

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK  
**CITY OF PORTLAND**

**BUILDING INSPECTION**

**PERMIT**

Permit Number: 030767

Please Read  
Application And  
Notes, if Any,  
Attached

This is to certify that Richardson Wyvonne O/Reynolds, Peter  
has permission to Change of Use to 3 units; expand basement and private interior  
AT 236 Valley St 064 D015001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of the State and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and work on permit must be completed before this building or part thereof is occupied or otherwise used-in.  
**NO OTHER NOTICES REQUIRED.**

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

**OTHER REQUIRED APPROVALS**

Fire Dept. AMING  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name

Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

**City of Portland, Maine - Building or Use Permit Application**  
 389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 03-0767	Issue Date:	CBL: 064 D015001
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Location of Construction: 236 Valley St	Owner Name: Richardson Wyvonne O	Owner Address: 161 Rowe Ave	Phone:
Business Name:	Contractor Name: Reynolds, Peter	Contractor Address: 134 Cape Road Limington	Phone: 2077996925
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Dwellings	Zone: B2
Past Use: Single family	Proposed Use: 3-unit; interior renovations, expand basement unit	Permit Fee: \$528.00	Cost of Work: \$40,000.00
		CEO District: 3	INSPECTION: Use Group: Type:
Proposed Project Description: Change of Use to 3 units; expand basement unit, renovate interior		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature: <i>[Signature]</i>
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)	Signature:
		Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied	Date:

Permit Taken By: kwd	Date Applied For: 07/01/2003	<b>Zoning Approval</b>		
1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.  2. Building permits do not include plumbing, septic or electrical work.  3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..	Special Zone or Reviews <input type="checkbox"/> Shoreland <i>N/A</i> <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation	Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied	
	<input checked="" type="checkbox"/> Site Plan <i>see site plan exemption signed by Sarah 6/14/03</i> <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: <i>7/2/03</i>	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> MM <i>OK with condition</i> Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	Date:

**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 application 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

**JACKSON & MacNICHOL**  
ATTORNEYS AT LAW  
(A partnership including professional associations)  
85 INDIA STREET  
P.O. BOX 17713  
PORTLAND, MAINE 04112-8713

(207) 772-9000

FRANCIS M. JACKSON, P.A.  
ALEXANDER MacNICHOL

E-mail Mail@JACKSON-MacNICHOL.COM

July 15, 2003

Michael Nugent  
Inspections Department  
389 Congress Street, Room 315  
Portland, ME 04101

Re: 236 Valley Street

Dear Mr. Nugent:

Thank you for your kindness in meeting with me today about these permit applications. As you know there is both an application for a change of use for the building from a one family to a three family and a building permit application for the interior construction on the ground level apartment to properly build it out and legalize it.

We discussed the fact that you had three areas of concern—fire separation in the ceiling, the egress window and a smoke proof enclosure for the furnace area. After our meeting I put in a call to Peter Reynolds, the contractor. Please be advised that we will:

1. install an egress window in the bedroom in the ground level unit. It will be in the location of the present window in that bedroom (at the back of the house, shown on the lower right of the diagram we looked at);
2. install appropriate one hour rated fire separation materials as a part of the ceiling of that ground level unit; and
3. install appropriate smoke proofing in the walls of the enclosure to the furnace room with direct venting to the outside air.

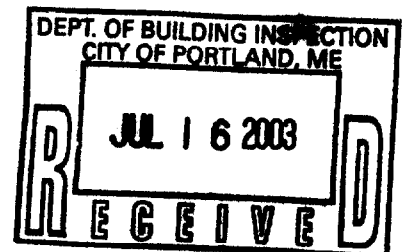
If you need anything else to issue the permit, please call. Thank you for your attention to this matter.

Sincerely yours,

Francis M. Jackson

FMJ/mf  
cc: Greg Nisbet

CBZ: 064 D 015



**City of Portland, Maine - Building or Use Permit**

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

<b>Permit No:</b> 03-0767	<b>Date Applied For:</b> 07/01/2003	<b>CBL:</b> 064 D015001
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<b>Location of Construction:</b> 236 Valley St	<b>Owner Name:</b> Richardson Wyvonne O	<b>Owner Address:</b> 161 Rowe Ave	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> Reynolds, Peter	<b>Contractor Address:</b> 134 Cape Road Limington	<b>Phone</b> (207) 799-6925
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Change of Use - Dwellings	

<b>Proposed Use:</b> 3-unit; interior renovations, expand basement unit	<b>Proposed Project Description:</b> Change of Use to 3 units; expand basement unit, renovate interior
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**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 07/02/2003

**Note:** **Ok to Issue:**

- 1) This property shall remain a three (3) family dwelling with the issuance of this permit. Any change of use shall require a separate permit application for review and approval.
- 2) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

**Dept:** Building      **Status:** Pending      **Reviewer:** Mike Nugent      **Approval Date:**

**Note:** **Ok to Issue:**

**Dept:** Fire      **Status:** Approved with Conditions      **Reviewer:** Lt. MacDougal      **Approval Date:** 07/03/2003

**Note:** **Ok to Issue:**

- 1) the boiler shall be seperated with a one hour fire rated enclosure
- 2) smoke detectors shall be installed in accordance with NFPA 72 standards

**Comments:**

07/01/2003-kwd: Janet in Mr. Jackson's office is putting check in mail for \$273.00. //kwd

07/07/2003-mjn: need boiler protection, egress windows, fire separation and Sound transmission assembly.

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FRANCIS M. JACKSON, P.A.  
ALEXANDER MacNICHOL

E-mail Mail@JACKSON-MacNICHOL.COM

April 4, 2003

Ms. Marge Schmuckel, Zoning Administrator  
389 Congress Street, Room 315  
Portland, Maine 04101

Re: 236 Valley Street

Dear Ms. Schmuckel:

I apologize for the delay in responding to your letter of February 11, 2003. I enclose for your use the site plan application and the all purpose building permit applications for this property. As you know, all we actually intend to do here is some minor cosmetic improvements on the first and second floor (primarily painting) and ceiling tile replacment and expansion of the basement apartment to enlarge it to meet the 600 square foot minimum required by the zoning.

Because this is less than a \$50,000.00 project there is no design professional involved and there are no formal plans. I have previously provided a sketch of the intended expansion in the basement unit to bring it into conformity with the minimum size and copy of that is enclosed again herewith. No structural changes are contemplated for the other floors. Pursuant to your letter of February 11, 2003 I am also enclosing rough sketches of the first and second floors showing how those units are divided and the entrances and exits. I will be adding four parking spaces.

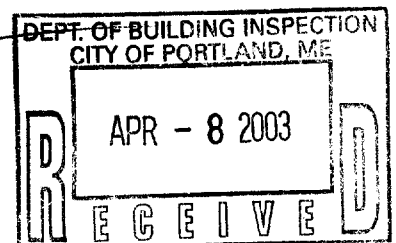
I would be happy to review these materials with you or a member of your staff and the contractor at your convenience to make certain that we have included everything required or to have you explain anything else that you might need in order to process the applications.

Thank you for your attention to this matter.

Sincerely yours,

Francis M. Jackson

FMJ/jlw  
cc: Greg Nisbet



# All Purpose Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property with the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <u>236 Valley Street</u>		
Total Square Footage of Proposed Structure <u>No new space added</u>		Square Footage of Lot <u>3,530</u>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>064 - 0 - 015</u>	Owner: <u>Wynonne Richardson</u> <u>161 Rowe Ave., Portland</u>	Telephone:
Lessee/Buyer's Name (if Applicable) <u>Francis Jackson</u>	Applicant name, address & telephone: <u>Francis Jackson, 85</u> <u>India Street, Portland,</u> <u>ME 04101 772-9000</u>	Cost Of Work: \$ <u>40,000.00</u> Fee: \$
Current use: <u>This is shown by the assessor as a 3 family house,</u> <u>however, the attached letter of 2/11/03 says the 2nd and 3rd</u> If the location is currently vacant, what was prior use: <u>units are not approved</u> <u>despite being taxed as</u> Approximately how long has it been vacant: <u>a three family</u> <u>house</u>		
Proposed use: <u>3 family house</u> Project description: <u>cosmetic improvements to 1st and 2nd floor;</u> <u>expand basement apartment to 600 square feet</u>		
Contractor's name, address & telephone: <u>Peter Reynolds, 1234 Cape Road,</u> <u>Linington, ME 04049</u>		
Who should we contact when the permit is ready: <u>Francis Jackson</u> Mailing address: <u>85 India Street, Portland, Maine 04101</u>		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up.      PHONE: <u>772-9000</u>		

**IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.**

*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 of applicant:	Date: <u>4/4/03</u>
-------------------------	---------------------

**This is NOT a permit, you may not commence ANY work until the permit is issued.**  
If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4th floor of City Hall

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FRANCIS M. JACKSON, P.A.  
ALEXANDER MacNICHOL

E-mail Mail@JACKSON-MacNICHOL.COM

April 4, 2003

Ms. Marge Schmuckel, Zoning Administrator  
389 Congress Street, Room 315  
Portland, Maine 04101

Re: 236 Valley Street

Dear Ms. Schmuckel:

I apologize for the delay in responding to your letter of February 11, 2003. I enclose for your use the site plan application and the all purpose building permit applications for this property. As you know, all we actually intend to do here is some minor cosmetic improvements on the first and second floor (primarily painting) and ceiling tile replacement and expansion of the basement apartment to enlarge it to meet the 600 square foot minimum required by the zoning.

