



2012-573

Administrative Authorization Application

Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: MENTAL HEALTH ASSOCIATES OF MAINE, LLC

PROJECT ADDRESS: 251 WOODFORD STREET CHART/BLOCK/LOT: 123-L005-001

APPLICATION FEE: \$50.00 (\$50.00)

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

251 WOODFORD STREET

CONTACT INFORMATION:

OWNER/APPLICANT

Name: JOHN O'BRIEN
Address: 465 CONGRESS ST. - STE 700

Work #: 207.773.2828 x1310

Cell #: _____

Fax #: 207.761.8150

Home #: _____

E-mail: obrien@mentalhealthassociates.me

CONSULTANT/AGENT

Name: MARK MUELLER ARCHITECTS
Address: 100 COMMERCIAL ST - STE 205

Work #: 207.774.9057

Cell #: _____

Fax #: 207.773.3851

Home #: _____

E-mail: mm@muellerarchitects.com

RECEIVED

AUG 23 2012

City of Portland
Planning Division

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

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

Criteria	Applicant's Assessment	Planning Division
	Y(yes), N(no), N/A	Y(yes), N(no), N/A
a) Is the proposal within existing structures?	YES	_____
b) Are there any new buildings, additions, or demolitions?	NO	_____
c) Is the footprint increase less than 500 sq. ft.?	N/A	_____
d) Are there any new curb cuts, driveways or parking areas?	NO	_____
e) Are the curbs and sidewalks in sound condition?	YES	_____
f) Do the curbs and sidewalks comply with ADA?	YES	_____
g) Is there any additional parking?	NO	_____
h) Is there an increase in traffic?	NO	_____
i) Are there any known stormwater problems?	NO	_____
j) Does sufficient property screening exist?	YES	_____
k) Are there adequate utilities?	YES	_____
l) Are there any zoning violations?	YES, SEE INCLUDED REMEDIATION PLAN	_____
m) Is an emergency generator located to minimize noise?	N/A	_____
n) Are there any noise, vibration, glare, fumes or other impacts?	NO	_____

Signature of Applicant: [Handwritten Signature] Date: 8.22.12

Planning Division Use Only Authorization Granted ____ Partial Exemption ____ Exemption Denied ____

Standard Condition of Approval: The applicant shall obtain all required City Permits, including building permits from the Inspection Division (Room 315, City Hall (874-8703)) prior to the start of any construction.

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 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.

**PROVISION OF PORTLAND CITY CODE
14-523 (SITE PLAN ORDINANCE)
RE: Administrative Authorization**

Sec. 14-523 (b). Applicability

No person shall undertake any development identified in Section 14-523 without obtaining a site plan improvement permit under this article. (c) Administrative Authorization. Administrative Authorization means the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meets the standards below, as demonstrated by the applicant.

1. The proposed development will be located within existing structures, and there will be no new buildings, demolitions, or building additions other than those permitted by subsection b of this section;
2. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
3. The proposed site plan does not add any new curb cuts, driveways, or parking areas; the existing site has no more than one (1) curb cut and will not disrupt the circulation flows and parking on-site; and there will be no drive-through services provided;
4. The curbs and sidewalks adjacent to the lot are complete and in sound condition, as determined by the public works authority, with granite curb with at least four (4) inch reveal, and sidewalks are in good repair with uniform material and level surface and meet accessibility requirements of the Americans with Disabilities Act;
5. The use does not require additional or reduce existing parking, either on or off the site, and the project does not significantly increase traffic generation;
6. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
7. There are no evident deficiencies in existing screening from adjoining properties; and
8. Existing utility connections are adequate to serve the proposed development and there will be no disturbance to or improvements within the public right-of-way.
9. There are no current zoning violations;
10. Any emergency generators are to be located to minimize noise impacts to adjoining properties and documentation that routine testing of the generators occur on weekdays between the hours of 9 a.m. to 5 p.m. Documentation pertaining to the noise impacts of the emergency generator shall be submitted; and
11. There is no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.

- a. **Filing the Application.** An applicant seeking an administrative authorization under this subsection shall submit an administrative authorization application for review, detailing the site plan with dimensions of proposed improvements and distances from all property lines, and stating that the proposal meets all of the provisions in standards 1-11 of Section 14-423 (b)1. **The application must be accompanied by an application fee of \$50.**
- b. **Review.** Upon receipt of such a complete application, the Planning Authority will process it and render a written decision of approval, approval with conditions or denial, with all associated findings.
- c. **Decision.** If a full administrative authorization is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. In the event that the Planning Authority determines that standards a and b of Section 14-523 (b) (1) and at least four (4) of the remaining standards have been met, the Planning Authority shall review the site plan according to all applicable review standards of Section 14-526 that are affected by the standards in this subsection that have not been met. If an exemption or partial exemption from site plan review is not granted, the applicant must submit a site plan application that will undergo a full review by the Planning Board or Planning Authority according to the standards of Section 14-526.

