



# PORTLAND MAINE

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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, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: Patric Santerre

Date: 04/07/2014

I have provided digital copies and sent them on:

Date: 04/07/2014

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means i.e; a thumb drive or CD to the office.

Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936



# Administrative Authorization Application

Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: Maine Orthotics & Prosthetics Building Upgrades

PROJECT ADDRESS: 300 Park Ave., Portland, ME 04102 CHART/BLOCK/LOT: 065 C010

APPLICATION FEE: \_\_\_\_\_ (\$50.00)

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)

Exterior window and door replacement, construction of new exterior ramp and updated entry.

### CONTACT INFORMATION:

#### OWNER/APPLICANT

Name: James Moody, Building Owner/MOPRS Lessee  
Address: 300 Park Ave.  
Portland, Maine 04102  
Work #: 207-773-8818  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Home #: \_\_\_\_\_  
E-mail: jjordan@moprs.com


#### CONSULTANT/AGENT

Name: Patric Santerre, ARCADIA designworks LLC  
Address: 199 Prospect St., Suite A  
Portland, Maine 04103  
Work #: 207-347-5252  
Cell #: 207-347-5252  
Fax #: \_\_\_\_\_  
Home #: \_\_\_\_\_  
E-mail: patric@arcadiadesignworks.com

**Criteria for an Administrative Authorization:**  
(see section 14-523(4) on pg .2 of this appl.)

**Applicant's Assessment**  
Y(yes), N(no), N/A

- |   |          |
|---|----------|
| a) Is the proposal within existing structures?                    | <u>Y</u> |
| b) Are there any new buildings, additions, or demolitions?        | <u>N</u> |
| c) Is the footprint increase less than 500 sq. ft.?               | <u>Y</u> |
| d) Are there any new curb cuts, driveways or parking areas?       | <u>N</u> |
| e) Are the curbs and sidewalks in sound condition?                | <u>Y</u> |
| f) Do the curbs and sidewalks comply with ADA?                    | <u>Y</u> |
| g) Is there any additional parking?                               | <u>N</u> |
| h) Is there an increase in traffic?                               | <u>N</u> |
| i) Are there any known stormwater problems?                       | <u>N</u> |
| j) Does sufficient property screening exist?                      | <u>Y</u> |
| k) Are there adequate utilities?                                  | <u>Y</u> |
| l) Are there any zoning violations?                               | <u>N</u> |
| m) Is an emergency generator located to minimize noise?           | <u>N</u> |
| n) Are there any noise, vibration, glare, fumes or other impacts? | <u>N</u> |

Signature of Applicant: <u>Patric Santerre</u> 	Date: <u>04/07/2014</u>
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**IMPORTANT NOTICE TO APPLICANT:** The granting of an Administrative Authorization to exempt a development from site plan review does not exempt this proposal from other required approvals or permits, nor is it an authorization for construction. You should first check with the Building Inspections Office, Room 315, City Hall (207)874-8703, to determine what other City permits, such as a building permit, will be required.