Because this is less than a \$50,000.00 project there is no design professional involved and there are no formal plans. I have previously provided a sketch of the intended expansion in the basement unit to bring it into conformity with the minimum size and copy of that is enclosed again herewith. No structural changes are contemplated for the other floors. Pursuant to your letter of February 11, 2003 I am also enclosing rough sketches of the first and second floors showing how those units are divided and the entrances and exits. I will be adding four parking spaces.

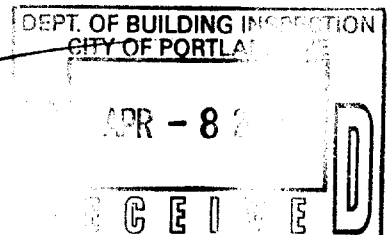
I would be happy to review these materials with you or a member of your staff and the contractor at your convenience to make certain that we have included everything required or to have you explain anything else that you might need in order to process the applications.

Thank you for your attention to this matter.

Sincerely yours,

Francis M. Jackson

FMJ/jlw  
cc: Greg Nisbet



# City of Portland Site Plan Application

If you or the property owner owe real estate taxes, personal property taxes or user charges on any property within the City of Portland, payment arrangements must be made before permit applications can be received by the Inspections Dept.

Address of Construction: <u>236 Valley Street</u>		Zone: <u>B-2</u>
Total Square Footage of Proposed Structure <u>No new space added</u>		Square Footage of Lot <u>3,530</u>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>064-D-015</u>	Property owner, mailing address: <u>Wynonne Richardson</u> <u>161 Rowe Ave, Portland</u>	Telephone:
Consultant/Agent, mailing address, phone & contact person	Applicant name, mailing address, telephone #/Fax#/Pager#: <u>Francis Jacobson, 85 India Street, Portland 772-9000</u>	Project name: <u>Creating a legal Bs unit at 236 Valley St.</u>
Proposed Development (check all that apply) <input type="checkbox"/> New Building <input type="checkbox"/> Building Addition <input checked="" type="checkbox"/> Change of Use <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse/Distribution <input type="checkbox"/> Parking lot Subdivision, amount of lots <u>      </u> \$25.00 per lot \$ <u>      </u> Site Location of Development \$3,000, except for residential lots which are then \$200 per lot <u>      </u> Traffic Movement \$1,000      Stormwater Quality \$250.00      Other <u>      </u> After the fact review - Major project \$1,500.00      After the fact review - Minor project \$1,200.00 Major Development <u>      </u> \$500.00      Minor Development <u>      </u> \$400.00 Plan Amendments: <u>      </u> Board review \$200.00 <u>      </u> Staff review \$100.00		
Who billing will be sent to: <u>Francis Jacobson</u> Mailing address: <u>85 India Street, Portland</u> State and Zip: <u>Maine 04101</u> Contact person: <u>Same</u> Phone: <u>772-9000</u>		

Submittals shall include (9) separate folded packets of the following:

- a. copy of application
- b. cover letter stating the nature of the project
- c. site plan containing the information found in the attached sample plans check list

Amendment to Plans: Amendment applications should include 6 separate packets of the above (a, b, and c)

### ALL PLANS MUST BE FOLDED NEATLY AND IN PACKET FORM

Section 14-522 of the Zoning Ordinance outlines the process, copies are available at the counter at .50 per page (8.5 x11) you may also visit the web site: [ci.portland.me.us](http://ci.portland.me.us) chapter 14

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 of applicant: 	Date: <u>4/4/03</u>
--	---------------------

This application is for site review ONLY, a building permit application and associated fees will be required prior to construction.



g Division  
Marge Schmuckal  
Zoning Administrator

Department of Planning & Development  
Lee Urban, Director



## CITY OF PORTLAND

February 11, 2003

Wyvonne O. Richardson  
161 Rowe Avenue  
Portland, ME 04102

RE: 236 Valley Street – 064-D-015 – B-2 zone using the R-6 requirements

Dear Wyvonne,

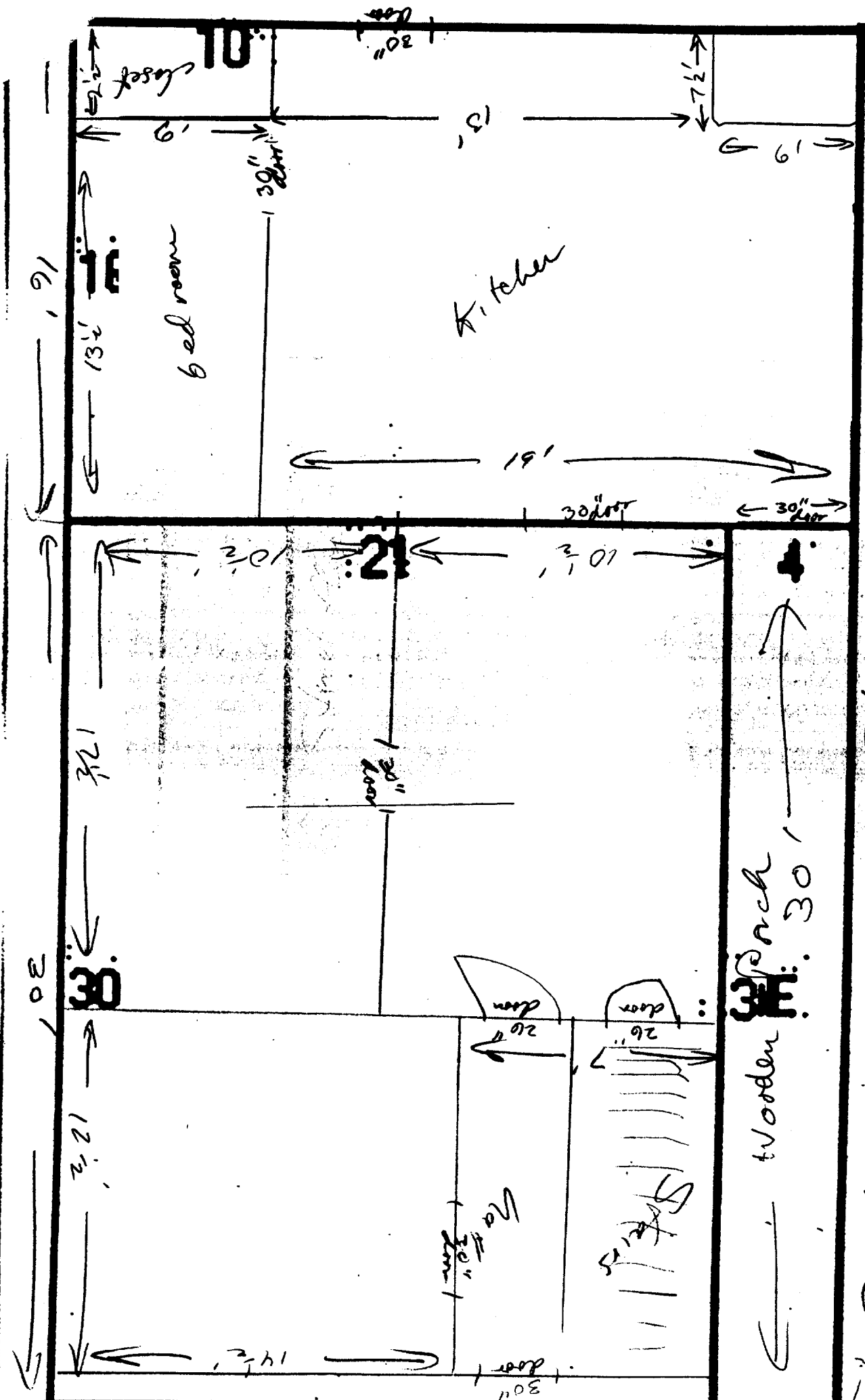
I am in receipt of your permit to enlarge the ground floor apartment by adding walls to the vacant space. At this time I can not sign off on this permit based on the zoning ordinance requirements. This property is located within a B-2 zone which uses the closest residential zone (that in this case is R-6) for its residential requirements. Our microfiche records show that the legal number of units in this building should be a one family dwelling unit. There is a copy of a permit from March of 1973 that requested a change of use from one (1) to two (2) units. This permit was never issued. There are no other permits after that time allowing any other change of use.

