



## Zoning Map/Text Amendment/Contract or Conditional Rezoning Application Portland, Maine

Planning and Urban Development Department  
Planning Division

Portland's Planning and Urban Development Department coordinates the review of requests for zoning map amendments, zoning text amendments and contract or conditional re-zoning. The Division also coordinates site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Zone Change.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

### Planning Division

Fourth Floor, City Hall  
389 Congress Street  
(207) 874-8719  
[planning@portlandmaine.gov](mailto:planning@portlandmaine.gov)

### Office Hours

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

**PROJECT NAME:**Peaks Island Affordable Housing Initiative**PROPOSED DEVELOPMENT ADDRESS:**2 Island Ave Peaks Island, Maine 04108**PROJECT DESCRIPTION:**Conversion of existing 3 Unit Apartment building into 12-14 unit condo/apartment building**CHART/BLOCK/LOT:** 084-R030001**CONTACT INFORMATION:**

<b>Applicant – must be owner, Lessee or Buyer</b> Name: Kevin James Carter Business Name, if applicable: (LLC TBD) Address: 7029 Denison Rd City/State: Summerfield/NC Zip Code: 27358	<b>Applicant Contact Information</b> Work #: 336-337-1867 Home #: 336-298-4110 Cell #: 336-337-1867 Fax#: e-mail: kevin@bulldogcapital.com
<b>Owner – (if different from Applicant)</b> Name: Carolyn Parker Address: 2 Island Ave City/State: Peaks Island/ME Zip Code: 04108	<b>Owner Contact Information</b> Work #: Home #: Cell #: Fax#: e-mail:
<b>Agent/ Representative</b> Name: Robert McTigue Address: 184 Mountain Rd City/State: Falmouth/ ME Zip Code: 04105	<b>Agent/Representative Contact information</b> Work #: Home #: Cell #: 207-730-1083 Fax#: e-mail: rmctigue@maine.rr.com
<b>Billing Information</b> Name: Kevin Carter Address: 7029 Denison Rd City/State: Summerfield/NC Zip Code: 04108	<b>Billing Information</b> Work #: 336-337-1867 Home #: 336-298-4110 Cell #: 336-337-1867 Fax#: e-mail: Kevin@bulldogcapital.com

<b>Engineer</b> Name: Address: City/State :                      Zip Code:	<b>Engineer Contact Information</b> Work #: Home #: Cell #:                              Fax#: e-mail:
<b>Surveyor</b> Name: Address: City/State :                      Zip Code:	<b>Surveyor Contact Information</b> Home #: Work #: Cell #:                              Fax#: e-mail:
<b>Architect</b> Name: Address: City/State :                      Zip Code:	<b>Architect Contact Information</b> Work #: Home #: Cell #:                              Fax#: e-mail:
<b>Attorney</b> Name: Address: City/State :                      Zip Code:	<b>Attorney Contact Information</b> Work #: Home #: Cell #:                              Fax#: e-mail:
<b>Designated person/person(s) for uploading to e-Plan:</b> Name: Kevin James Carter e-mail: kevin@bulldogcapital.com  Name: Robert McTigue e-mail: rmctigue@maine.rr.com  Name: Wendy Harmon e-mail: wendyharmon@kw.com	

**Right, Title, or Interest:** Please identify the status of the applicant's right, title, or interest in the subject property:

The subject property is currently under contract (See Attached).

**Provide documentary evidence, attached to this application, of applicant's right, title, or interest in the subject property.**  
(For example, a deed, option or contract to purchase or lease the subject property.)

**Vicinity Map:** Attach a map showing the subject parcel and abutting parcels, labeled as to ownership and/or current use.  
(Applicant may utilize the City Zoning Map or Parcel Map as a source.)

**Existing Use:** Describe the existing use of the subject property:

The property is currently being used as a primary residence for Carolyn Parker and has two  
additional apartments occupied by tenants.

**Current Zoning Designation(s):** I-B

**Proposed Use of Property:** Please describe the proposed use of the subject property. If construction or development is proposed, please describe any changes to the physical condition of the property.

Existing structure will be torn down and new 12-14 unit apartment/condo building will be constructed.

**Site Plan:** On a separate sheet, please provide a site plan of the property showing existing and proposed improvements, including such features as buildings, parking, driveways, walkways, landscape and property boundaries. This may be a professionally drawn plan, or a carefully drawn plan, to scale, by the applicant. (Scale to suit, range from 1" = 10' to 1" = 50'.) Contract and conditional rezoning applications may require additional site plans and written material that address physical development and operation of the property to ensure that the rezoning and subsequent development are consistent with the comprehensive plan, meet applicable land use regulations, and compatible with the surrounding neighborhood.

**APPLICATION FEES:**

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**APPLICATION FEES:**

**Zoning Map Amendment**

\_\_\_ \$3,000.00 (from \_\_\_\_\_ zone to \_\_\_\_\_ zone)

**Zoning Text Amendment**

\$3,000.00 (to Section 14- 224, 226 & 332.1)

**Combination Zoning Text Amendment and Zoning Map Amendment**

\_\_\_ \$4,000.00

**Conditional or Contract Zone**

\_\_\_ \$5,000.00

(A conditional or contract rezoning map be requested by an applicant in cases where limitations, conditions, or special assurances related to the physical development and operation of the property are needed to ensure that the rezoning and subsequent development are consistent with the comprehensive plan, meet applicable land use regulations, and compatible with the surrounding neighborhood. Please refer to Division 1.5, Sections 14-60 to 62.)

The City invoices separately for the following:

- Notices (\$.75 each)
- Legal Ad (% of total Ad)
- Planning Review (\$50.00 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.

**INSTRUCTIONS FOR ELECTRONIC SUBMISSION:**

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

1. Fill out the application completely and e-mail the **application only** to [planning@portlandmaine.gov](mailto:planning@portlandmaine.gov) (Please be sure to designate a person who will be responsible for uploading documents and drawings.) This step will generate the project ID number for your project.
2. An invoice for the application fee will be e-mail to you. Payments can be made on-line at [Pay Your Invoice](#) , by mail or in person at City Hall, 4<sup>th</sup> Floor. Please reference the Application Number when submitting your payment which is located in the upper left hand corner of the invoice.
3. The designated person responsible for uploading documents and drawings will receive an email from [eplan@portlandmaine.gov](mailto:eplan@portlandmaine.gov) with an invitation into the project. At this time, you will upload all corresponding documents and plans into the project. For first time users you will receive a temporary password which you must change on entry. Make note of your username and password for any future projects.

**Reminder: Before the project can move forward, the application fee shall be paid in full and all required documents and drawings shall be uploaded into e-plan correctly.**

4. Follow the link below (Applying Online Instructions) for step by step instructions on how to do the following:  
Tab 1 - Setting up the appropriate compatibility settings for your PC and getting started in e-plan.  
Tab 2 - Preparing your drawings, documents and photos for uploading using the correct naming conventions  
Tab 3 - Preparing and uploading revised drawings and documents

[Applying Online Instructions](#)


5. When ready, upload your files and documents into the following folders:  
"Application Submittal – Drawings"  
"Application Submittal – Documents"
6. Once a preliminary check has been made of the submittal documents and drawings, staff will move them to permanent folders labeled Drawings and Documents. As the process evolves you will be able to log in and see markups, comments and upload revisions as requested into these folders.

**APPLICANT SIGNATURE:**

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.

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 Level III Site Plan review. 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.**

<b>Signature of Applicant:</b> 	<b>Date:</b> August 28th, 2016
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