

M O H R & S E R E D I N  
Landscape Architects, Inc.

April 16, 2015

Ms. Jeanie Bourke  
CEO, Plan Reviewer  
City of Portland  
389 Congress St.  
Room 315  
Portland, ME 04101

**Re: 2 City Point Road, Peaks Island  
Map/Block/Lot: 87/S/11**

Dear Jeanie,

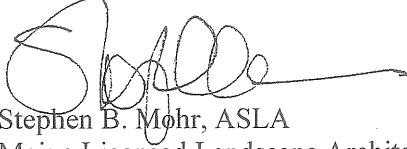
On behalf of Lynne and Larry Robinson, I submit the attached building application for minor interior renovations at the house they recently purchased on Peaks Island. As discussed with you, the scope is modest in nature and includes changing one exterior window and door into a set of doors; changes to the kitchen layout; adjustment in the upstairs and first floor bathroom layouts; and the framing for new storage areas in the attic. There will be no changes to the interior stairs, nor any structural changes within the building.

Larry Robinson will be acting as the General Contractor and will be working with his carpenter, plumber, and electrician to take care of the project scope covered in the building estimate. The plumber and electrician will draw their own permits directly from your office. As noted on the attached application, the total cost of this work is estimated to be \$22,450.00. We attach a check for the fee in the amount of \$260.95 (\$25+ \$235.95).

Based upon our review of the existing project file and our knowledge of this property (we have personally been full time Peaks Island residents for the past 30 years), we are aware of only one previous alteration to the structure. In 1996, there were additional supporting piers and minor interior changes implemented which cost about \$20,000.00. Those changes, along with the ones proposed in this building permit, are approximately 15% of the market value of this property and therefore do not meet the definition of a "substantial improvement". We will forward a Flood Permit Application to you as soon as we hear from Zoning Specialist, Ms. Ann Machado.

Please contact me with any questions and copy Stefanie Nichols (snichols@mohrseredin.com) in my office as she is the point person for this project. An electronic version of this submission will be emailed to the City under separate cover in accordance with the provisions for Electronic Plan and Document Submittal provided by the City.

Kind Regards,



Stephen B. Møhr, ASLA  
Maine Licensed Landscape Architect  
Mohr & Seredin Landscape Architects, Inc.

cc: Mr. Larry Robinson

Enclosures:

Letter of Agency  
General Building Permit Application, Fee \$260.95  
Deed (CCRD32152/291, 03/24/2015)  
City of Portland Assessor's Card  
P/O Standard Boundary Survey (CCRD Plan Book197/Pg.360)  
Site Location Map (Google Maps)  
Tax Map Exhibit  
Google Earth Aerial Images  
FEMA Flood Insurance Rate Map Exhibit (230051 0015 B, 07/17/2986)  
Existing Conditions Site Photos, 6 Sheets

Plans (11x17):

A1.0: Existing Conditions Plan  
A1.1: Floor Plans & Elevations  
A1.2: Attic Plans & Elevations

F:\Projects\006 Robinson\City\4-16-15\Cvrltr-City.doc

April 16, 2015

Mr. Stephen B. Mohr  
Mohr & Seredin Landscape Architects, Inc.  
18 Pleasant Street  
Portland, Maine 04101

Dear Stephen,

By this letter, I authorize Mohr & Seredin Landscape Architects to act as our agent for the express purpose of providing local and state regulatory permitting services for the proposed improvements at my 2 City Point Road, Peaks Island, Portland, Maine property.

Sincerely,

A handwritten signature in cursive script that reads "Lynne F. Robinson". The signature is written in dark ink and is positioned above the typed name and address.

Lynne F. Robinson  
PO Box 7051  
Portland, ME 04112



# 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: <u>2 City Point Road, Peaks Island</u>		
Total Square Footage of Proposed Structure:		<u>Interior Reno Only - No change</u> (1,200 SF Assessed)
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>87            S            11</u>	Applicant Name: <u>Lynne Robinson</u> Address <u>PO BOX 7051</u>  City, State & Zip <u>Portland, ME 04112</u>	Telephone: <u>AGENT (207) 871-0003</u>  Email: <u>smohr@mohrseredin.com</u>
Lessee/Owner Name : <u>see owner</u> (if different than applicant) Address:  City, State & Zip:  Telephone  E-mail:	Contractor Name: (if different from Applicant) Address:  City, State & Zip:  Telephone  E-mail:	Cost Of Work: \$ <u>22,450.00</u>  C of O Fee: \$ <u>25 + 235.95</u>  Historic Rev \$ <u>n/a</u>  Total Fees : \$ <u>260.95</u>
Current use (i.e. single family) <u>seasonal cottage - single family</u>		
If vacant, what was the previous use? <u>n/a</u>		
Proposed Specific use: <u>seasonal single family cottage</u>		
Is property part of a subdivision? <u>NO</u> If yes, please name _____		
Project description: <u>Interior non-structural modifications including kitchen &amp; bath renovations, attic storage, flooring, closets &amp; removal of one window to be replaced w/a door. All reno cost is less than 50% of assessed bldg. value.</u>		
Who should we contact when the permit is ready: <u>Stephen Mohr</u>		
Address: <u>18 Pleasant St.</u>		
City, State & Zip: <u>Portland, ME 04101</u>		
E-mail Address: <u>smohr@mohrseredin.com</u>		
Telephone: <u>(207) 871-0003, cell: (207) 415-2647</u>		

SH2 + Flood Zone A2, E1.9

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 <http://www.portlandmaine.gov/754/Applications-Fees> 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: 	Date: <u>4/16/15</u>
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This is not a permit; you may not commence ANY work until the permit is issued.