As I mentioned above, you would be using the R-6 zone requirements for a change of use from one (1) unit to three (3) units. The R-6 zone requires 1,000 square feet of land area per dwelling unit for a total of 3,000 square feet of land area. Per the Assessor's records, I see that this property is 3,530 square feet, which is more than the minimum requirement.

A change of use to three (3) units would also need to show off-street parking for four cars.

Before this office can issue this current permit application to expand the ground floor apartment, it will be necessary to apply for a change of use permit to change from one (1) dwelling unit to three (3) dwelling units. At the time of that application we will need a plot plan showing the building and the required off-street parking. We would also require floor plans showing all the units with dimensions and exiting. This permit is also subject to a site plan review.

I have enclosed the necessary paperwork you will need in order to apply for your change of use permit. If you have any questions, please do not hesitate to contact me. Your current permit application shall be on hold until the legality of the number of dwelling units has been appropriately approved.



Street level  
 [Street level]  
 assessor's  
 sketch from  
 Street level

03-0766


# All Purpose Building Permit Application

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Total Square Footage of Proposed Structure <u>No new space added</u>	Square Footage of Lot <u>3,530</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>064</u> - Block# <u>0</u> - Lot# <u>015</u>	Owner: <u>Wynonne Richardson</u> <u>161 Rowe Ave., Portland</u>	Telephone:
Lessee/Buyer's Name (if Applicable) <u>Francis Jackson</u>	Applicant name, address & telephone: <u>Francis Jackson, 85 India Street, Portland, ME 04101 772-9000</u>	Cost Of Work: \$ <u>40,000.00</u> Fee: \$
Current use: <u>This is shown by the assessor as a 3 family house, however, the attached letter of 2/11/03 says the 2nd and 3rd units are not approved despite being taxed as a three family house</u>		
If the location is currently vacant, what was prior use: _____		
Approximately how long has it been vacant: _____		
Proposed use: <u>3 family house</u>		
Project description: <u>Cosmetic improvements to 1st and 2nd floor; expand basement apartment to 600 square feet</u>		
Contractor's name, address & telephone: <u>Peter Reynolds, 1234 Cape Road, Lincoln, ME 04049</u>		
Who should we contact when the permit is ready: <u>Francis Jackson</u>		
Mailing address: <u>85 India Street, Portland, Maine 04101</u>		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>772-9000</u>		

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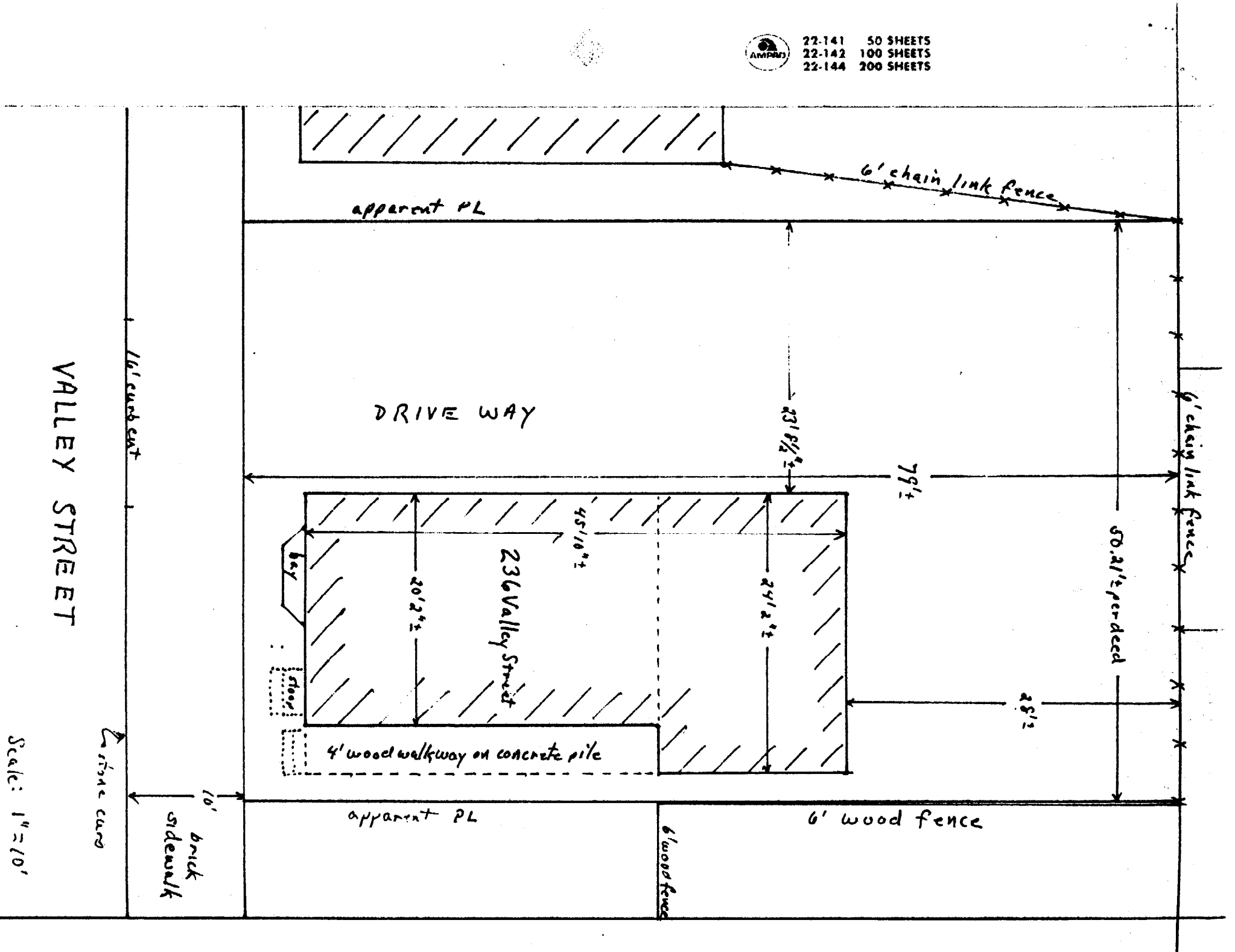
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Signature of applicant: 	Date: <u>5/30/03</u>
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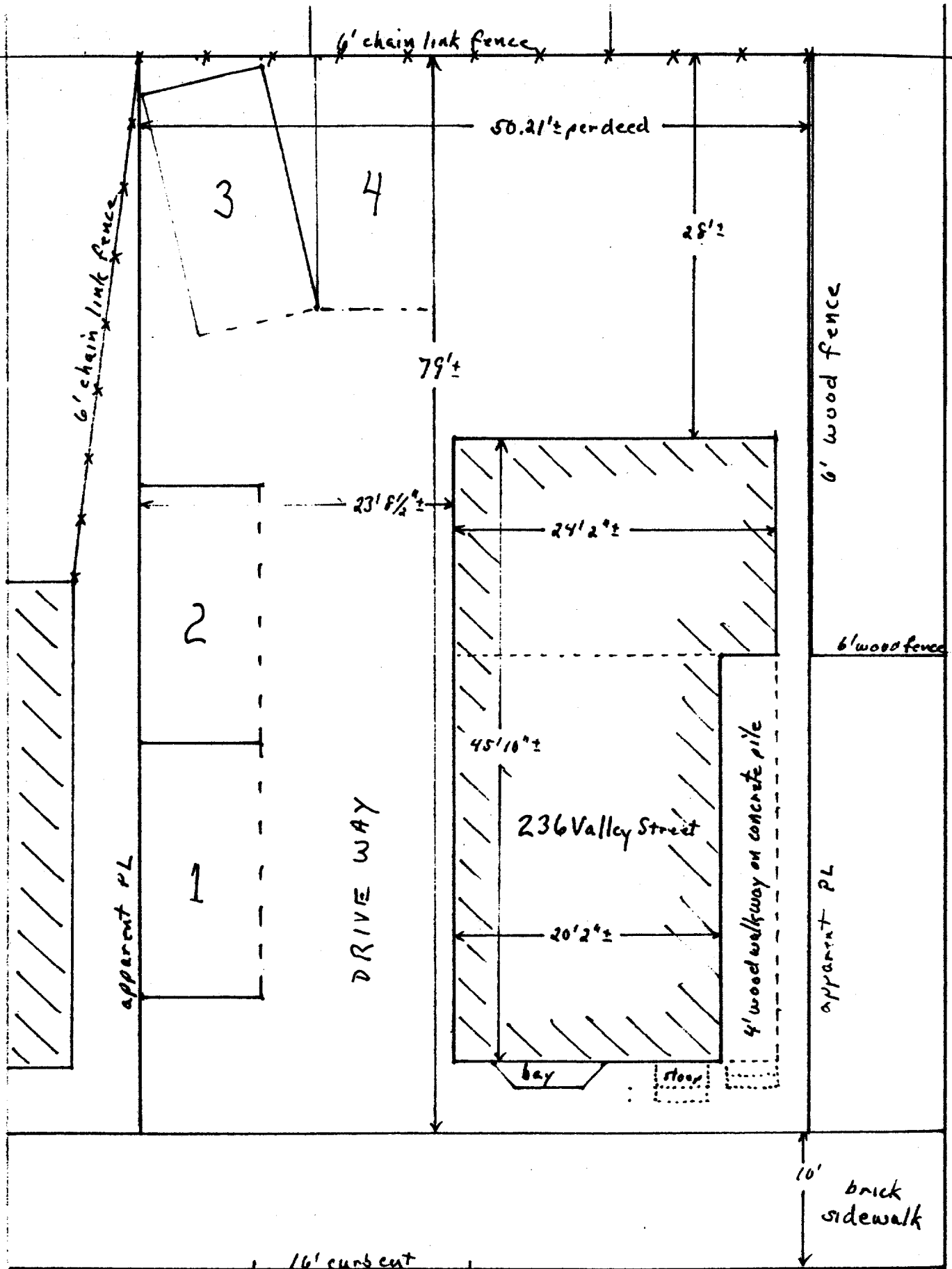
22-141 50 SHEETS  
 22-142 100 SHEETS  
 22-144 200 SHEETS



