

Form # P-04

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

Please Read Application And Notes, if Any, Attached

BUILDING INSPECTION PERMIT

PERMIT ISSUED

Permit Number: 100380

MAY 18 2010

CITY OF PORTLAND

This is to certify that Gruftan Gretchen M./n/a

has permission to Condominium conversion from three (3) units to three (3) condominiums.

AT 21 Lawn Ave

CBL 122 1003001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine 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 written permission procured before this building or part thereof is lathed or otherwise closed-in. 24 HOUR NOTICE IS REQUIRED.

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

OTHER REQUIRED APPROVALS

Fire Dept. Sperry 2002

Health Dept. _____

Appeal Board _____

Other _____

Department Name

Jeanne Bank 5/7/10

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: 10-0380	Issue Date:	CBL: 122 I003001
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Location of Construction: 21 Lawn Ave	Owner Name: Grufman Gretchen M	Owner Address: Po Box 51	Phone: 207-251-8391
Business Name:	Contractor Name: n/a	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Ownership - Condo Conversion	Zone: R-5

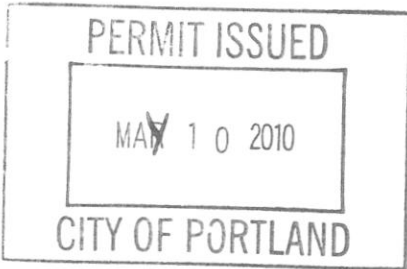
Past Use: Multi Units / 3 units	Proposed Use: Condominium Conversion / Condominium conversion from three (3) units to three (3) condominiums. legal/vn - 3 dv.	Permit Fee: \$675.00	Cost of Work: \$0.00	CEO District: 4
		FIRE DEPT: w/conditions 4/20/10 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: R2 Type: SB	

Proposed Project Description: Condominium conversion from three (3) units to three (3) condominiums.	Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>
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PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied		
Signature:	Date:	

Permit Taken By: gg	Date Applied For: 04/14/2010	Zoning Approval
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<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>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..</p>	<p>Special Zone or Reviews</p> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> <i>Ok w/ conditions</i> Date: 4/21/10 <i>AKN</i>	<p>Zoning Appeal</p> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	<p>Historic Preservation</p> <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 Date: <i>[Signature]</i>
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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

City of Portland, Maine - Building or Use Permit

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

Permit No: 10-0380	Date Applied For: 04/14/2010	CBL: 122 1003001
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Location of Construction: 21 Lawn Ave	Owner Name: Grufman Gretchen M	Owner Address: Po Box 51	Phone: 207-251-8391
Business Name:	Contractor Name: n/a	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Ownership - Condo Conversion	

Proposed Use: Condominium Conversion / Condominium conversion from three (3) units to three (3) condominiums.	Proposed Project Description: Condominium conversion from three (3) units to three (3) condominiums.
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Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Ann Machado **Approval Date:** 04/21/2010**Note:** **Ok to Issue:**

- 1) PLEASE NOTE: Under the City's Condominium Conversion regulations, if a tenant makes a decision not to purchase their unit and also decides not to remain in the building after their notification, that tenant has the right to move without penalty. If that protected tenant is under the 80% low/moderated income limit guidelines, there is still a requirement on the owner/developer to pay that tenant relocation payments as stated in the ordinance prior to vacating the unit. That tenant has not lost any rights under this ordinance by making a choice to move and vacate their unit after notification.
- 2) PLEASE NOTE: Under the City's Condominium conversion regulations, A) BEFORE a developer offers to convey a converted unit, a conversion permit shall be obtained. B) Rent may not be altered during the official noticing period unless expressly provided in a preexisting written lease. C) For a sixty (60) day period following the notice of intent to convert, the tenant has an exclusive and irrevocable option to purchase during which time the developer may not convey or offer to convey the unit to any other person. D) The developer shall post a copy of the permit in a conspicuous place in each unit, and shall make copies available to prospective purchasers upon request. E) If a tenant is eligible for tenant relocation payments, they SHALL be paid a CASH PAYMENT BEFORE the tenant is required to vacate.
- 3) With the issuance of this permit and the certificates of occupancy, this property shall remain as three residential condominiums. Any change of use shall require a separate permit application for review and approval.
- 4) 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:** Approved with Conditions **Reviewer:** Jeanine Bourke **Approval Date:** 05/07/2010**Note:** **Ok to Issue:**