Jeff Levine, AICP, Director  
 Planning & Urban Development Department

Tammy Munson, Director  
 Inspections Division

## Residential Additions/Alterations Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

The Maine Home Construction Contracts Act requires that any home construction or repair work for more than \$3000. in materials or labor must be based on a written contract unless the parties agree to exempt themselves. A sample contract is available on the City's website at [www.portlandmaine.gov](http://www.portlandmaine.gov), in the Inspection Office, Room 315 of Portland City Hall or call (207)874-8703 to have one mailed to you.

One (1) complete set of construction drawings must include:

- Cross sections w/framing details
- Floor plans and elevations existing & proposed
- Detail removal of all partitions & any new structural beams *N/A*
- Detail any new walls or permanent partitions
- Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing *N/A NO change*
- Window and door schedules *1 NEW DOOR*
- Foundation plans w/required drainage and damp proofing (if applicable) *N/A*
- Detail egress requirements and fire separation/sound transmission ratings (if applicable) *N/A*
- Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IECC 2009 *N/A*
- Deck construction including: pier layout, framing, fastenings, guards, stair dimensions *N/A*
- Electronic files in pdf format are also required
- Proof of ownership is required if it is inconsistent with the assessors records *DEED ENCLOSED*

✓ Separate permits are required for internal & external plumbing, HVAC, and electrical installations.

If there are any additions to the footprint or volume of the structure, any new or rebuilt structures or, accessory detached structures a plot plan is required. A plot must include: *N/A*

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines. Structures include decks, porches; bow windows, cantilever sections and roof overhangs, sheds, pools, garages and any other accessory structures must be shown with dimensions if not to scale.
- Location and dimensions of parking areas and driveways
- A change of use may require a site plan exemption application to be filed.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

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 visit us on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

Permit Fee: \$25.00 for the first \$1000.00 construction cost, \$11.00 per additional \$1000.00 cost  
**This is not a Permit; you may not commence any work until the Permit is issued.**



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life* • [www.portlandmaine.gov](http://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:  Date: 4/16/15

I have provided digital copies and sent them on: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means ie; 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

Please Return To:

MAINE REAL ESTATE TAX-Paid

DLN: 1001540002701

WARRANTY DEED

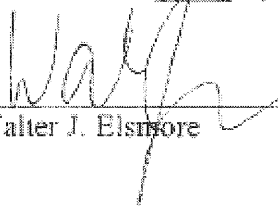
KNOW ALL MEN BY THESE PRESENT: That Walter J. Elsmore of 2 City Point Road, Peaks Island, Maine 04108, for consideration paid grant(s) to Lynne F. Robinson with a mailing address of P.O. Box 7051, Portland, Maine 04112 with WARRANTY COVENANTS:

A certain lot or parcel of land with the building thereon situated in the City of Portland on the Island of Peaks, in the County of Cumberland and State of Maine, bounded and described as follows:

Being a certain lot or parcel of land with the building thereon shown as Lot A on a Standard Boundary Survey entitled "Plan of Portion of Properties on Peaks Island for Graffam, East of Centennial Street & North of City Point Road, Portland, Maine," dated August 12, 1997 and recorded in Cumberland County Registry of Deeds in Plan Book 197 Page 360.

Reference is hereby made to a deed to Walter J. Elsmore from Katherine H. Graffam et al. dated 08/25/1997 and recorded at the Cumberland County Registry of Deeds in Book 13281, Page 141.

Executed this 20<sup>th</sup> day of March, 2015.

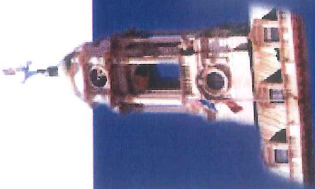
  
\_\_\_\_\_  
Walter J. Elsmore

State of Maine  
County of Cumberland

Then personally appeared before me on this 20<sup>th</sup> day of March, 2015 the said Walter J. Elsmore and acknowledged the foregoing to be his/her/their voluntary act and deed.

  
\_\_\_\_\_  
Notary Public/Justice of the Peace  
Commission expiration:

**JOHN L. ELMEN  
ATTORNEY-AT-LAW**



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[Applications](#)

[Doing Business](#)

[Maps](#)

[Tax Relief](#)

[Tax Roll](#)

[Q & A](#)

[browse city services a-z](#)

[browse facts and links a-z](#)



Best viewed at 800x600, with Internet Explorer

This page contains a detailed description of the Parcel ID you selected.