VALLEY STREET

Scale: 1" = 10'

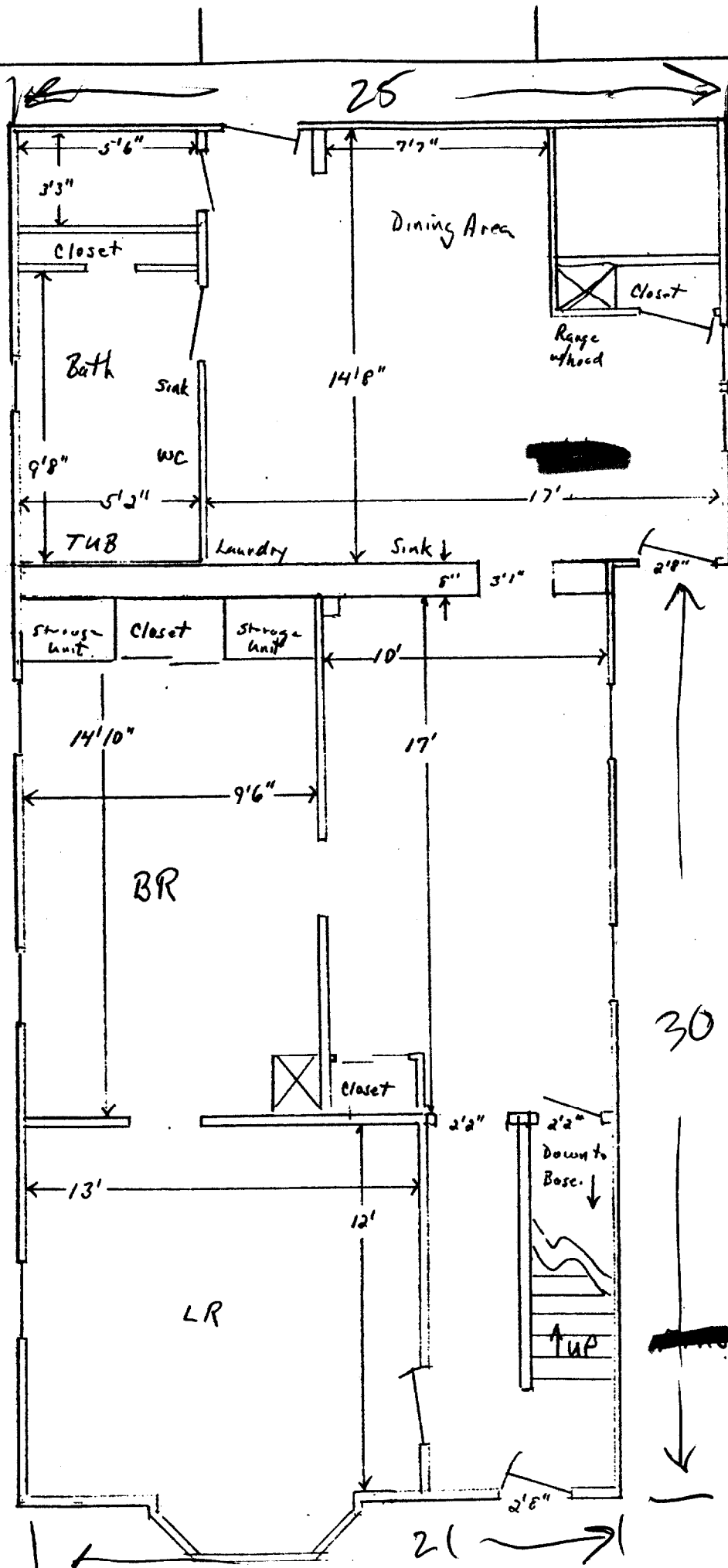
22-141 50 SHEETS  
 22-142 100 SHEETS  
 22-144 200 SHEETS



1 = 1 parking space for alignment  
 3 = 1.5 for each New unit (2 New) VALLEY STREET  
 4 parking spaces required - 4 parking spaces shown

stone cars  
 Scale: 1" = 10'

