

**Christina Stacey** <cstacey@portlandmaine.gov>

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**Legalization permit, 71 Leland St.**

5 messages

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**Christina Stacey** <cstacey@portlandmaine.gov>  
To: simpsoncd10@gmail.com

Wed, May 18, 2016 at 9:57 AM

Dear Christopher,

I am in the process of reviewing your application to legalize one dwelling unit at 71 Leland Street. There is some additional information I need for the application to be considered complete.

The first item on the list of required submissions is "A plot plan, drawn to scale, showing building(s), parking, easements, dumpsters, fencing, public ways, and any other significant feature." The application did not include a plan meeting this description.

The second item on the list of required submissions is "A dimensioned floor plan for every unit in the dwelling, whether or not it is the subject of the application." Although you submitted an appraisal sketch of the building, it is not an adequate floor plan for review because it does not depict the locations of interior walls, doors, and windows.

If you can e-mail me these items as soon as possible I will be able to continue processing your application. Please let me know if you have any questions.

Regards,  
Chris

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Chris Stacey - Zoning Specialist  
Department of Permitting & Inspections  
City of Portland  
389 Congress St.  
Portland, ME 04101  
(207) 874-8695  
cstacey@portlandmaine.gov

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**Simpson, Christopher D** <Christopher.Simpson@td.com>  
To: "cstacey@portlandmaine.gov" <cstacey@portlandmaine.gov>

Tue, Jun 7, 2016 at 10:16 AM

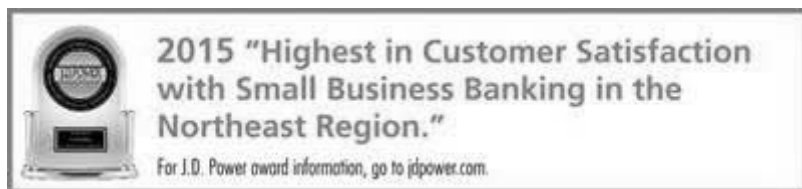
Good Morning Chris,

I apologize about not having the correct paper work in the first place. When I called your office before submitting the initial paperwork the person fielding my questions said that the paperwork from the tax assessors office would work just fine. Here are more detailed floor plans and property diagram. Please let me know if there is anything else and when you will be by to view the unit.

Thank you ,

Chris Simpson | Store Manager | NMLS #981554

**TD Bank, America's Most Convenient Bank**ME2-063-000 | 111 Ossipee Trail, Standish, ME 04084  
T: 207-642-7888 | F: 207-642-6931



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**From:** Chris Simpson [mailto:simpsoncd10@gmail.com]  
**Sent:** Tuesday, June 07, 2016 10:11 AM  
**To:** Simpson, Christopher D  
**Subject:** Fwd: Legalization permit, 71 Leland St.

Sent from my iPhone

Begin forwarded message:

**From:** Christina Stacey <cstacey@portlandmaine.gov>  
**Date:** May 18, 2016 at 9:57:35 AM EDT  
**To:** simpsoncd10@gmail.com  
**Subject:** Legalization permit, 71 Leland St.


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**2 attachments**

 **20160606105510986.pdf**  
283K

 **20160607101108690.pdf**  
192K

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**Christina Stacey** <cstacey@portlandmaine.gov>  
To: "Simpson, Christopher D" <Christopher.Simpson@td.com>

Wed, Jun 8, 2016 at 10:44 AM

Hi Chris,

Thanks for creating and sending these. I apologize that you were given some misinformation about what was needed. The front desk staff that you probably spoke with try to help as best they can, but they don't actually review permits, so they don't always realize exactly what is needed.

The next step is to have inspectors from building codes and the fire dept come look at the property. You will be contacted soon for scheduling that appointment. If any work is needed to bring the unit into compliance, they will let you know during the inspection.

Unfortunately, we did receive a formal objection to the legalization from one of the abutters that received the notification postcard (see attached). This means that final approval of the permit must be from the Zoning Board of Appeals as a conditional use, rather than a staff approval. You will need to file the conditional use appeal application, along with the \$100 application fee, within 30 days of when we received the objection, which was 5/31/16. I am attaching all the required ZBA paperwork and instructions. Be sure that your application includes a cover letter that lists each of the eligibility requirements (items c(1) through c(6) on the attached document) and also the three basic conditional use standards found on the application form, along with an explanation for each point of how the project is meeting it. Having a point-by-point listing of all requirements/standards and an explanation of how the project meets it will make the ZBA's review go more smoothly.






Please let me know if you have any questions about this information.

Regards,  
Chris

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#### 5 attachments

-  **Sec 14-391(c) Legalization eligibility criteria.pdf**  
667K
-  **Application Conditional Appeal Use.pdf**  
110K
-  **Application PROCESS for Zoning Bd of Appeals.pdf**  
109K
-  **2016 ZBA DATES.pdf**  
10K
-  **Formal objection re\_ application of 71 Leland.pdf**  
82K

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**Simpson, Christopher D** <Christopher.Simpson@td.com>  
To: Christina Stacey <cstacey@portlandmaine.gov>

Wed, Jun 8, 2016 at 11:23 AM

Hey Chris,

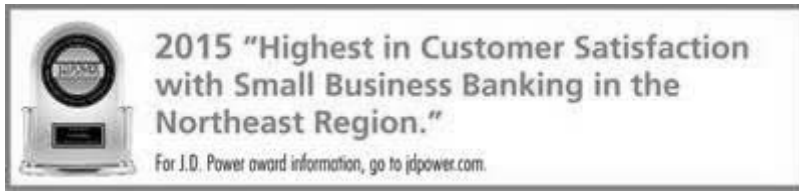
Thank you for getting back to me. I understand we now need to file an appeal. Can we file the appeals paperwork right away or do we have to wait for the inspectors to come by? The email says we need to complete "C 1-6", however number 4 states that each unit complies with house code. Do we have to wait for the inspectors to come through, or can we get the paperwork submitted?

Thank you,

Chris Simpson | Store Manager | NMLS #981554

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T: 207-642-7888 | F: 207-642-6931



**From:** Christina Stacey [mailto:cstacey@portlandmaine.gov]  
**Sent:** Wednesday, June 08, 2016 10:45 AM  
**To:** Simpson, Christopher D  
**Subject:** Re: FW: Legalization permit, 71 Leland St.

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**Christina Stacey** <cstacey@portlandmaine.gov>  
To: "Simpson, Christopher D" <Christopher.Simpson@td.com>

Thu, Jun 9, 2016 at 7:41 AM

Hi Chris,

The primary concern is getting the appeal application and fee submitted within the 30-day deadline from 5/31/16. It is my understanding that the inspection is scheduled for Monday, so you should have some answers pretty quickly on what, if anything, needs to be done to bring it into code compliance. So if you want to wait until after that inspection so you have the necessary information for the paperwork, you should still have plenty of time. Also, once you submit the appeal paperwork, there is usually still time to update the application with new information, if needed.

Let me know if you have further questions.

Chris

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