[New Search!](#)

### Current Owner Information:

**CBL** 087 S011001  
**Land Use Type** SEASONAL  
*Verify legal use with Inspections Division*  
**Property Location** 2 CITY POINT RD  
**Owner Information** ELSMORE WALTER J  
 PO BOX 5  
 FREEPORT ME 04032  
**Book and Page** 13281/141  
**Legal Description** 87-S-11  
 CITY POINT RD 2  
 PEAKS ISLAND  
 700 SF  
**Acres** 0.0161

*\* Not current  
 Lyman F. Robinson  
 NOW: Robinson  
 3 2152 / 291  
 CCRD  
 3/24/15*

### Current Assessed Valuation:

<b>TAX ACCT NO.</b>	13640	<b>OWNER OF RECORD AS OF APRIL 2014</b>
<b>LAND VALUE</b>	\$254,000.00	ELSMORE WALTER J
<b>BUILDING VALUE</b>	\$62,000.00	
<b>NET TAXABLE - REAL ESTATE</b>	\$316,000.00	30 HARVEST RIDGE RD FREEPORT ME 04032
<b>TAX AMOUNT</b>	\$6,320.00	

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or [e-mailed](#).

### Building Information:

**Building 1**



**Year Built** 1900  
**Style/Structure Type** COTTAGE  
**# Stories** 2  
**# Units** 1  
**Bedrooms** 3  
**Full Baths** 1  
**Total Rooms** 6  
**Attic** UNFIN  
**Basement** PIER/SLAB  
**Square Feet** 1200

[View Sketch](#)

[View Map](#)

[View Picture](#)

**Sales Information:**

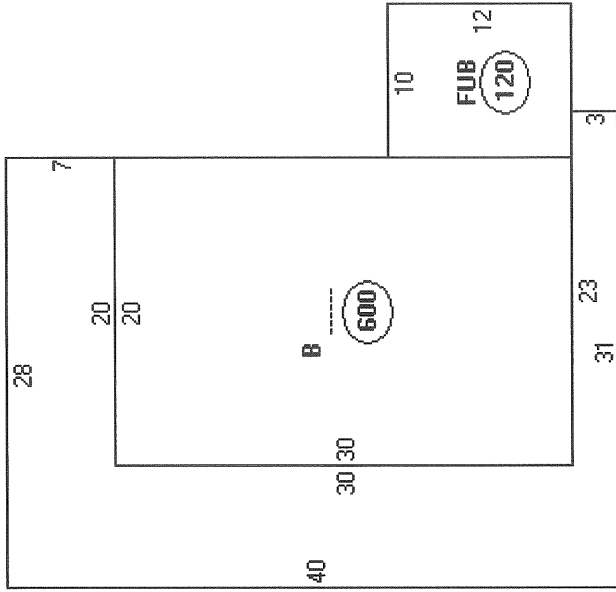
**Sale Date** 8/1/1997  
**Type** LAND + BUILDING

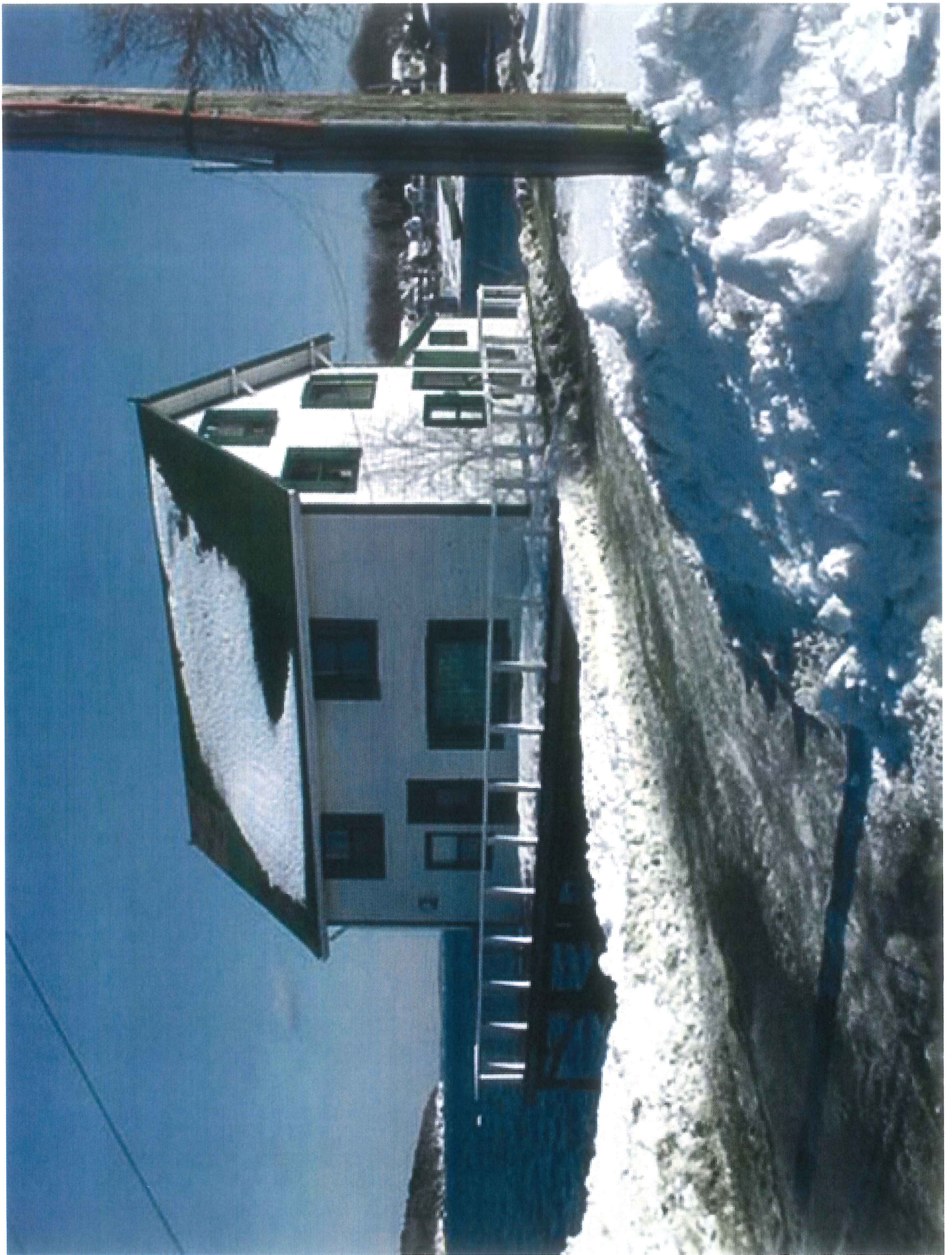
**Price** \$95,000.00  
**Book/Page** 13281/141