22-141 50 SHEETS  
 22-142 100 SHEETS  
 22-144 200 SHEETS



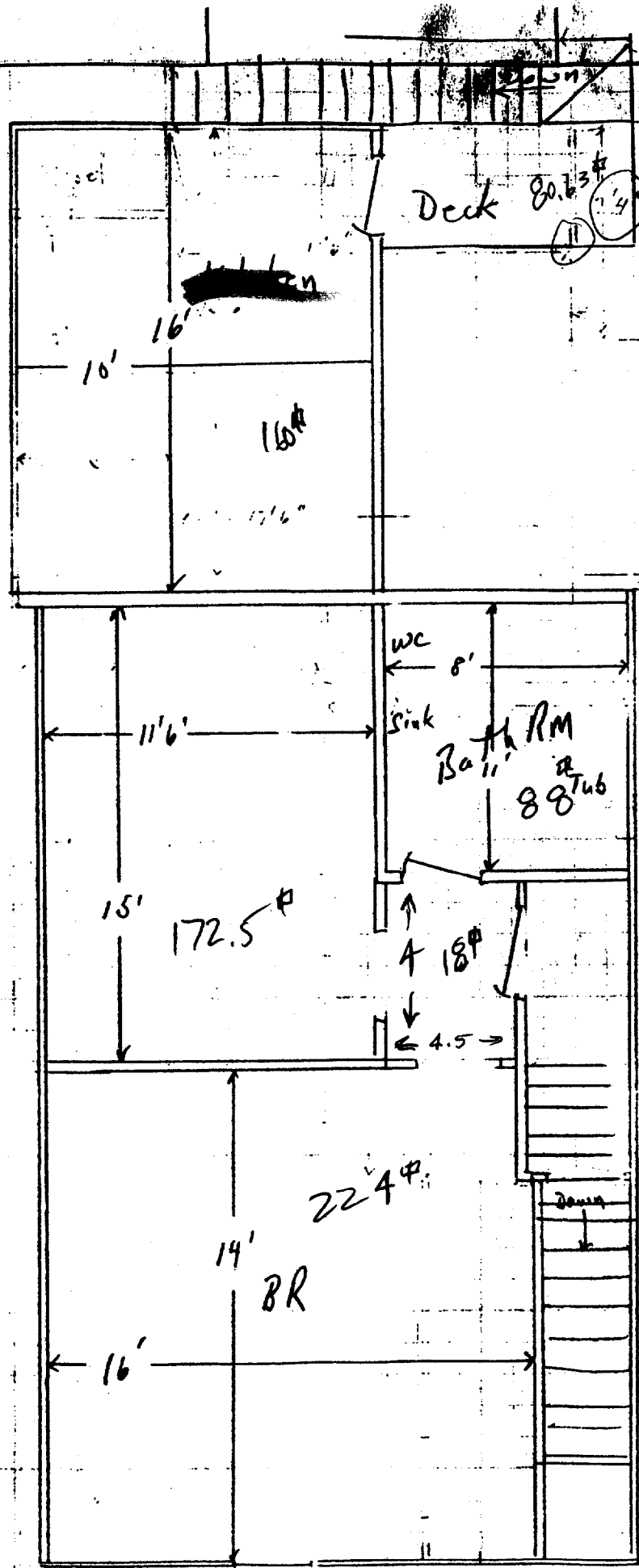
$16 \times 25 = 400$   
 $21 \times 30 = 630$   


---

 1030  
 ok

30

22-141 50 SHEETS  
 22-142 100 SHEETS  
 22-144 200 SHEETS



80.63  
 160  
 172.5  
 88  
 18  
 224  
 -----  
 743.13

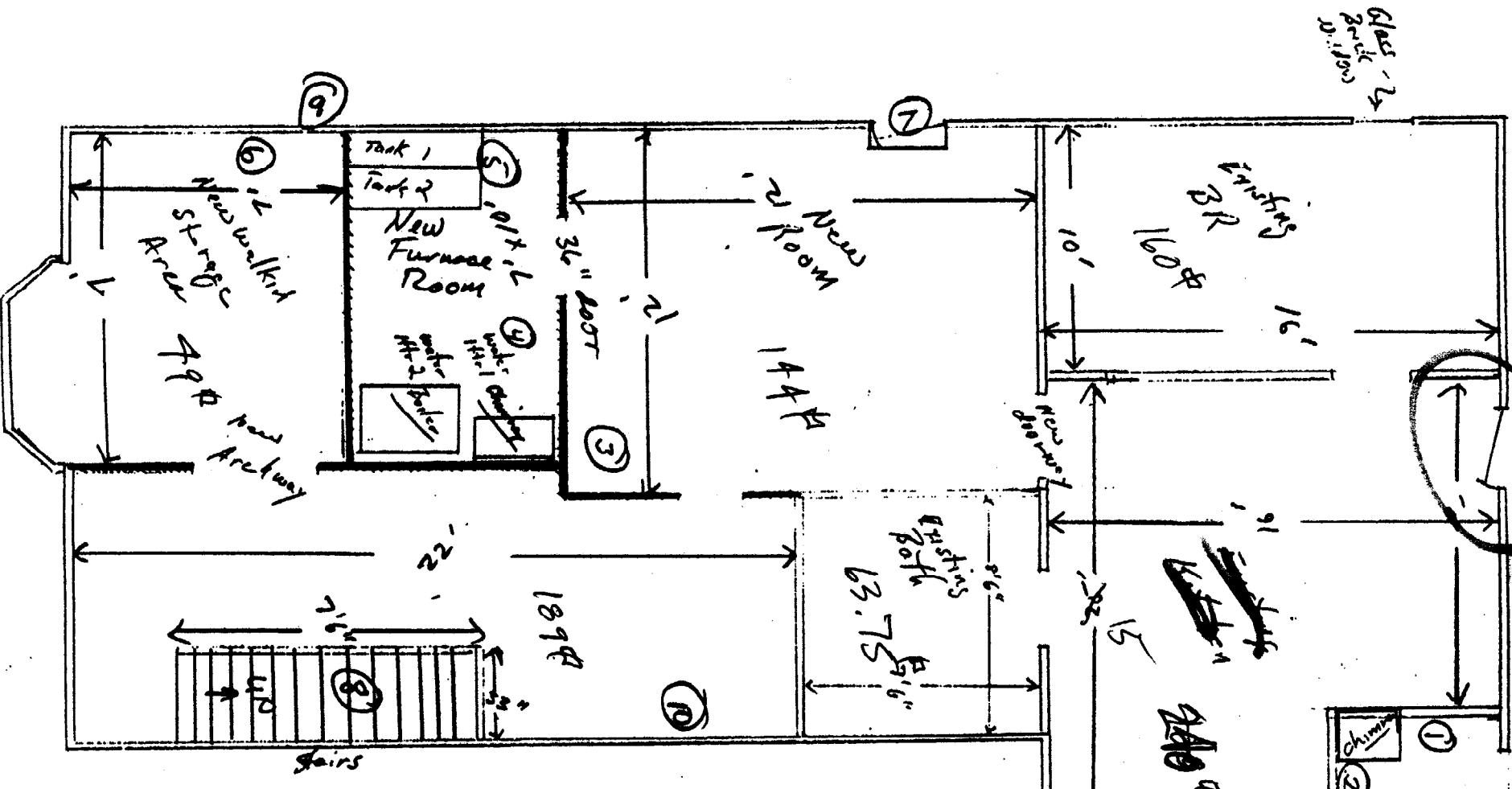
600<sup>φ</sup> min  
 req.  
 ok

Front

~~22-144~~  
 FLOOR



22-141 50 SHEETS  
 22-142 100 SHEETS  
 22-144 200 SHEETS



Direct Access to outside required

160  
 240  
 144  
 63.75  
 189 } not same  
 49 } including this  
 15 part of  
 the not same  
 845.75 - unit

cooling eq  
 ok

Column  
 Floor



**Notes for ground floor apartment for building permit-236 Valley Street**

- 1. Existing walls to be removed, this space to be made part of the kitchen**
- 2. Existing, unused chimney to be removed**
- 3. Walls marked with a dark solid line are to be added**
- 4. Water Heaters 1 and 2 are to be moved to the new furnace room**
- 5. Oil tank 2, now located on the outside wall near the exterior door, is to be relocated into the new furnace room in the area shown**
- 6. Existing electric panels to be retained**
- 7. Existing 30" outside door and interior step to be retained**
- 8. Existing interior stairs to be retained**
- 9. Existing window to be retained and repaired**
- 10. Existing washer dryer hookups to be retained**
- 11. Existing exterior walls to be insulated and covered with sheet rock**
- 12. Existing beams to ceiling to have sheet rock ceiling applied over them**
- 13. All interior existing doors to be retained.**

**JACKSON & MacNICHOL**  
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(A partnership including professional associations)  
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Because this is less than a \$50,000.00 project there is no design professional involved and there are no formal plans. I have previously provided a sketch of the intended expansion in the basement unit to bring it into conformity with the minimum size and copy of that is enclosed again herewith. No structural changes are contemplated for the other floors. Pursuant to your letter of February 11, 2003 I am also enclosing rough sketches of the first and second floors showing how those units are divided and the entrances and exits. I will be adding four parking spaces.

I would be happy to review these materials with you or a member of your staff and the contractor at your convenience to make certain that we have included everything required or to have you explain anything else that you might need in order to process the applications.

Thank you for your attention to this matter.

Sincerely yours,

Francis M. Jackson

FMJ/jlw  
cc: Greg Nisbet

Zoning Division  
Marge Schmuckal  
Zoning Administrator

Department of Planning & Development  
Lee Urban, Director



## CITY OF PORTLAND

February 11, 2003

Wyvonne O. Richardson  
161 Rowe Avenue  
Portland, ME 04102

RE: 236 Valley Street – 064-D-015 – B-2 zone using the R-6 requirements

Dear Wyvonne,

I am in receipt of your permit to enlarge the ground floor apartment by adding walls to the vacant space. At this time I can not sign off on this permit based on the zoning ordinance requirements. This property is located within a B-2 zone which uses the closest residential zone (that in this case is R-6) for it's residential requirements. Our microfiche records show that the legal number of units in this building should be a one family dwelling unit. There is a copy of a permit from March of 1973 that requested a change of use from one (1) to two (2) units. This permit was never issued. There are no other permits after that time allowing any other change of use.

