copies of the ordinances may be purchased through the Planning Division. All of the information on the checklist must be submitted for review. The applicant must check off the items contained in the application package to ensure the application is complete.

Property Taxes:
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 a permit of any kind is accepted.

Separate Permits:
Separate permits are required for internal and external plumbing, HVAC, and electrical installations.

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 Planning Authority and Code Enforcement'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:	Date:
C. Bloomfield	October 11, 2016

This is not the permit - you may not commence any work until the permit is issued.

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D or PDF of the entire application, including all plans, must be submitted with the application. (e-mail to buildinginspections@portlandmaine.gov)

General Submittal Requirements – Level I Minor Residential

Applicant Checklist	*Planner Checklist (internal)*	*Number of Copies*	*Submittal Requirement*
4		2	*Completed application form and check list.*
4		1	*Application fees.*
4		2	*Evidence of right, title and interest.* Quitclaim attached
4		2	*Copies of required state and/or federal permits.* HP Approval letter attached
4		2	*Written Description of existing and proposed easements or other burdens.*
N/A		2	*Written requests for waivers from individual site plan and/or technical standards.* None Requested
4		2	*Written summary of fire safety (referencing NFPA fire code and Section 3 of the City of Portland Technical Manual). Refer to Fire Department Checklist on page 6 of this application.*

Site Plans and Boundary Survey Requirements – Level I Minor Residential

Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
4		3	Boundary survey meeting the requirements of section 13 of the City of Portland Technical Manual with the site plan information listed below shown on the plan, including a north arrow and a scale greater than or equal to 1"=20'. (Photocopies of the plat or hand drawn building footprints will not be accepted.)
4		▪	*Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone &/or Stream Protection Zone.*
4		▪	*Existing and proposed structures (including location of proposed piers, docks or wharves if in Shoreland Zone).*
4		▪	*Location and dimension of existing and proposed paved areas.*
4		▪	*Proposed ground floor area of building.* See drawing set cover page
4		▪	*Finish floor elevation (FEE) or sill elevation.*
4		▪	*Exterior building elevations (show all 4 sides).*
4		▪	*Existing and proposed utilities (or septic system, where applicable)*
4		▪	*Existing and proposed grading and contours.*
4		▪	*Proposed storm water management and erosion controls.*
4		▪	*Total area and limits of proposed land disturbance.*
N/A		▪	*Proposed protections to or alterations of watercourses.*
N/A		▪	*Proposed wetland protections or impacts.*
4		▪	*Existing vegetation to be preserved and proposed site landscaping and street trees (2 trees per unit for a single or two-family house).*

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			▪ *Existing and proposed curb and sidewalk, except for a single family home.*
			▪ *Existing and proposed easements or public or private rights of way.* Driveway easement to be granted
			▪ *Show foundation/perimeter drain and outlet.*
N/A			▪ *Additional requirements may apply for lots on unimproved streets.*

Building Permit Submittal Requirements –Level I: Minor Residential Development			
Applicant Checklist	**Planner Checklist (internal)**	**Number of Copies**	**Submittal Requirement**
		1	**One (1) complete set of construction drawings must include:**
4			▪ *Cross section with framing details*
4			▪ *Floor plans and elevations to scale*
4			▪ *Stair details including dimensions of: rise/run, head room, guards/handrails, baluster space*
4			▪ *Window and door schedules*
4			▪ *Foundation plans w/required drainage and damp proofing, if applicable*
4			▪ *Detail egress requirements and fire separation, if applicable*
4			▪ *Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2003*
4			▪ *Deck construction including: pier layout, framing, fastenings, guards, stair dimensions*
4			▪ *As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)*
4			▪ *Reduced plans or electronic files in pdf format are also required if original plans are larger than 11X17"*

** **Reminder:** **

1. **A CD or PDF of the entire application, including all plans, must be submitted with the application.**
2. Separate permits are required for internal and external plumbing, HVAC, and electrical installations.
3. Please submit all of the information outlined in this application checklist.
4. If the application is incomplete, the application may be refused.
5. The Planning and Urban Development Department may request additional information prior to the issuance of a permit.

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an Standards for Review of Level I: Minor Residential

Minor Residential site plan applications are subject to the following site plan standards*, as ed in section 14-526 of Article V, Site Plan:

- 14-526 (a) **Transportation Standards**:
  - 2.a. Site Access and Circulation (i) and (ii);
  - 2.c Sidewalks: (*if the site plan is a two- family or multi-family building only*);
  - 4.a. Location and required number of vehicle parking spaces:(i) and (iv)

- 14-526 (b) **Environmental Quality Standards**:
  - 1. Preservation of significant natural features.
  - 2.a. Landscaping and landscape preservation
  - 2.b. Site landscaping (iii)
  - 3.a. Water quality, storm water management and erosion control: a., d., e., and f.

- 14-526 (c) **Public Infrastructure and Community Safety Standards**:
  - 1. Consistency with Master Plan
  - 2. Public Safety and fire prevention
  - 3. Availability and adequate capacity of public utilities; a., c., d., and e.