[New Search!](#)

Descriptor/Area

- A: -----  
600 sqft
- B: w/D  
529 sqft
- C: FUB  
120 sqft





240 ± TO MEAN LOW TIDE PER REFERENCE #

N 7° 19' 26" E →

... TOGETHER WITH ALL SAID GRANTOR'S, RIGHT, TITLE AND INTEREST IN AND TO THE SEASHORE AND FLATS...

+100'

TIE LINE  
S 88° 43' E → 130.93

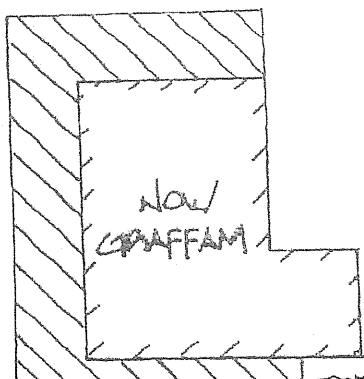
+100'

N 9° 26' 11" E →

12,600 S.F. (TO TIE LINE)

LOT A

2 1/2 STORY WOOD COTTAGE ON WOOD PIERS



30'  
NIP CARRY  
SEE BOOK 9 PAGE 27

EDGE VEGETATION ±

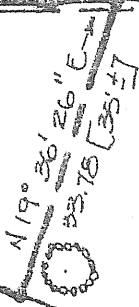
3.77  
78  
IPS  
S 89° 27' 35" E → TIE 128.4'  
88.41  
39.14  
IPS