As I mentioned above, you would be using the R-6 zone requirements for a change of use from one (1) unit to three (3) units. The R-6 zone requires 1,000 square feet of land area per dwelling unit for a total of 3,000 square feet of land area. Per the Assessor's records, I see that this property is 3,530 square feet, which is more than the minimum requirement.

A change of use to three (3) units would also need to show off-street parking for four cars.

Before this office can issue this current permit application to expand the ground floor apartment, it will be necessary to apply for a change of use permit to change from one (1) dwelling unit to three (3) dwelling units. At the time of that application we will need a plot plan showing the building and the required off-street parking. We would also require floor plans showing all the units with dimensions and exiting. This permit is also subject to a site plan review.

I have enclosed the necessary paperwork you will need in order to apply for your change of use permit. If you have any questions, please do not hesitate to contact me. Your current permit application shall be on hold until the legality of the number of dwelling units has been appropriately approved.

Very truly yours,

A handwritten signature in black ink, appearing to read "Marge Schmuckal". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

**Marge Schmuckal**  
**Zoning Administrator**

**Cc: Contractor: Peter Reynolds, 1324 Cape Road, Limington, ME 04049**  
**Lessee: Francis M. Jackson, 85 India Street, Portland, ME 04101**  
**Sarah Hopkins, Planning**  
**File**



**CITY OF PORTLAND, MAINE**  
Department of Building Inspections

Jan 27 2003

Received from Saw Offices of Jackson & Madril

Location of Work 236 Valley St

Cost of Construction \$ \_\_\_\_\_

Permit Fee \$ 268.00

Building (IL)  Plumbing (IS) \_\_\_\_\_ Electrical (I2) \_\_\_\_\_ Site Plan (U2) \_\_\_\_\_

Other \_\_\_\_\_

CBL: 064 D 015

Check #: 7084 Total Collected \$ 268.00

**THIS IS NOT A PERMIT**

No work is to be started until PERMIT CARD is actually posted upon the premises. Acceptance of fee is no guarantee that permit will be granted. PRESERVE THIS RECEIPT. In case permit cannot be granted the amount of the fee will be refunded upon return of the receipt less \$10.00 or 10% whichever is greater.

WHITE - Applicant's Copy  
YELLOW - Office Copy  
PINK - Permit Copy

JUN 09 2003



APPLICATION FOR EXEMPTION FROM SITE PLAN REVIEW

Francis Jackson  
Applicant

6/2/03  
Application Date

P.O. Box 17713  
Applicant's Mailing Address

Expansion of ground floor  
apartment at 236 Valley St.  
Project Name/Description

772-9000  
Consultant/Agent/Phone Number

236 Valley Street  
Address of Proposed Site

CBL: 64-D-15

Description of Proposed Development:

This is a proposed change of use. Although the property is assessed as a three-family it has not been approved for 3 units and the basement unit is unoccupied.

Please Attach Sketch/Plan of Proposal/Development

Criteria for Exemptions:

See Section 14-523 (4) on back side of form

- a) Within Existing Structures; No New Buildings, Demolitions or Additions
- b) Footprint Increase Less Than 500 Sq. Ft.
- c) No New Curb Cuts, Driveways, Parking Areas
- d) Curbs and Sidewalks in Sound Condition/Comply with ADA
- e) No Additional Parking/ No Traffic Increase
- f) No Stormwater Problems
- g) Sufficient Property Screening
- h) Adequate Utilities

Applicant's Assessment (Yes, No, N/A)	Inspector's Initials
Yes	
N/A (no increase)	
Yes	
Yes	
Yes	
N/A	
N/A	
N/A	

Exemption Granted  Partial Exemption  Exemption Denied

Planner's Signature: *[Signature]* Date: 6/2/03

DEPT. OF BUILDING INSPECTION  
CITY OF PORTLAND, ME  
JUN 12 2003  
RECEIVED

**JACKSON & MacNICHOL**  
ATTORNEYS AT LAW  
(A partnership including professional associations)  
85 INDIA STREET  
P.O. BOX 17713  
PORTLAND, MAINE 04112-8713

(207) 772-9000

FRANCIS M. JACKSON, P.A.  
ALEXANDER MacNICHOL

E-mail Mail@JACKSON-MacNICHOL.COM

June 9, 2003

Ms. Marge Schmuckal  
Zoning Administrator  
389 Congress Street  
Room 315  
Portland, ME 04101

Re: 236 Valley Street

Dear Ms. Schmuckal:

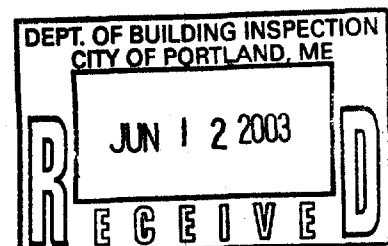
Enclosed please find a copy of the application for exemption from site plan review which has been granted. This should have been enclosed with my previous letter to you dated June 9, 2003. I apologize for any confusion.

Thank you for your attention in this matter.

Sincerely yours,

Francis M. Jackson

FMJ/jd  
cc: Greg Nisbet (w/o enclosures)



**JACKSON & MacNICHOL**  
ATTORNEYS AT LAW  
(A partnership including professional associations)  
85 INDIA STREET  
P.O. BOX 17713  
PORTLAND, MAINE 04112-8713

(207) 772-9000

FRANCIS M. JACKSON, P.A.  
ALEXANDER MacNICHOL

E-mail Mail@JACKSON-MacNICHOL.COM

June 9, 2003

Ms. Marge Schmuckal  
Zoning Administrator  
389 Congress Street  
Room 315  
Portland, ME 04101

Re: 236 Valley Street

Dear Ms. Schmuckal:

As you know I previously submitted a building permit application in January (copy of receipt enclosed). That was sent back with the message that I needed various additional items including a Site Plan application and All Purpose Building Permit application. I followed up on that in April. At that time the applications were rejected at that time as insufficient. Since then I have had a surveyor come and review the area and sketch out the location of the house on the lot and draw in the location of the required four parking spaces. I have also a new and more readable sketch done of each of the floors as requested. I submitted that information and last Monday you suggested that I seek an exemption from site plan review to speed this whole process along.

I then wrote to Lee Urban and submitted that letter and an application for exemption that same day. I have spoken with Sarah Hopkins since then to help her to understand what we were proposing to do and in today's mail I received the approved application for exemption. (A copy is enclosed for your records). I think we are now at the point where all that is left is for you to evaluate two issues. One issue is the building permit to expand the finished interior space in the ground floor apartment to meet the minimum size requirements. The other issue is the permit to officially change the use to a three family. (As you may remember, although this was assessed as a three family for years it was never officially approved.) I am enclosing the materials that I understand are needed for approval for the change of use to a three family and for the work necessary to enlarge the living space on the ground floor (to bring it into compliance with the City's minimum space requirements. If there is anything else that is needed I would really appreciate it if you and I could discuss this application at your convenience later in the week. (For your convenience I have included a copy of your February letter to the owner, Ms. Richardson, the cover letters to my previous submission and the drawings.



Ms. Marge Schmuckal  
June 9, 2003  
Page Two

Thank you for your attention in this matter.

Sincerely yours,

  
Francis M. Jackson

FMJ/mf  
cc: Greg Nisbet (w/o enclosures)

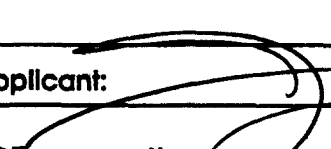
# All Purpose Building Permit Application

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.

