Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 10/16/14

PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Jeff Levine, AICP, Director
Director of Planning and Urban Development

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:

☐ to 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,

☒ or 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: Jeff S Rol for 223 Western Prom LLC Date: 9/8/14

I have provided digital copies and sent them on:_____ Date:_____

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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Gregory A Mitchell
Acting Director of Planning and Urban Development

Marge Schmuckal
Zoning Administrator

CONDOMINIUM CONVERSION PERMIT APPLICATION

FEES: $150 administrative fee and $100 Certificate of Occupancy fee PER UNIT. There is an additional fee for any building alterations using normal permit fee structures.

Before and owner offers to convey a converted unit, a conversion permit shall be obtained. Condo Conversions are NOT a change of use. They are considered a change of ownership of building area, not land. Subdivision is not involved. Only the LEGAL number of dwelling units may be condominiumized. Any illegal units shall be removed or made legal by proper permitting.

The entire purpose of this ordinance is to protect existing residential tenants & to ensure that converted housing is safe and decent.

Notice of intent to convert: All tenants shall be given a specific notice of intent to convert their unit to a condominium, from the owner. This notice shall contain a specific offer and terms for the tenant to purchase their unit. The notice shall contain specific wording outlined within the Ordinance that notifies the tenants of irrevocable rights and how to contact the City of Portland. The tenant shall also be given a specific time for notice to vacate based upon the number of years that they have occupied their unit. The minimum notice to vacate is 120 day notice:

0-4 years =	120 days notice	7 years = 210 days notice	10 years = 300 days notice
5 years =	150 days notice	8 years = 240 days notice	11 years = 330 days notice
6 years =	180 days notice	9 years = 270 days notice	12+years=360 days notice

Sixty days after their notice, the tenant has an exclusive, irrevocable option to purchase their own unit. During that time, the owner/developer may not convey, nor offer to convey, the unit to any other person. For the next 180 days, the owner/developer cannot offer a more favorable price or term to any other person unless the same terms are offered to the original tenant first.

Rent may not be altered during the official noticing period unless expressly provided in a pre-existing written lease.

The owner/developer shall post a copy of the issued permit in a conspicuous place in each unit, and shall make copies available to prospective purchasers upon request.

Relocation payments: If the tenant does NOT purchase, the owner shall (before the tenant vacates) make a cash payment to the tenant in the amount of rent for the preceding two months ONLY if the tenant meets the current 80% of the low/moderate income rules adjusted for family size as given to the City of Portland by the Federal Government. Additionally, the developer shall provide other assistance to the tenant in the form of reasonable accommodations, referrals, and determining tenant eligibility.

Copies of your notice to each of your tenants MUST be attached to your permit application. NO permit will be issued without copies of the notices. If there are building vacancies, this office requires the reason why the unit is vacant, with the previous tenant's name, new address, and phone number to contact them.

NO TENANTS EXISTING - NO NOTICE REQUIRED.

PLEASE READ SPECIFIC ORDINANCE FOR EXACT INFORMATION

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SUBMIT WITH CONDOMINIUM CONVERSION PERMIT APPLICATIO

PROJECT DATA:

ADDRESS: 223 WESTERN PROMENADE

Chart/Block/Lot(CBL): _____

Number of legal dwelling unit in building: 3

	Tenant Name	Tenant Telephone #	Occupancy Length	Date of Notice	Eligible for $?
Unit 1:	NONE - THE PROPERTY HAS BEEN				
Unit 2:	VACANT FOR SEVERAL YEARS				
Unit 3:					
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: 1 1/2 yrs

Are any building improvements, renovations, or modifications being made associated with this conversion that requires a building, plumbing, electrical or HVAC permit? YES X NO____ (check ONE)

BUILDING PERMIT ISSUED 2013 - ATTACHED

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)

See Building Permit application

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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.

Address/Location of Construction: 223 Western Promenade		
Total Square Footage of Proposed Structure: 12,500 ±		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 063 F005001	**Applicant Name:** 223 Western Promenade LLC Address c/o Ford Reliche 100 Middle Rd City, State & Zip Cumberland, ME 04021	Telephone: 207 740 6099 Email: Ford@FordReliche.com
Lessee/Owner Name: (if different than applicant) Address: City, State & Zip: Telephone E-mail:	**Contractor Name:** (if different from Applicant) Address: same City, State & Zip: Telephone E-mail:	Cost Of Work: $ C of O Fee: $ Pd Historic Rev $ Pd **Total Fees : $**

Current use (i.e. single family) _____
If vacant, what was the previous use? _____
Proposed Specific use: _____
Is property part of a subdivision? ___ If yes, please name _____
Project description:

Who should we contact when the permit is ready:	Ford Reliche
Address:	100 Middle Rd
City, State & Zip:	Cumberland, Maine 04021
E-mail Address:	Ford@FordReliche.com
Telephone:	207 740 6099

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

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: for 223 Western Prom LLC **Date:** 9/8/14

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