N 28° 36' 41" W 7.25  
88.29  
IPS  
73' ±  
CIT

MARK - IN FOLE  
TION = 10.39

1596 S.F.  
LOT B

S 70° 23' 34" E →  
78.00



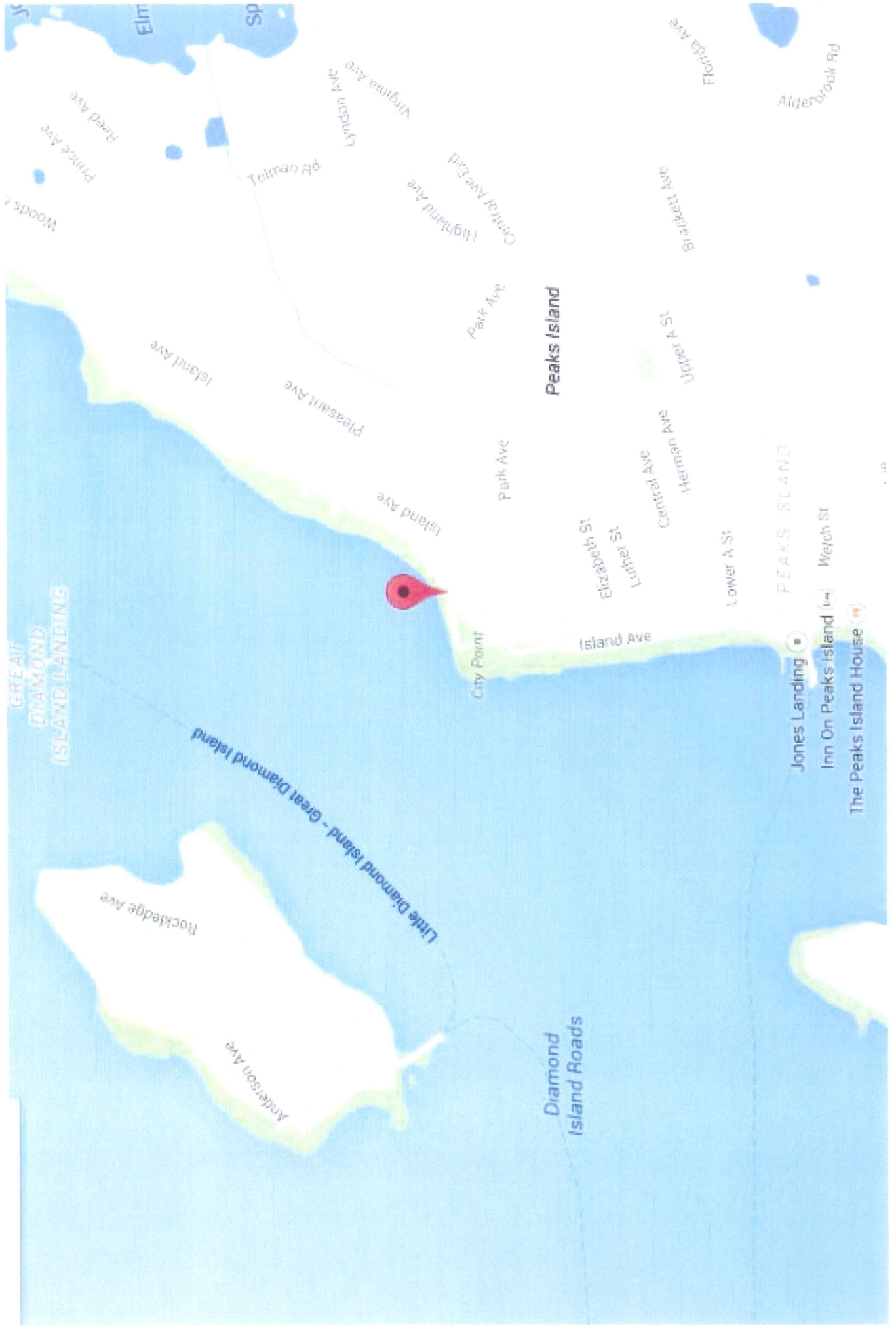
BOOK 1500 PAGE 539



BOOK 909 PAGE 279

IPS

79' ±



GREAT  
DIAMOND  
ISLAND LANDING

Little Diamond Island - Great Diamond Island

Diamond  
Island Roads

Peaks Island

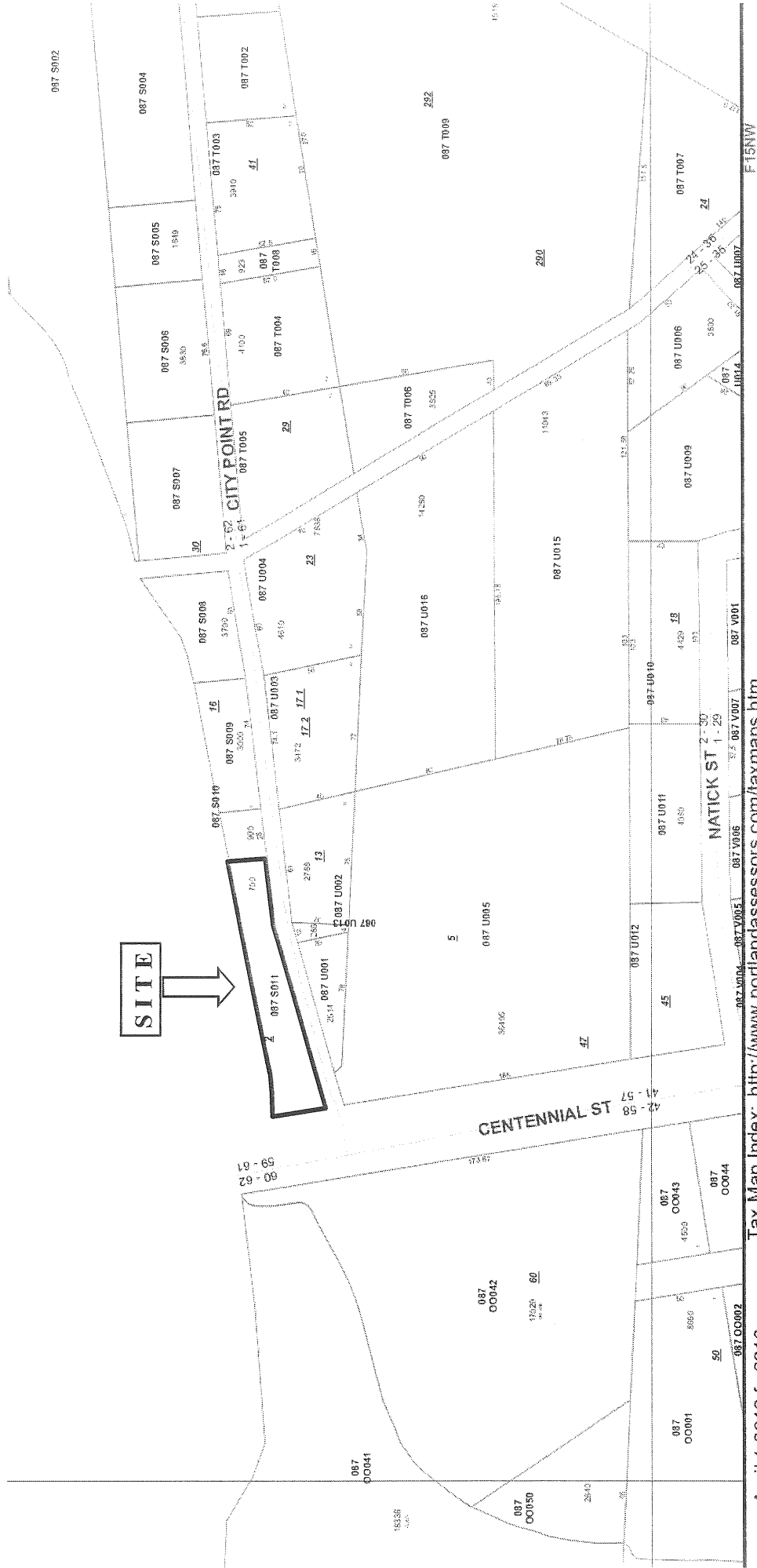
PEAKS ISLAND

Jones Landing

Inn On Peaks Island

The Peaks Island House

Woods  
Prize Ave  
Reed Ave  
Elm  
SP  
Tolman Rd  
Green Ave  
Virginia Ave  