Location/Address of Construction: <u>236 Valley Street, Portland</u>		
Total Square Footage of Proposed Structure <u>no change - interior only</u>		Square Footage of Lot <u>2,056 sq. feet</u>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>64              D              15</u>	Owner: <u>Wynne Richardson</u>	Telephone:
Lessee/Buyer's Name (If Applicable) <u>Francis M. Jackson</u>	Applicant name, address & telephone: <u>85 India Street, Portland, ME 772-9000</u>	Cost Of Work: \$ <u>35,000.00</u> Fee: \$ <u>268.00</u>
Current use: <u>3 family</u>		
If the location is currently vacant, what was prior use: <u>[REDACTED]</u>		
Approximately how long has it been vacant: _____		
Proposed use: <u>3 family</u>		
Project description: <u>The sole purpose of this permit application is to enlarge the ground floor apartment and ensure that it conforms to zoning requirements for a third unit</u>		
Contractor's name, address & telephone: <u>Peter Reynolds 749-7615 1324 Cape Road, Limington, ME 04049</u>		
Who should we contact when the permit is ready: <u>Francis Jackson 772-9000</u>		
Mailing address: _____		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: 749-7615		

**IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.**

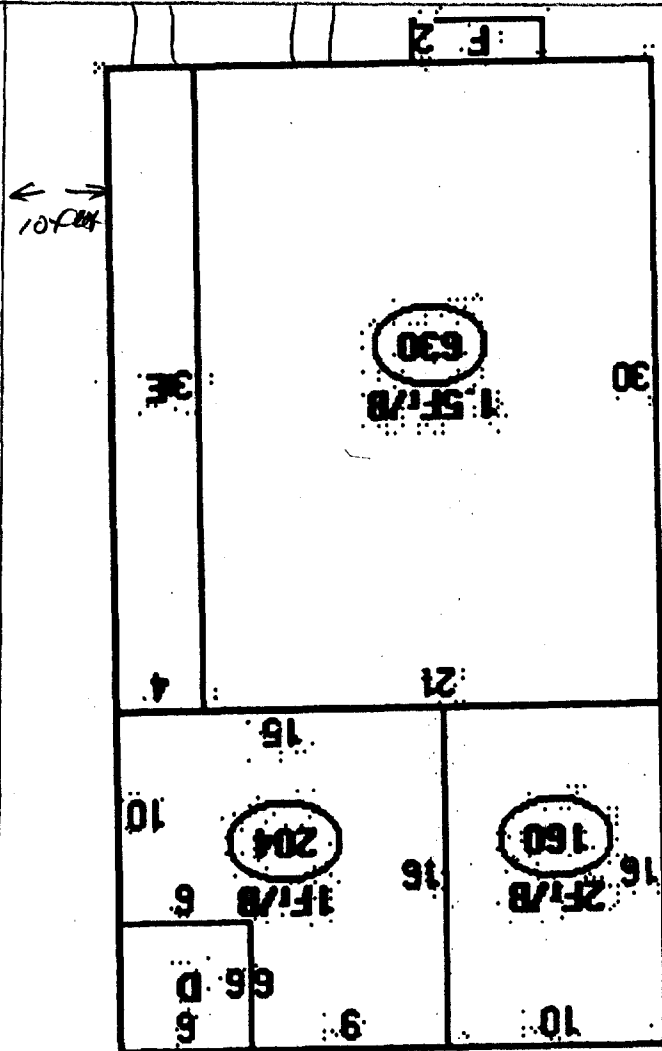
*I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, 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 of applicant: 	Date: <u>1/27/03</u>
---	----------------------

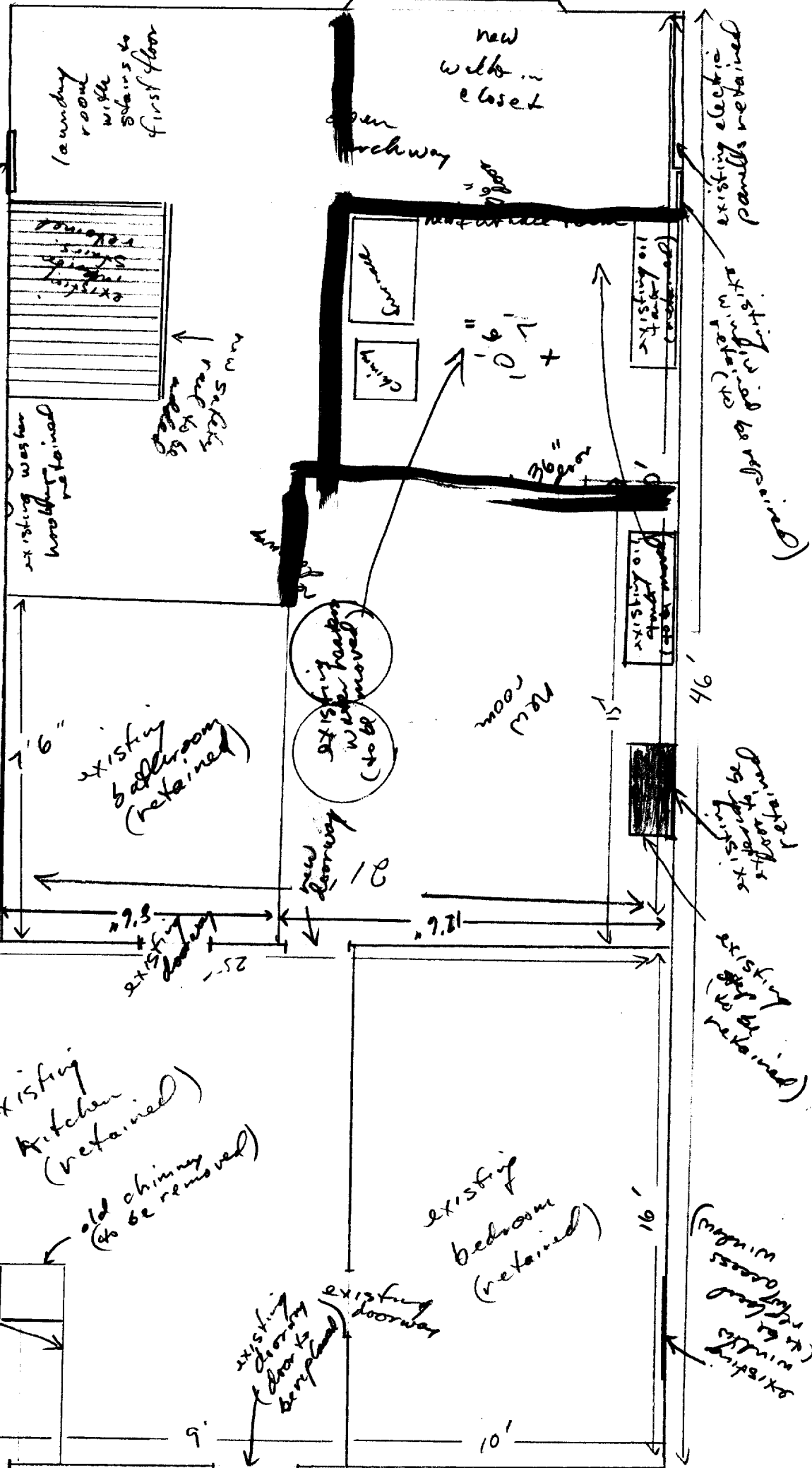
**This is NOT a permit, you may not commence ANY work until the permit is issued.  
If you are in a Historic District you may be subject to additional permitting and fees with the  
Planning Department on the 4<sup>th</sup> floor of City Hall**

Valley Street

sidewalk



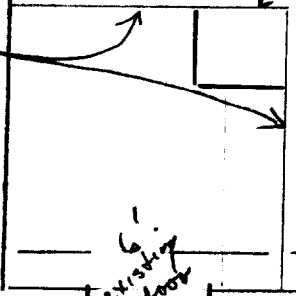
236 Valley St.  
 (Ground floor)  
 front of house  
 (on Valley St.)



notes:

- ① ceilings in new rooms to be sheetrock at existing height of 6"
- ② all new walls to be sheetrock with fiberglass insulation in exterior walls with 2x4 Studs throughout

these interior walls to be removed, make part of kitchen



existing electric panels retained  
 existing windows to be repaired  
 existing woodwork retained  
 existing windows to be repaired  
 existing woodwork retained  
 existing windows to be repaired  
 existing woodwork retained



APPLICATION FOR PERMIT

City of Portland, Oregon

To the INSPECTOR OF BUILDING PERMITS

The undersigned hereby applies for a permit to construct building structures equipment in accordance with the Laws of the City of Portland, plant and specifications, if any, submitted herewith.

Location 236 Valley St. Dist. No. \_\_\_\_\_  
 Owner's name and address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Lessee's name and address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Contractor's name and address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Architect \_\_\_\_\_ No. of sheets 2  
 Proposed use of building Dwelling No. families 2  
 Last use \_\_\_\_\_ No. families 1  
 Material No. 2 Roofing \_\_\_\_\_  
 Other buildings on same lot \_\_\_\_\_  
 Estimated cost \$ 1200.00 Fee \$ 6.00

- To construct a second story portion of building.
- To change window to a door.
- To construct an outside porch.
- To provide new appliances.