- 1) Construction activity was not applied for or reviewed as a part of this permit. This permit authorizes a change in ownership ONLY.
- 2) Those selling dwellings shall install a CO detector in each area within or giving access to bedrooms. That detection must be powered by the electrical service in the building and battery.
- 3) Separate permits are required for any electrical, plumbing, sprinkler, fire alarm HVAC systems, heating appliances, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
- 4) Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.

Dept: Fire **Status:** Approved with Conditions **Reviewer:** Ben Wallace Jr. **Approval Date:** 04/22/2010**Note:** **Ok to Issue:**

- 1) The entire structure shall comply with NFPA 101 "Existing Apartments" Compliance shall be insured prior to the issuance of a Certificate of Occupancy.
- 2) All smoke detectors and smoke alarms shall be photoelectric. Carbon Monoxide detectors are required in the dwelling units by State law.

Location of Construction: 21 Lawn Ave	Owner Name: Grufman Gretchen M	Owner Address: Po Box 51	Phone: 207-251-8391
Business Name:	Contractor Name: n/ a	Contractor Address: Portland	Phone
Lessee/Buyer's Name	Phone:	Permit Type: Change of Ownership - Condo Conversion	

Comments:

5/7/2010-jmb: Left vmsg for Gretchen G. To confirm no construction, she called and said the attic improvements were just caulk and paint. Ok to issue

4/20/2010-gg: received permit by mail on 04/14/10. /gg

4/20/2010-amachado: Left vcm for Gretchen Grufman. Need additional sheet filled out - "Submit with Condominium Conversion Permit Application". Asked Gretchen to call me.

4/21/2010-amachado: Gretchen Grufman came in and submitted the missing page of the application.

BUILDING PERMIT INSPECTION PROCEDURES

**Please call 874-8703 or 874-8693 (ONLY)
or email: buildinginspections@portlandmaine.gov**

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the City of Portland Inspection Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months, if the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue with construction.**

 X **Final/Certificate of Occupancy: Prior to any occupancy of the structure or use.**

NOTE: There is a \$75.00 fee per inspection at this point.

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

April 16 20

Received from Jonathan G. [unclear]

Location of Work 19-21 [unclear] Ave

Cost of Construction \$ _____ Building Fee: 450.00

Permit Fee \$ _____ Site Fee: _____

Certificate of Occupancy Fee: 225.00

Total: 675.00

Building (IL) Plumbing (I5) _____ Electrical (I2) _____ Site Plan (U2) _____

Other Cardo Construction

CBL: 137 I 003

Check #: 494 **Total Collected \$** 675.00

**No work is to be started until permit issued.
Please keep original receipt for your records.**

Taken by: [Signature]

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

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.

Location/Address of Construction: <u>19-21 LANN AVE</u>		
Total Square Footage of Proposed Structure/Area <u>~2700 sq ft</u>	Square Footage of Lot <u>5880 sq ft</u>	Number of Stories <u>3</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>122 5 3</u>	Applicant * <u>must</u> be owner, Lessee or Buyer* Name <u>Gretchen Grufman</u> Address <u>125 Whittier Meadows Dr.</u> City, State & Zip <u>Amesbury, MA 01813</u>	Telephone: <u>207-251-8391</u> <u>or</u> <u>978-839-6268</u>
Lessee/Direct Applicant RECEIVED APR 14 2010 Dept. of Building Inspections City of Portland Maine	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ <u>450.00</u> C of O Fee: \$ <u>225.00</u> Total Fee: \$ <u>675.00</u>
Current legal use (i.e. single family) <u>3 family rental units</u> Number of Residential Units <u>3</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>3 condominiums</u> Is property part of a subdivision? <u>NO</u> If yes, please name _____ Project description: <u>Simple conversion to condominiums status for purpose of sale</u>		
Contractor's name: _____ Address: _____ City, State & Zip _____ Telephone: _____ Who should we contact when the permit is ready: <u>Gretchen Grufman</u> Telephone: <u>207-251-8391</u> Mailing address: <u>125 Whittier Meadows Dr Amesbury, MA 01813</u>		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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 www.portlandmaine.gov, 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: Gretchen Grufman Date: 4/8/10