Highland Ave  
Central Ave Blvd  
Park Ave  
Island Ave  
Pleasant Ave  
Island Ave  
Park Ave  
Elizabeth St  
Luther St  
Central Ave  
Harrison Ave  
Lower A St  
Island Ave  
Wetch St  
Alderbrook Rd  
Florida Ave  
Baker St  
Upper A St



April 1 2012 fy 2013 Tax Map Index; <http://www.portlandassessors.com/taxmaps.htm>

**Site Location Map**  
Lynne F. Robinson Property  
2 City Point Road - Peaks Island  
Portland, Maine



Google earth

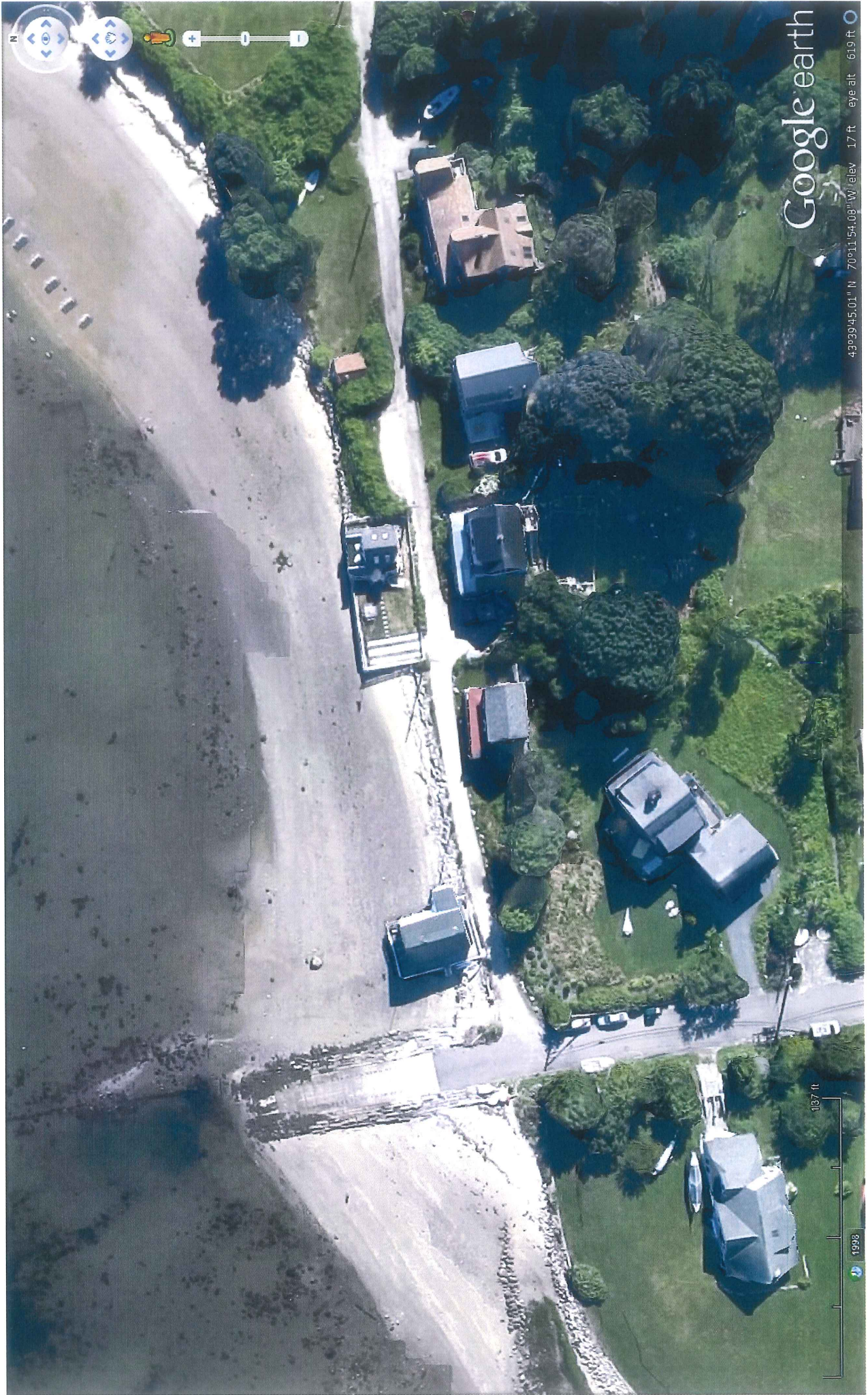
Image Landsat  
Data SIO, NOAA, U.S. Navy, NGA, GEBCO