- 14-526 (d) **Site Design Standards**:
  - 5. Historic Resources
  - 9. Zoning related design standards

• *Except as provided in Article III of the City Code, or to conditions imposed under Section 14-526(e) only, or to those submission requirements set forth in section 14-527 as relate solely thereto.*

PORTLAND FIRE DEPARTMENT
SITE REVIEW
FIRE DEPARTMENT CHECKLIST

A separate drawing[s] shall be provided to the Portland Fire Department for all site plan reviews.

1. Name, address, telephone number of applicant.
2. Name address, telephone number of architect
3. Proposed uses of any structures [NFPA and IBC classification]
4. Square footage of all structures [total and per story]
5. Elevation of all structures
6. Proposed fire protection of all structures
   - ***<u>As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)</u>***
7. Hydrant locations

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ng Summary

Kaplan Thompson Architects

Chapter 14

Project address	380 Danforth St, Portland, ME, 04101
Project type	Multi-family Residential 2 Units
City Zone	R-4 Residential Zone
Lot Area	10,173 SF
Permitted Uses	Residential
	No habitable units below grade
	3,000 SF land area per dwelling unit
	> 600 SF per unit
	Site Plan review by Planning Board
Existing Uses	Vacant Land
Proposed Use	Multi-family Residential
Guidelines	West End Historic District

R-4

Dimensional Requirements	**Required / Allowed**	**Provided**
Min Lot Size:	6,000 SF single family, 9,000 SF multi	10,173 SF
Min Land Area per Dwelling Unit:	3,000 SF per unit	5,086 SF / unit
Min Street Frontage:	50'-0"	75'-0"
Min Front Yard	25'-0" or avg depth on either side	See site plan
Min Rear Yard:	25'-0"	See site plan
Min Side Yard:	2 stories = 14'-0", 2 1/2 stories = 16'-0"	See site plan
	10'-0" minimum if increase other	
Max Lot Coverage:	30%	23%
Min Lot Width:	60'-0"	67'-9"
Max Structure Height:	35'-0"	See A-3.1
Max Impervious Area:	N/A	

Other Requirements		
Off-street Auto Parking	1 space for each dwelling unit	2 (1 space per unit)
	> 50-0 from street line	> 50'-0" from street line
Front Yard Parking	None allowed except driveway	none

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SUMMARY OF PROPOSED EASEMENTS:

Driveway easement: To be granted. We propose that the City of Portland make its review of that easement a condition of approval.

Please refer to the Quiteclaim for information on the easement to the sewer line for repairs, etc

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QUITCLAIM DEED WITH COVENANT

Maine Statutory Short Form

KNOW ALL BY THESE PRESENTS, that we, **CONSTANCE BLOOMFIELD** and **WILLIAM MCFARLANE,** both of the City of Portland, County of Cumberland and State of Maine, being married to each other, **GRANT** to **FOREVIEW, LLC,** a Maine limited liability company with a place of business in Portland, County of Cumberland and State of Maine, with a mailing address of 380 Danforth Street, Portland, Maine 04102, with **QUITCLAIM COVENANTS,** the land in the City of Portland, County of Cumberland, State of Maine, bounded and described as follows:

A certain lot or parcel of land located on the southeasterly side of Danforth Street, in the City of Portland, County of Cumberland, State of Maine, bounded and described as follows.

Beginning at a 5/8" iron rod ("PLS 2273") on the southeasterly side of Danforth Street and the northeasterly corner of land now or formerly of Stephen J. Kilmartin and Helen F. Kilmartin as described in a deed recorded in the Cumberland County Registry of Deeds in Book 2147, Page 168. Thence:

1) N 54°46'11" E by Danforth Street a distance of Sixty-Seven and 82/100 (67.82) feet to a 5/8" iron rod ("PLS 2273") and the remaining land of the Grantor;

2) S 35°13'49" E by said remaining land of the Grantor and across a Forty (40) foot wide unnamed passageway vacated by the City of Portland in 1997 a distance of One Hundred Fifty and 00/100 (150.00) feet to a 5/8" iron rod ("PLS 2273") on the center line of said passageway;

3) S 54°46'11" W by said center line of said passageway a distance of Sixty-Seven and 82/100 feet to a 5/8" iron rod ("PLS 2320");

4) N 35°13'49" W across said passageway and by said land of Kilmartin a distance of One Hundred Fifty and 00/100 (150.00) feet to the point of beginning.

Bearings are based on true north.

The above described parcel contains 10,173 square feet, more or less.

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Reference is herein made to a plan entitled "Plan of Property" made for Constance Bloomfield by Titcomb Associates dated October 20, 2004 and revised through April 27, 2016, to be recorded in said Registry (hereinafter "Plan"). The parcel conveyed herein is identified on said Plan as "proposed Parcel A."