Administrative Authorization Decision

Name: Mental Health Associates of Maine, LLC
Address: 251 Woodford Street
Project Description: removal of pavement and replace with loam and seed

Criteria for an Administrative Authorizations: **Applicant's Assessment** **Planning Division**
(See Section 14-523 (4) on page 2 of this application) Y(yes), N(no), N/A Use Only

a) Is the proposal within existing structures?	Yes	Yes
b) Are there any new buildings, additions, or demolitions?	NO	NO
c) Is the footprint increase less than 500 sq. ft.?	N/A	N/A
d) Are there any new curb cuts, driveways or parking areas?	NO	NO
e) Are the curbs and sidewalks in sound condition?	YES	YES
f) Do the curbs and sidewalks comply with ADA?	YES	YES
g) Is there any additional parking?	NO	NO
h) Is there an increase in traffic?	NO	NO
i) Are there any known stormwater problems?	NO	NO
j) Does sufficient property screening exist?	YES	YES
k) Are there adequate utilities?	YES	YES
l) Are there any zoning violations?	YES , see included remediation plan	YES , see included remediation plan
m) Is an emergency generator located to minimize noise?	N/A	N/A
n) Are there any noise, vibration, glare, fumes or other impacts?	no	no

The site plan was reviewed by David Margolis-Pineo and Tom Errico at the DPS meeting on Tuesday August 28th. The plan was approved previously to mitigate the encroachment of pavement into the residential zone in order to meet zoning. The plan is acceptable with the conditions of approval stated below.

The Administrative Authorization for the removal of 18.38 feet of pavement and loamed and seeded at 251 Woodford Street was approved by Barbara Barhydt, Development Review Services Manager on August 28, 2012 with the following conditions of approval listed below:

1. The area loamed and seeded to meet zoning requirements shall not be used for parking.
2. Prior to the start of construction, a pre-construction meeting is required to confirm the pavement width to be removed and that adequate erosion control measures are in place. Please contact Phil DiPierro, Development Review Coordinator, at 874-8632 to schedule a meeting.

Barbara Barhydt
Development Review Services Manager
Date of Approval: August 28, 2012



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Receipts Details:

Tender Information: Check , BusinessName: Mueller Architects LLC, Check Number: 2826

Tender Amount: 50.00

Receipt Header:

Cashier Id: ldobson

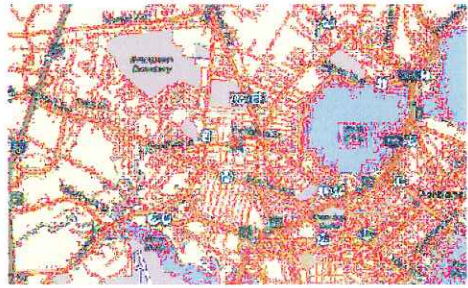
Receipt Date: 8/23/2012

Receipt Number: 47492

Receipt Details:

Referance ID:	1741	Fee Type:	PEZ-ADAUTH
Receipt Number:	0	Payment Date:	
Transaction Amount:	50.00	Charge Amount:	50.00
Job ID: Project ID: 2012-573 - 251 Woodford St.; remove paved & replace w/loam			
Additional Comments: 251 Woodford			

Thank You for your Payment!



N/F
JEANETTE M. DILLIHUNT
RICHARD C. DILLIHUNT
FORMERLY PAUL E. MERRILL

N/F
KAREN M. BUCKINGHAM
BOOK 4688, PAGE 177

N/F
MICHAEL F. PRUYN
CHRISTINE S. ANGELL
BOOK 20715, PAGE 211

N/F
259 WOODFORD STREET LLC
BOOK 20663, PAGE 09A

N/F
WOODFORD'S LLC
BOOK 19723, PAGE 294

CERTIFICATE
I HEREBY CERTIFY THAT THIS SURVEY CONFORMS TO THE MAINE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS' STANDARDS OF PRACTICE AS ADOPTED APRIL 01, 2001 WITH THE FOLLOWING EXCEPTIONS:
a) NO WRITTEN REPORT
b) NO NEW DESCRIPTION
c) NO NEW CORNERS WERE SET
ROBERT T. GREENLAW, P.L.S.
PROFESSIONAL LAND SURVEYOR
DATE: AUG. 22, 2012