62 ft



1998

43°39'45.02" N 79°01'55.64" W elev 43 ft eye alt 220 ft



Google earth

43°39'45.01" N 70°11'54.08" W elev 17 ft eye alt 619 ft

1137 ft

1998



CASCO

BAY

Zone A2, BFE = 9 NGVD

SITE

ZONE A2  
(EL9)

RM 44

ISLAND  
PLEASANT



NATIONAL FLOOD INSURANCE PROGRAM

**FIRM**  
FLOOD INSURANCE RATE MAP

CITY OF  
PORTLAND, MAINE  
CUMBERLAND COUNTY

PANEL 15 OF 17  
(SEE MAP INDEX FOR PANELS NOT PRINTED)

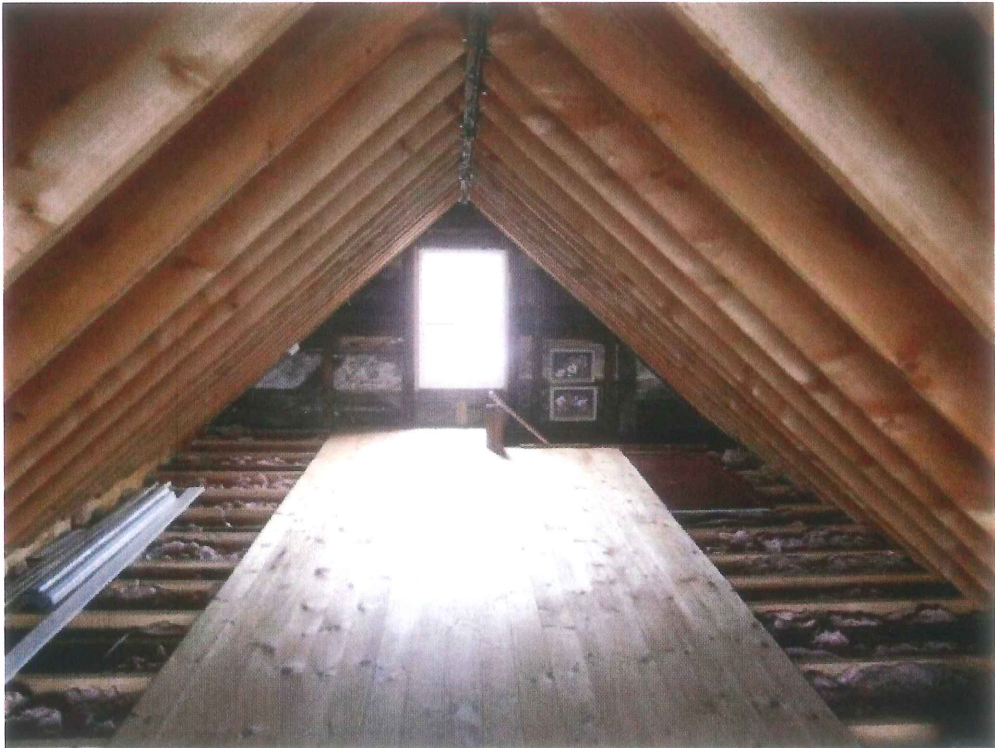
COMMUNITY-PANEL NUMBER  
230051 0015 B

EFFECTIVE DATE:  
JULY 17, 1986



Federal Emergency Management Agency

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at [www.msc.fema.gov](http://www.msc.fema.gov)



