

**STREET NAME:** Portion of Cleeve Street (and adjoining triangle of land between it and Diamond Avenue right-of-way).

**STREET DISCONTINUANCE REQUEST, REASON FOR REQUEST, AND DESCRIPTION OF THE EXTENT OF DISCONTINUANCE:**

As stated in our letter of Oct. 31, 2014, Diamond Island Association requests the discontinuance of the portion of Cleeve Street that abuts the Elwell Hall Lot (83A-C-3) and of the adjoining triangle of land so that it may restore the porch and balcony of the Hall while meeting City zoning requirements.

**CONTACT INFORMATION:**

<b>Applicant – must be owner, Lessee or Buyer</b> Name: Diamond Island Association Business Name, if applicable: Address: City/State :                      Zip Code:	<b>Applicant Contact Information</b> E-mail: Home #: Work #: Cell #:                              Fax#:
<b>Adjoining Owner – (if different from Applicant)</b> Name: David Kaplan and Susan Baker Kaplan Address: 18 Crescent Ave., Great Diamond Island City/State : Portland,      Zip Code: ME 04109	<b>Owner Contact Information</b> E-mail: Home #: Work #: Cell #:                              Fax#:
<b>Agent/ Representative</b> Name: James N. Katsiaficas, Esq. Perkins Thompson Address: One Canal Plaza, PO Box 426 Portland, ME 04112-0426 City/State :                      Zip Code:	<b>Agent/Representative Contact information</b> E-mail: jkatsiaficas@perkinsthompson.com Home #: Work #: (207) 400-8108 Cell #: (207) 400-7650 Fax#: (207) 871-8026
<b>Billing Information</b> Name: Address: City/State :                      Zip Code:	<b>Billing Information</b> E-mail: Home #: Work #: Cell #:                              Fax#:

<b>Engineer</b> Name: Address: City/State :                      Zip Code:	<b>Engineer Contact Information</b> E-mail: Home #: Work #: Cell #:                              Fax#:
<b>Surveyor</b> Name: Northeast Civil Solutions Address: 153 U.S. Route 1 Scarborough, ME 04074 City/State :                      Zip Code:	<b>Surveyor Contact Information</b> E-mail: Home #: Work #: (207) 883-1000 Cell #:                              Fax#:(207) 883-1001
<b>Architect</b> Name: Address: City/State :                      Zip Code:	<b>Architect Contact Information</b> E-mail: Home #: Work #: Cell #:                              Fax#:
<b>Attorney</b> Same as Agent/Representative Name: Address: City/State :                      Zip Code:	<b>Attorney Contact Information</b> E-mail: Home #: Work #: Cell #:                              Fax#:

**APPLICATION FEES:**

**Check all reviews that apply. (Payment may be made by Credit Card, Cash or Check payable to the City of Portland.)**

**Street Discontinuance:** A fee for the discontinuance must be submitted by check or credit card to the City of Portland in accordance with Section 14-54 of the Municipal Code along with direct reimbursement for noticing, legal ads, planner review time, and legal review.

\_\_\_ \$2,000 – Public Street Discontinuance

The City invoices separately for the following:

- Notices (\$.75 each)
- Legal Ad (% of total Ad)
- Planning Review (\$40.00 hour)
- Legal Review (\$75.00 hour)

Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.

<b>STREET DISCONTINUANCE APPLICATION</b>			
<b>Applicant Checklist</b>	<b>Planner Checklist</b>	<b># of Copies</b>	<b>GENERAL WRITTEN SUBMISSIONS CHECKLIST</b>
X		1	Completed Application form
X		1	Application fees (waiver requested)
X		1	Written description of project (in Oct. 31, 2014 letter)
X		1	Legal Description of Street or portion thereof to be discontinued (Oct. 31, 2014 letter)
X		1	Evidence of right, title and interest for applicant's property
X		1	List of all abutting property owners
X		1	List of all public utilities within the right-of-way. (in Oct. 31, 2014 letter)
X		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the street
X		1	Letters from public utilities detailing interests they have in all or portion of street to be discontinued. (Requested; one response included)
X		1	Petition for Street Discontinuance (template included as Attachment 1 to application form). (in Oct. 31, 2014 letter)
X		1	Waiver and Indemnification Form (template included as Attachment 2 to application form).
<b>Applicant Checklist</b>	<b>Planner Checklist</b>	<b># of Copies</b>	<b>SITE PLAN SUBMISSIONS CHECKLIST</b>
X		1	Boundary Survey of applicant's property and Street meeting the requirements of Section 13 of the City of Portland's Technical Manual

**APPLICATION SUBMISSION:**

1. All site plans and written application materials must be submitted electronically on a CD or thumb drive with each plan submitted as separate files, with individual file which can be found on the **Electronic Plan and Document Submittal** page of the City's website at <http://me-portland.civicplus.com/764/Electronic-Plan-and-Document-Submittal>
2. In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), paper copy of written materials, and the application fee must be submitted to the Building Inspections Office to start the review process.

The application must be complete, including but not limited to the contact information, application checklists, and applicant signature. The submissions shall include one (1) paper packet with folded plans containing the following materials:

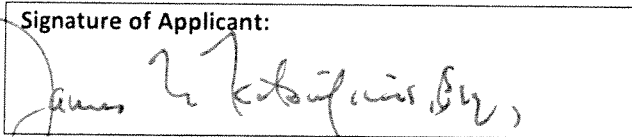
1. One (1) full size site plans that must be folded.
2. One (1) copy of all written materials or as follows, unless otherwise noted:
  - a. Application form that is completed and signed.
  - b. Cover letter stating the nature of the project.
  - c. All Written Submittals (Sec. 14-527 (c), including evidence of right, title and interest.
3. A stamped standard boundary survey prepared by a registered land surveyor at a scale not less than one inch to 50 feet.
4. Plans and maps based upon the boundary survey and containing the information found in the attached sample plan checklist.
5. One (1) set of plans reduced to 11 x 17.

Please refer to the application checklist (attached) for a detailed list of submission requirements.

**APPLICANT SIGNATURE:**

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.

This application is for a Street Discontinuance only. It is not a permit to begin construction. An approved site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.

Signature of Applicant: 	Date: Nov. 7, 2014
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Authenticated agent (attorney for)  
Diamond Island Association