- RECORD OWNER OF PARCEL: ALLAN JAGGER, DESCRIBED IN BOOK 17194, PAGE 218 AS RECORDED IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS (C.C.R.D.).
- a.) BEARINGS ARE BASED UPON A MAGNETIC OBSERVATION TAKEN AT THE TIME OF SURVEY, REFERENCE 4b BELOW, AND THIS SURVEY INFORMATION OBTAINED UTILIZING THE FOLLOWING EQUIPMENT:
LIETZ SOKKISHA SET 3 TOTAL STATION, LIETZ SDR 33 DATA COLLECTOR.
b.) ELEVATIONS ARE BASED UPON A STANDARD SURVEY DISK FOUND FLUSH WITH THE FACE OF THE ODD FELLOWS BUILDING LOCATED IN WOODFORD CORNER PORTLAND, SAID DISK NAMED RM-28 ON THE BELOW REFERENCED FLOOD MAP IS REPORTED TO HAVE AN ELEVATION VALUE OF 56.00 FT. N.G.V.D. 1929.
- THIS SURVEY SHOWS THE CURRENT CONDITIONS OF THE SUBJECT PARCEL AS LOCATED ON THE DATE OF THIS SURVEY.
- REFERENCE IS MADE TO THE FOLLOWING PLANS:
 - CITY OF PORTLAND ASSESSORS PLAN NO. 123, BLOCK L, LOTS 5 & 7 AND PLAN NO. 131, BLOCK I, LOT 21.
 - STREET LINE SHEETS OF WOODFORD STREET SUPPLIED BY THE PUBLIC WORKS DEPARTMENT.
- AREA OF SUBJECT PARCEL: 39,670 SQ.FT. CURRENT IMPERVIOUS AREA = 15471.3 OR 39%,
R-5 IMPERVIOUS RATIO REQUIREMENT 40%, B-1 IMPERVIOUS RATIO REQUIREMENT 90%.
AREA AFTER REMOVAL OF PAVEMENT = 13606.1 SQ.FT OR 34%
- THERE WERE NO RESTRICTIONS BURDENING OR BENEFITING SUBJECT PROPERTY AT THE TIME OF OF THIS SURVEY.
- NO ONSITE DUMPSTER IS PLANNED. OWNER TO RETAIN REMOVAL SERVICE FOR TRASH/RECYCLING REMOVAL.
ZONE: R-5 RESIDENTIAL ZONE AND B-1 NEIGHBORHOOD BUSINESS
SEE THE CITY OF PORTLAND WEB SITE FOR SPECIFIC ZONING RESTRICTIONS FOR EACH ZONE.

BY GRAPHIC PLOTTING ONLY, THIS PROPERTY IS IN ZONE 'C' OF THE FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 230051 13B, WHICH BEARS AN EFFECTIVE DATE OF JULY 17, 1986, AND IS NOT IN A SPECIAL FLOOD HAZARD AREA.

LEGEND

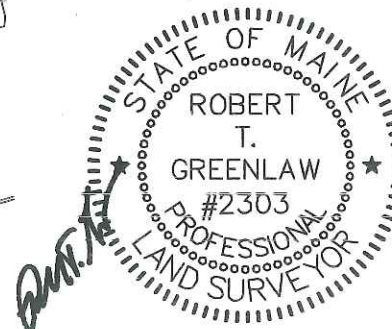
- 3' Offset Monument Found
- ⊙ 5/8" Rebar Found
- 12345/99 Deed Book/Page of Local Registry
- N/F Now Or Formerly
- Z Indicates Ownership in Common
- SF Silt Fence or Erosion Control Mix to be installed during pavement removal
- Old Lot Line
- Abutter Line
- Property Line
- Street Line
- ☀ Contour Interval
- 100-

PROPOSED SITE PLAN

247, 249 & 251 WOODFORD STREET, PORTLAND, MAINE

For: Mental Health Associates of Maine, LLC

DRAWN RTG	DATE 12/12/07	By: ROBERT T. GREENLAW, PLS
APPROVED KKG	DATE 08/22/12	134 PORTLAND AVE OLD ORCHARD BEACH, MAINE 04064 207-749-9471 Bobgreenlaw@maineplainsurveyors.com
SCALE 1" = 40'	SHEET 2 OF 2	PROJECT NO. 07001.DWG





N/F
JEANETTE M. DILLIHUNT
RICHARD C. DILLIHUNT
FORMERLY PAUL E. MERRILL

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ROBERT T. GREENLAW, P.L.S.
PROFESSIONAL LAND SURVEYOR

DATE: AUGUST 22 2012

3-FT
O/S
MONUMENT

25' TO CENTERLINE
OF ABUTTING DRIVE

WOODFORD STREET
PAVED PUBLIC ROAD
49.5 RIGHT OF WAY



EXISTING CONDITIONS PLAN

247, 249 & 251 WOODFORD STREET, PORTLAND, MAINE

For: Mental Health Associates of Maine, LLC

DRAWN RTG	DATE 12/12/07	By: ROBERT T. GREENLAW, PLS
APPROVED KGG	DATE 08/22/12	134 PORTLAND AVE OLD ORCHARD BEACH, MAINE 04064 207-749-9471 Bobgreenlaw@myfastpoint.net
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