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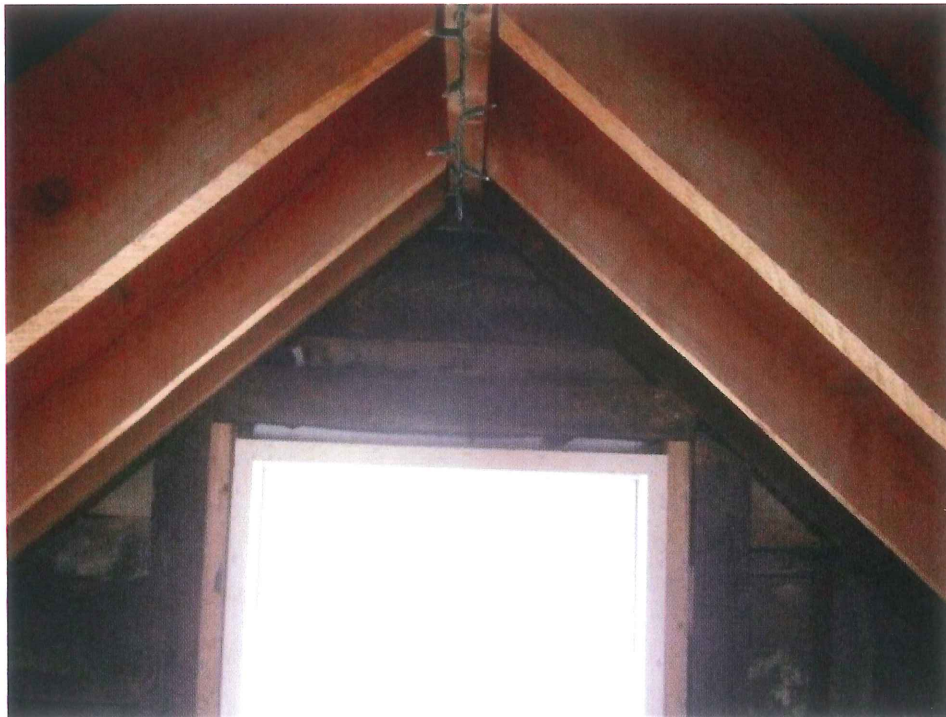


Attic

**Robinson Cottage**  
2 City Point Road  
Peaks Island, Portland



Attic



Attic

**Robinson Cottage**  
2 City Point Road  
Peaks Island, Portland

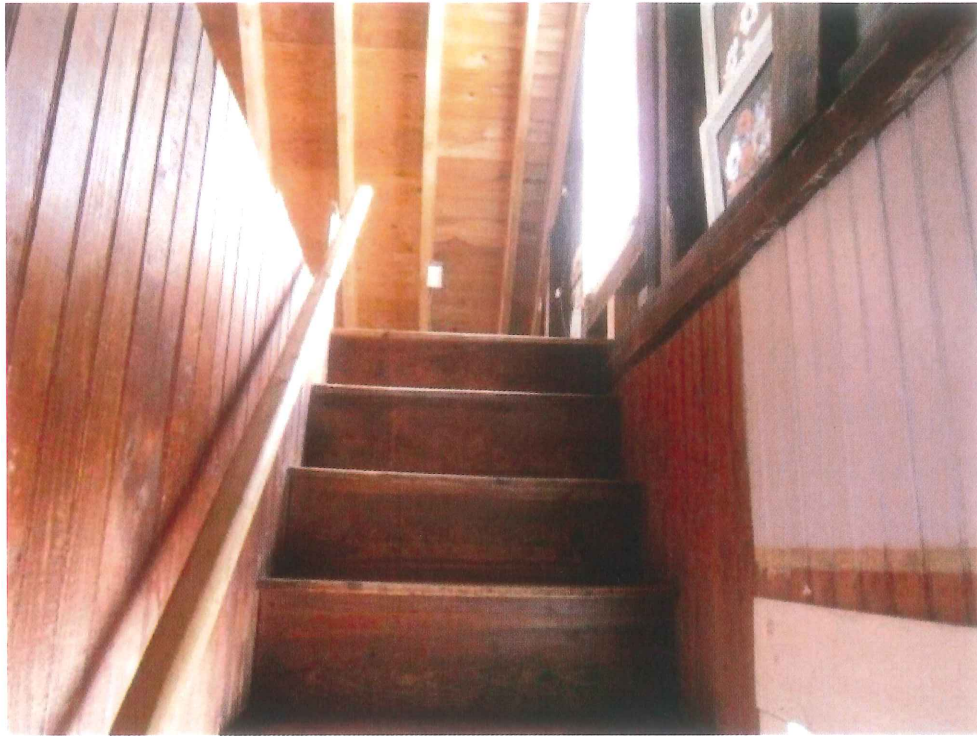


2<sup>nd</sup> Floor



2<sup>nd</sup> Floor

**Robinson Cottage**  
2 City Point Road  
Peaks Island, Portland



2<sup>nd</sup> Floor – Stairs to Attic



2<sup>nd</sup> Floor

**Robinson Cottage**  
2 City Point Road  
Peaks Island, Portland



1<sup>st</sup> Floor Living Room



1<sup>st</sup> Floor – Living Room

**Robinson Cottage**  
2 City Point Road  
Peaks Island, Portland



1<sup>st</sup> Floor - Kitchen



New French Door Location

1<sup>st</sup> Floor – Living Room

**Robinson Cottage**  
2 City Point Road  
Peaks Island, Portland