



Jeff Levine, AICP, Director  
Planning & Urban Development Department


**Electronic Signature and Fee Payment Confirmation**

Notice: Your electronic signature is considered a legal signature per state law.

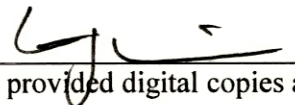
By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.

  
\_\_\_\_\_  
Applicant Signature:

6/7/16  
Date:

 **KEVIN MOQUIN ARCH.**  
\_\_\_\_\_  
I have provided digital copies and sent them on:

6-7-16  
Date:

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3<sup>rd</sup> Floor, Room 315.

**PROJECT NAME:** 23 Ocean Mixed Use

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**PROPOSED DEVELOPMENT ADDRESS:**

23 Ocean Avenue, Portland, Maine 04103

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**PROJECT DESCRIPTION:**

The Proposed project includes the construction a new mixed use structure containg professional offices and four two bedroom apartments. An existing residence previously converted to offices will remain in it's current form and current use.

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**CHART/BLOCK/LOT:** 129 - G - 001 **PRELIMINARY PLAN** \_\_\_\_\_ (date)  
**FINAL PLAN** \_\_\_\_\_ (date)

**CONTACT INFORMATION:**

<b>Applicant – must be owner, Lessee or Buyer</b> Name: Steven and Roberta Cope Business Name: 23 Ocean Avenue Associates, LLC Address: PO Box 1398 City/State : Portland, ME Zip Code: 04104	<b>Applicant Contact Information</b> Work # n/a Home# Cell # (207) 415-5833 Fax# n/a e-mail: bcope@maine.rr.com
<b>Owner – (if different from Applicant)</b> Name: Applicant Address: City/State : Zip Code:	<b>Owner Contact Information</b> Work # Home# Cell # Fax# e-mail:
<b>Agent/ Representative</b> Name: Adam Cope Business Name: 23 Ocean Avenue Associates, LLC Address: PO Box 1398 City/State : Portland, ME Zip Code: 04104	<b>Agent/Representative Contact information</b> Work # Home# Cell # (207) 939-3326 Fax# n/a e-mail: adcope1@yahoo.com
<b>Billing Information</b> Name: Applicant Address: City/State : Zip Code:	<b>Billing Information</b> Work # Cell # Fax# e-mail:

<p><b>Structural Engineer</b></p> <p>Name: Casco Bay Engineering, Eric Dube P.E.</p> <p>Address: 424 Fore Street</p> <p>City/State : Portland, ME                      Zip Code: 04101</p>	<p><b>Structural Engineer Contact Information</b></p> <p>Work # (207)842-2800</p> <p>Cell # (207)712-7022                      Fax#</p> <p>e-mail: ericd@cascobayengineering.com</p>
<p><b>Surveyor</b></p> <p>Name: Owen Haskell, Inc.</p> <p>Address: 390 US Route 1</p> <p>City/State : Falmouth, ME                      Zip Code: 04105</p>	<p><b>Surveyor Contact Information</b></p> <p>Work # (207) 7740424</p> <p>Cell #                                              Fax# (207) 774-0511</p> <p>e-mail:</p>
<p><b>Architect</b></p> <p>Name: Kevin Moquin Architect</p> <p>Address: 29 Bedell St.</p> <p>City/State : Portland, ME                      Zip Code: 04103</p>	<p><b>Architect Contact Information</b></p> <p>Work # (207) 615-6421</p> <p>Cell # (207) 615-6421                      Fax# n/a</p> <p>e-mail: kevin@km-a.me</p>
<p><b>Attorney</b></p> <p>Name: n/a</p> <p>Address:</p> <p>City/State :                                      Zip Code:</p>	<p><b>Attorney Contact Information</b></p> <p>Work #</p> <p>Cell #                                              Fax#</p> <p>e-mail:</p>
<p><b>Landscape Architect</b></p> <p>Name: Carroll Associates Landscape Architects</p> <p>Address: 217 Commercial St.</p> <p>City/State : Portland, ME                      Zip Code: 04101</p>	<p><b>Landscape Architect Contact Information</b></p> <p>Work # (207) 772-1552</p> <p>Cell #                                              Fax# (207) 772-0712</p> <p>e-mail: pcarroll@carrroll-assoc.com</p>
<p><b>Civil Engineer</b></p> <p>Name: Ransom Consulting Inc. John Mahoney, PE</p> <p>Address: 400 Commercial St. Suite 404</p> <p>City/State : Portland, ME                      Zip Code: 04101</p>	<p><b>Civil Engineer Contact Information</b></p> <p>Work # (207) 772-2891 Ex 32</p> <p>Cell #                                              Fax#</p> <p>e-mail: john.mahoney@ransomenv.com</p>

**APPLICATION FEES:**

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

Level III Development (check applicable reviews)	Fees Paid (office use)	Other Reviews (check applicable reviews)	Fees Paid (office use)
<p><input checked="" type="checkbox"/> Less than 50,000 sq. ft. (\$500.00)</p> <p><input type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000)</p> <p><input type="checkbox"/> 100,000 – 200,000 sq. ft. (\$2,000)</p> <p><input type="checkbox"/> 200,000 – 300,000 sq. ft. (\$3,000)</p> <p><input type="checkbox"/> over 300,000 sq. ft. (\$5,000)</p> <p><input type="checkbox"/> Parking lots over 100 spaces (\$1,000)</p> <p><input type="checkbox"/> After-the-fact Review (\$1,000.00 plus applicable application fee)</p> <hr/> <p>The City invoices separately for the following:</p> <ul style="list-style-type: none"> <li>- Notices (\$.75 each)</li> <li>- Legal Ad (% of total Ad)</li> <li>- Planning Review (\$40.00 hour)</li> <li>- Legal Review (\$75.00 hour)</li> </ul> <p>Third party review is assessed separately.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Traffic Movement (\$1,000)</p> <p><input type="checkbox"/> Stormwater Quality (\$250)</p> <p><input checked="" type="checkbox"/> Subdivisions (\$500 + \$25/lot)</p> <p># of Lots <u>4</u> x \$25/lot = <b>\$100</b></p> <p><input type="checkbox"/> Site Location (\$3,000, except for residential projects which shall be \$200/lot)</p> <p># of Lots ___ x \$200/lot = _____</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Change of Use</p> <p><input type="checkbox"/> Flood Plain</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Design Review</p> <p><input type="checkbox"/> Housing Replacement</p> <p><input type="checkbox"/> Historic Preservation</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>Plan Amendments (check applicable reviews)</b></p> <p><input type="checkbox"/> Planning Staff Review (\$250)</p> <p><input type="checkbox"/> Planning Board Review (\$500)</p>	<p><b>Fees Paid</b> (office use)</p> <p>_____</p> <p>_____</p>		

**APPLICATION SUBMISSION:**

1. All site plans and written application materials must be submitted electronically on a CD or thumb drive with each plan and each document submitted as separate files. Naming conventions for the individual files 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-Documents-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, project data, application checklists, wastewater capacity, plan for fire department review, and applicant signature. The submissions shall include one (1) paper packet with folded plans containing the following materials:

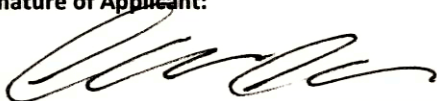
1. One (1) full size site plans that must be folded.
2. One (1) copy of all written materials or as follows, unless otherwise noted:
  - a. Application form that is completed and signed.
  - b. Cover letter stating the nature of the project.
  - c. All Written Submittals (Sec. 14-525 2. (c), including 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 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.**

Signature of Applicant: 	Date: 6/7/16
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