



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.

Jeff Levine
Applicant Signature:

5/31/16
Date:

Jeff Levine
I have provided digital copies and sent them on:

5/31/16
Date:

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3rd Floor, Room 315.

389 Congress Street * Portland Maine 04101-3509 * Phone: (207) 874-8703 * Fax: (207) 874-8716
<http://www.portlandmaine.gov/planning/buildinsp.asp> * E-Mail: buildinginspections@portlandmaine.gov



Administrative Authorization Application Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: MARGOT FINE & JEFFREY BURNAP, 33 BRENTWOOD ST.

PROJECT ADDRESS: 33 BRENTWOOD ST. CHART/BLOCK/LOT: 135 E022 9198

APPLICATION FEE: \$50.00 (\$50.00)

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

CHANGE OF USE; 1 UNIT TO 2 UNIT; ADDING IN-LAW APARTMENT

OWNER/APPLICANT

Name: MARGOT FINE & JEFF BURNAP
Address: 33 BRENTWOOD ST.
PORTLAND 04103
Work#: N/A
Cell#: 207-939-1231
Fax#: N/A
Home #: N/A
E-mail: jeffreymburnap@yahoo.com

CONSULTANT/AGENT

Name: MAT O'BRIEN
Address: 11 HARDY RD.
FALMOUTH, ME 04105
Work#: N/A
Cell#: 207-332-8498
Fax#: N/A
Home #: N/A
E-mail: matobrien@hotmail.com

Criteria for an Administrative Authorization:
(see section 14-523(4) on the next page)

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

- a) Is the proposal within existing structures? Y
- b) Are there any new buildings, additions, or demolitions? N
- c) Is the footprint increase less than 500 sq. ft.? N/A
- d) Are there any new curb cuts, driveways or parking areas? N/A
- e) Are the curbs and sidewalks in sound condition? Y
- f) Do the curbs and sidewalks comply with ADA? Y
- g) Is there any additional parking? N
- h) Is there an increase in traffic? Y - 1 unit
- i) Are there any known stormwater problems? N
- j) Does sufficient property screening exist? Y
- k) Are there adequate utilities? Y
- l) Are there any zoning violations? N
- m) Is an emergency generator located to minimize noise? N
- n) Are there any noise, vibration, glare, fumes or other impacts? N

Signature of Applicant: [Signature] Date: 5/31/16

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 required 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.