This is not a permit; you may not commence ANY work until the permit is issued

Submit with Condominium Conversion Permit Application

Project Data:

Address: 19-21 Lawn Ave

C-B-L: 122 I 3

Number of Units in Building: 3

Tenant Name	Tenant Tel#	Occup. Length	Date of Notice	Eligible for \$?
Unit 1 Andrea Smith		1+ year	Feb 29, 2010 3-28-2010	
Unit 2 Connie Booher	210-5990	1yr 10 mos	7-28-2010	NO
Unit 3 Travis Okleshen	gone	6 mos	12-31-2009	NO
Unit 4				
Unit 5				
Unit 6				
Unit 7				
Unit 8				

If more units, submit same information on all units

Length of time building owned by applicant 5 years

Are any building improvements, renovations, or modifications being made associated with this conversion that requires a building, plumbing, electrical, or heating permit?

YES NO (check one) house meter

Type and cost of building improvements associated with this conversion that do not require permits:

\$ _____ Exterior walls, windows, doors, roof

\$ _____ Insulation

\$ _____ Interior cosmetics (walls/floors/hallways/refinishing, etc.)

\$ _____ Other (specify)

March 28, 2010

Connie Booher
21 Lawn Avenue, 2nd floor
Portland, Maine 04103

Dear Connie and family,

Per the Maine state requirements, I am letting you know, as owner, that I am converting the units there to condominiums. Besides the improvements which you and your friend, Mike Lionetta, are making, I will be installing a common area or house meter. City of Portland does not require sub-meters for the water/sewer or the oil; many condos calculate these into the HOA monthly dues. However, I will be pricing the cost to do this.

You know I am making the improvements that include painting all of the porches, steps, and deck besides the improvements to the attic unit that are just now finished. The basement will be cleared with your help as well.

Again, per Maine state requirements I offer you the right of first refusal.

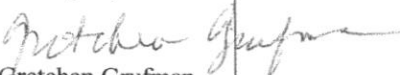
The units will be approximately priced, as follows:

Unit 1 \$185,000 (first floor)
Unit 2 \$175,000 (second floor)
Unit 3 \$150,000 (attic floor)

Please let me know if you are interested in purchasing; you have sixty days in which to make your decision. Your lease expires May 31, 2010; however, you have 120 days from the date of this notice to find other housing if you do not purchase.

IF YOU DO NOT BUY YOUR APARTMENT, THE DEVELOPER OF THIS PROJECT IS REQUIRED BY LAW TO ASSIST YOU IN FINDING ANOTHER PLACE TO LIVE AND IN DETERMINING YOUR ELIGIBILITY FOR RELOCATION PAYMENTS. IF YOU HAVE QUESTIONS ABOUT YOUR RIGHTS UNDER THE LAW, OR COMPLAINTS ABOUT THE WAY YOU HAVE BEEN TREATED BY THE DEVELOPER, YOU MAY CONTACT THE BUILDING INSPECTION DIVISION, DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT, CITY OF PORTLAND, 389 CONGRESS STREET, PORTLAND, MAINE 04101 (telephone: 874-8703).

Thank you,


Gretchen Grufman
PO Box 51
Amesbury, MA 01913
207-251-8391

March 28, 2010

Former Tenant Travis Okleshorn, vacated per lease 1/31/10, no forwarding address
21A Lawn Ave. - 3rd floor unit.
Portland, ME 04103

Dear Travis,

I am in receipt of your written notice to vacate by January 31st. Thank you for following the terms of the agreement to rent by giving written notice.

Per the Maine state requirements, even though you have moved out, I am letting you know, as owner, that I am converting the units there to condominiums.

Again, per Maine state requirements I offer you the right of first refusal.