BEFORE RELOCATION ALLOW OUT RUS

It is understood that this permit shall not be valid unless the contractor is bonded separately by and in the name of the bonding contractor.

Is any plumbing involved in this work? Yes  
 Is connection to be made \_\_\_\_\_  
 Has septic tank needed? \_\_\_\_\_  
 Height average grade \_\_\_\_\_  
 Size front 15' \_\_\_\_\_  
 Material of foundation \_\_\_\_\_  
 Kind of roof \_\_\_\_\_  
 No. of chimneys \_\_\_\_\_ fuel \_\_\_\_\_  
 Framing Lumber—Kind \_\_\_\_\_ Sills 6 x 10  
 Size Girder \_\_\_\_\_ existing  
 Studs (outside walls and ceiling) \_\_\_\_\_  
 Joists and rafters \_\_\_\_\_  
 On eavelets \_\_\_\_\_  
 Maximum height \_\_\_\_\_  
 Will automatic fire extinguisher be provided? \_\_\_\_\_  
 Will automatic fire alarm be provided? \_\_\_\_\_

APPROVED

Inspector of Building Permits



**CITY OF PORTLAND**

February 11, 2003

Wyvonne O. Richardson  
161 Rowe Avenue  
Portland, ME 04102

RE: 236 Valley Street – 064-D-015 – B-2 zone using the R-6 requirements

Dear Wyvonne,

I am in receipt of your permit to enlarge the ground floor apartment by adding walls to the vacant space. At this time I can not sign off on this permit based on the zoning ordinance requirements. This property is located within a B-2 zone which uses the closest residential zone (that in this case is R-6) for it's residential requirements. Our microfiche records show that the legal number of units in this building should be a one family dwelling unit. There is a copy of a permit from March of 1973 that requested a change of use from one (1) to two (2) units. This permit was never issued. There are no other permits after that time allowing any other change of use.

As I mentioned above, you would be using the R-6 zone requirements for a change of use from one (1) unit to three (3) units. The R-6 zone requires 1,000 square feet of land area per dwelling unit for a total of 3,000 square feet of land area. Per the Assessor's records, I see that this property is 3,530 square feet, which is more than the minimum requirement.

A change of use to three (3) units would also need to show off-street parking for four cars.

Before this office can issue this current permit application to expand the ground floor apartment, it will be necessary to apply for a change of use permit to change from one (1) dwelling unit to three (3) dwelling units. At the time of that application we will need a plot plan showing the building and the required off-street parking. We would also require floor plans showing all the units with dimensions and exiting. This permit is also subject to a site plan review.

I have enclosed the necessary paperwork you will need in order to apply for your change of use permit. If you have any questions, please do not hesitate to contact me. Your current permit application shall be on hold until the legality of the number of dwelling units has been appropriately approved.

*OK*  
*See permit # 03-0767*  
*for change of use*

Very truly yours,

A handwritten signature in black ink, appearing to read "Marge Schmuckal". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

**Marge Schmuckal**  
**Zoning Administrator**

**Cc: Contractor: Peter Reynolds, 1324 Cape Road, Limington, ME 04049**  
**Lessee: Francis M. Jackson, 85 India Street, Portland, ME 04101**  
**Sarah Hopkins, Planning**  
**File**



# APPLICATION FOR PERMIT

Class of Building or Type of Structure

Portland, Maine, March 23, 1973

To the INSPECTOR OF BUILDINGS, PORTLAND, MAINE

The undersigned hereby applies for a permit to erect alter repair demolish install the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code and Zoning Ordinance of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 236 Valley St. Within Fire Limits? \_\_\_\_\_ Dist. No. \_\_\_\_\_  
 Owner's name and address Clifford Richardson - 161 Rowe Ave. Telephone \_\_\_\_\_  
 Lessee's name and address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Contractor's name and address Owner Telephone \_\_\_\_\_  
 Architect \_\_\_\_\_ Specifications \_\_\_\_\_ Plans \_\_\_\_\_ No. of sheets 2  
 Proposed use of building Dwelling No. families 2  
 Last use Dwelling No. families 1  
 Material \_\_\_\_\_ No. stories \_\_\_\_\_ Heat \_\_\_\_\_ Style of roof \_\_\_\_\_ Roofing \_\_\_\_\_  
 Other buildings on same lot \_\_\_\_\_  
 Estimated cost \$ 1200.00 Fee \$ 6.00

## General Description of New Work

- To construct a second story addition, 16' x 16' over existing one story rear portion of building.
- To change window to a door - rear wall of main house
- To construct an outside wooden stairway.
- To provide new apartment on second floor.

*PERMIT ISSUED WORK BEING DONE BEFORE APPLICATION TAKEN OUT RLB*

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor. **PERMIT TO BE ISSUED TO**

## Details of New Work

Is any plumbing involved in this work? yes Is any electrical work involved in this work? yes  
 Is connection to be made to public sewer? \_\_\_\_\_ If not, what is proposed for sewage? \_\_\_\_\_  
 Has septic tank notice been sent? \_\_\_\_\_ Form notice sent? \_\_\_\_\_  
 Height average grade to top of plate 16' Height average grade to highest point of roof 18'  
 Size, front 16' depth 16' No. stories 1 1/2 solid or filled land? \_\_\_\_\_ earth or rock? \_\_\_\_\_  
 Material of foundation \_\_\_\_\_ Thickness top \_\_\_\_\_ bottom \_\_\_\_\_ cellar \_\_\_\_\_  
 Kind of roof shed Rise per foot 2" Roof covering asphalt  
 No. of chimneys \_\_\_\_\_ Material of chimneys \_\_\_\_\_ of lining \_\_\_\_\_ Kind of heat \_\_\_\_\_ fuel \_\_\_\_\_  
 Framing Lumber-Kind spruce Dressed or full size? dr. Corner posts 4 x 6 Sills 6 x 10  
 Size Girder \_\_\_\_\_ Columns under girders \_\_\_\_\_ Size \_\_\_\_\_ Max on centers \_\_\_\_\_  
 Studs (outside walls and carrying partitions) 2x4-16" D. C. Bridging in every floor and flat roof span over 3 feet.  
 Joists and rafters: 1st floor 2 x 8 2nd \_\_\_\_\_ 3rd \_\_\_\_\_, roof 2 x 8  
 On centers: 1st floor 16" 2nd \_\_\_\_\_ 3rd \_\_\_\_\_, roof 16"  
 Maximum span: 1st floor 16' 2nd \_\_\_\_\_ 3rd \_\_\_\_\_, roof 16'  
 If one story building with masonry walls, thickness of walls? \_\_\_\_\_ height? \_\_\_\_\_

## If a Garage

No. cars now accommodated on same lot \_\_\_\_\_ to be accommodated \_\_\_\_\_ number commercial cars to be accommodated \_\_\_\_\_  
 Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building? \_\_\_\_\_

APPROVED:

## Miscellaneous


- Will work require disturbing of any tree on a public street? \_\_\_\_\_
- Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are \_\_\_\_\_

Clifford Richardson



additional dwelling unit within five (5) years from the date of issuance of the building permit. Any building reviewed as a two-family dwelling in accordance with section 14-524 or not reviewed under article V, which is altered or enlarged to include any additional dwelling unit after this five-year period, shall be reviewed as a major development pursuant to article V of this chapter.

2. Multifamily dwellings, provided that any alteration of a structure in residential use on December 2, 1987:

- 
- a. Shall not result in the creation of any additional dwelling unit of less than six hundred (600) square feet of floor area, exclusive of common hallways and storage in basement and attic; and
  - b. Shall not result in any existing dwelling unit being reduced in size to less than one thousand (1,000) square feet of floor area, exclusive of common areas and storage in basement and attic;
  - c. Parking shall be provided as required by division 20 of this article;
  - d. No open outside stairways or fire escapes above the ground floor shall be constructed;
  - e. A below-grade dwelling unit shall be permitted only if access is provided directly to the outside of the building;
  - f. Such development shall be subject to article V (site plan) of this chapter for site plan review and approval.

3. Handicapped family unit, as defined in section 14-47 (definitions) of this article, for handicapped persons plus staff.

4. Single-family, multiple-component manufactured