But **RESERVING** to these Grantors, their heirs, personal representatives and assigns (hereinafter collectively "Grantors"), an **EASEMENT** to use, inspect, maintain, repair and replace the private sewer line that serves the structure on the remaining land of Grantors (hereinafter "Parcel B"). The approximate location of the sewer line, together with the cleanout location, is shown on said Plan. This reserved easement includes the right, from time to time, in perpetuity, so long as the owner of Parcel B has not voluntarily terminated the easement, for the owner of Parcel B, that owner's employees and agents to enter upon to Parcel A to access the septic cleanout; to inspect, repair, replace and maintain all parts of the sewer line, including any portion that connects the sewer line to the property now or formerly of Stephen J. Kilmartin and Helen F. Kilmartin as described in a deed recorded in said Registry in Book 2147, Page 168.

Grantee shall have no responsibility for maintaining, repairing or replacing the sewer line, and Grantors, their heirs, personal representatives and assigns, shall bear all costs and expenses arising from such maintenance, repair or replacement. In exercising its rights under this reserved easement, Grantors, for themselves, their heirs, personal representatives and assigns, agree to: only enter upon Parcel A upon at least 24 hours prior written notice to the owner of Parcel A except in the event of an emergency; to take care not to damage Grantee's adjacent property; and, if any damage shall occur, those of Grantors, their heirs, personal representatives and assigns who caused the damage shall promptly repair the same to the condition in existence prior to the damage, at the sole cost and expense of the party causing the damage.

Grantee, by its acceptance of this deed, agrees not to use the portion of Parcel A in the approximate location of the sewer line in any manner that would interfere with the sewer line function or unreasonably obstruct access to it, including that Grantee will not erect permanent structures in the immediate vicinity of the sewer line. However Grantee shall have the right to use that portion of Parcel A in the approximate location of the sewer line for all purposes which are not inconsistent with the easement reserved by Grantors herein.

Being a portion of the same premises conveyed to the Grantors herein by deed of Julia A. Monervino and Stephen L. Minervino dated July 29, 2004 and recorded in the Cumberland County Registry of Deeds in Book 21615, Page 268. The purpose of this deed is to accomplish a division of property by conveying the above-described lot to a limited liability company whose sole members are the Grantors herein.

Signatures on the following page.

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WITNESS our hands and seals this 19th day of the month of August, 2016.

SIGNED, SEALED AND DELIVERED
IN PRESENCE OF

Witness

Constance Bloomfield

Witness

William McFarlane

STATE OF MAINE
CUMBERLAND, SS

August 19th, 2016

Then personally appeared the above named Constance Bloomfield and acknowledged the foregoing instrument to be her free act and deed.

Before me,

Attorney at Law/~~Notary Public~~

Printed name: BARBARA A. VESTAL

My Commission Expires: ME BAR REG# 764

Received
Recorded Register of Deeds
Aug 19,2016 02:44:53P
Cumberland County
Nancy A. Lane

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TY OF PORTLAND, MAINE
HISTORIC PRESERVATION BOARD

Scott Benson, Chair
Bruce Wood, Vice Chair
Glenn Harmon
Ted Oldham
Penny Pollard
Julia Sheridan
John Turk

August 1, 2016

Constance Bloomfield
380 Danforth Street
Portland, Maine 04102

Re: Construction of 2-family home; 380 Danforth Street

Dear Constance:

On July 20, 2016, the City of Portland's Historic Preservation Board voted 6-0 (Oldham absent) to approve your application for a Certificate of Appropriateness for construction of a two-family residential structure at 380 Danforth Street. Approval was made on the basis of plans and specifications submitted on your behalf by Kaplan Thompson Architects for the 7/20/16 public hearing

Approval was made subject to the following conditions:

- *Windows to be set back a minimum of 3 ½ inches behind wall plane.*
- *Final detail of the railing at the Danforth Street entrance to be submitted as part of building permit application for final review and approval by HP staff.*
- *Hood or screen to be installed to obscure visibility of HVAC mechanical at southwest corner of building. Detail of screening to be submitted as part of building permit application.*

Construction to be carried out as shown on the plans and specifications submitted for the 7/20/16 public hearing and/or as described above. Changes to the approved plans and specifications and any additional work that may be undertaken must be reviewed and approved by this office prior to construction, alteration, or demolition. If, during the course of completing the approved work, conditions are encountered which prevent completing the approved work, or which require additional or alternative work, you must apply for and receive a Certificate of Appropriateness or Non-Applicability PRIOR to undertaking additional or alternative work.

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s Certificate is granted upon condition that the work authorized herein is commenced within twelve (12) months after the date of issuance. If the work authorized by this Certificate is not commenced within twelve (12) months after the date of issuance or if such work is suspended in significant part for a period of one year after the time the work is commenced, such Certificate shall expire and be of no further effect; provided that, for cause, one or more extensions of time for periods not exceeding ninety (90) days each may be allowed in writing by the Department.

Sincerely,

Deborah Andrews
Historic Preservation Program Manager

Cc: Jesse Thompson, Kaplan Thompson Architects
Camila Atkins, Kaplan Thompson Architects