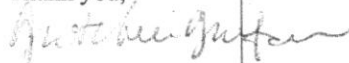
The units will be priced, as follows:

- Unit 1 \$185,000 (first floor)
- Unit 2 \$175,000 (second floor)
- Unit 3 \$150,000 (attic floor)

Please let me know if you are interested in purchasing.

IF YOU DO NOT BUY YOUR APARTMENT, THE DEVELOPER OF THIS PROJECT IS REQUIRED BY LAW TO ASSIST YOU IN FINDING ANOTHER PLACE TO LIVE AND IN DETERMINING YOUR ELIGIBILITY FOR RELOCATION PAYMENTS. IF YOU HAVE QUESTIONS ABOUT YOUR RIGHTS UNDER THE LAW, OR COMPLAINTS ABOUT THE WAY YOU HAVE BEEN TREATED BY THE DEVELOPER, YOU MAY CONTACT THE BUILDING INSPECTION DIVISION, DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT, CITY OF PORTLAND, 389 CONGRESS STREET, PORTLAND, MAINE 04101 (telephone: 874-8703).

Thank you,



Gretchen Grufman
PO Box 51
Amesbury, MA 01913
207-251-8391

* 4/21/10 spoke to Gretchen - he is in Court board.

March 28, 2010

Andrea Smith
19 Lawn Avenue, 1st floor
Portland, Maine 04103

Dear Andrea and family,

I am in receipt of your written notice to vacate by April 30th. Thank you for following the terms of the agreement to rent by giving written notice.

Per the Maine state requirements, I am letting you know, as owner, that I am converting the units there to condominiums.

Again, per Maine state requirements I offer you the right of first refusal.

The units will be priced, as follows:

- Unit 1 \$185,000 (first floor)
- Unit 2 \$175,000 (second floor)
- Unit 3 \$150,000 (attic floor)

Please let me know if you are interested in purchasing.

IF YOU DO NOT BUY YOUR APARTMENT, THE DEVELOPER OF THIS PROJECT IS REQUIRED BY LAW TO ASSIST YOU IN FINDING ANOTHER PLACE TO LIVE AND IN DETERMINING YOUR ELIGIBILITY FOR RELOCATION PAYMENTS. IF YOU HAVE QUESTIONS ABOUT YOUR RIGHTS UNDER THE LAW, OR COMPLAINTS ABOUT THE WAY YOU HAVE BEEN TREATED BY THE DEVELOPER, YOU MAY CONTACT THE BUILDING INSPECTION DIVISION, DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT, CITY OF PORTLAND, 389 CONGRESS STREET, PORTLAND, MAINE 04101 (telephone: 874-8703).

Thank you,



Gretchen Grufman
PO Box 51
Amesbury, MA 01913
207-251-8391

3/17/2010

Dear Gretchen,

Now that I'm on a month to month lease with you I'm giving you the courtesy of 30 + days notice that I will be leaving the address of 19 Lawn Avenue, Portland, Maine 04102 by April 30, 2010.

Wayne Russell will be expecting the security deposit sent to him within 7 days of the date I move out.

Thank-You
Andrea Smith

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

PORTLAND ME 04103

Postage	\$ 0.44	0913
Certified Fee	\$2.80	06
Return Receipt Fee	\$0.00	Postmark Here
Restricted Delivery Fee (Endorsement Required)	\$0.00	
Total Postage & Fees	\$ 3.24	03/27/2010

Sent to *Andrea Smith PV1*
 Street, Apt. No. or PO Box No. *11 Cordo Courasen*
 City, State, ZIP+4

PS Form 3800, August 2006 See Reverse for Instructions

7009 2620 0000 6325 8240

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

PORTLAND ME 04103

Postage	\$ 0.44	0913
Certified Fee	\$2.80	06
Return Receipt Fee	\$0.00	Postmark Here
Restricted Delivery Fee (Endorsement Required)	\$0.00	
Total Postage & Fees	\$ 3.24	03/27/2010

Sent to *Connie PV2*
 Street, Apt. No. or PO Box No. *11 Cordo Courasen*
 City, State, ZIP+4

PS Form 3800, August 2006 See Reverse for Instructions