



## Administrative Authorization Application Portland, Maine

Planning and Urban Development Department  
Planning Division

**PROJECT NAME:**

Native Habitat Garden/Outdoor Classroom

**PROJECT ADDRESS:**

Ocean Avenue Elementary School (150 Ocean Ave)

**PROJECT DESCRIPTION (Please attach a sketch/plan of the proposal/development)** (4925F)

Raised platform/trapezoidal deck, less than 30" above sloping ground with <sup>native</sup> plants and benches

**APPLICATION FEE:**

Request waiver (\$50.00)

**CHART/BLOCK/LOT:**

137 A 004

**CONTACT INFORMATION:**

|  |   |
|--|---|
| <p><b>Applicant – must be owner, Lessee or Buyer</b></p> <p>Name: <u>Douglas Ritter Sherwood</u></p> <p>Business Name, if applicable: <u>Portland Public Schools</u></p> <p>Address: <u>353 Cumberland Ave</u></p> <p>City/State: <u>Portland, ME</u> Zip Code: <u>04101</u></p> | <p><b>Applicant Contact Information</b></p> <p>Work #: <u>842-5342</u></p> <p>Home #:</p> <p>Cell #: <u>239-5371</u> Fax#: <u>874-8107</u></p> <p>e-mail: <u>sherwd@portlandschools.org</u></p>                 |
| <p><b>Owner – (if different from Applicant) School Contact</b></p> <p>Name: <u>Ann Hanna</u></p> <p>Address: <u>150 Ocean Avenue</u></p> <p>City/State: <u>Portland, ME</u> Zip Code: <u>04103</u></p>   | <p><b>Owner Contact Information</b></p> <p>Work #: <u>874-8180</u></p> <p>Home #:</p> <p>Cell #: Fax#: <u>756-8495</u></p> <p>e-mail: <u>hannaan@portlandschools.org</u></p>                                    |
| <p><b>Agent/ Representative</b></p> <p>Name: <u>Michael Johanning</u><br/><u>WBRC</u></p> <p>Address: <u>30 Danforth Street</u></p> <p>City/State: <u>Portland, ME</u> Zip Code: <u>04101</u></p>  | <p><b>Agent/Representative Contact information</b></p> <p>Work #: <u>828-4511 X103</u></p> <p>Home #:</p> <p>Cell #: <u>902-0028</u> Fax#: <u>828-4515</u></p> <p>e-mail: <u>michael.johanning@wbrc.com</u></p> |

|                            |                    |                                    |       |
|----------------------------|--------------------|------------------------------------|-------|
| <b>Billing Information</b> |                    | <b>Billing Contact Information</b> |       |
| Name:                      | See applicant info | Work #:                            |       |
| Address:                   |                    | Home #:                            |       |
| City/State :               | Zip Code:          | Cell #:                            | Fax#: |
|                            |                    | e-mail:                            |       |

**Designated person/person(s) for uploading to e-Plan:**

Name: Douglas Ritter Sherwood  
e-mail: sherwd@portlandschools.org

Name: Mike Johanning  
e-mail: michael.johanning@wbrcae.com

Name:  
e-mail:

**CRITERIA FOR AN ADMINISTRATIVE AUTHORIZATION**

(see Section 14-523(4) on the last page)

**Applicant's Assessment**

Y(yes), N(no), N/A

- |   |           |
|---|-----------|
| a) Is the proposal within the existing structure?                 | N         |
| b) Are there any new buildings, additions, or demolitions?        | deck only |
| c) Is the footprint increase less than 500 sq. ft.?               | Y         |
| d) Are there any new curb cuts, driveways or parking areas?       | N         |
| 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?                               | N         |
| i) Are there any known stormwater problems?                       | N         |
| j) Does sufficient property screening exist?                      | Y         |
| k) Are there adequate utilities?                                  | N/A       |
| l) Are there any zoning violations?                               | N/A       |
| m) Is an emergency generator located to minimize noise?           | N/A       |
| n) Are there any noise, vibration, glare, fumes or other impacts? | N         |

**INSTRUCTIONS FOR ELECTRONIC SUBMISSION:**

**Please refer to the application checklist (attached) for a detailed list of submission requirements.**

1. Fill out the application completely and e-mail the **application only** to [planning@portlandmaine.gov](mailto:planning@portlandmaine.gov) (Please be sure to designate a person who will be responsible for uploading documents and drawings.) This step will generate the project ID number for your project.
2. An invoice for the application fee will be e-mailed to you. Payments can be made on-line at [Pay Your Invoice](#), by mail or in person at City Hall, 4<sup>th</sup> Floor. Please reference the Application Number when submitting your payment which is located in the upper left hand corner of the invoice.
3. The designated person responsible for uploading documents and drawings will receive an email from [eplan@portlandmaine.gov](mailto:eplan@portlandmaine.gov) with an invitation into the project. At this time, you will upload all corresponding documents and plans into the project. For first time users you will receive a temporary password which you must change on entry. Make note of your username and password for any future projects.

**Reminder: Before the project can move forward, the application fee shall be paid in full and all required documents and drawings shall be uploaded into e-plan correctly.**

4. Follow the link below (Applying Online Instructions) for step by step instructions on how to do the following:  
Tab 1 - Setting up the appropriate compatibility settings for your PC and getting started in e-plan.  
Tab 2 - Preparing your drawings, documents and photos for uploading using the correct naming conventions  
Tab 3 - Preparing and uploading revised drawings and documents

[Applying Online Instructions](#)



5. When ready, upload your files and documents into the following folders:  
"Application Submittal – Drawings"  
"Application Submittal – Documents"
6. Once a preliminary check has been made of the submittal documents and drawings, staff will move them to permanent folders labeled Drawings and Documents. As the process evolves you will be able to log in and see markups, comments and upload revisions as requested into these folders.

**APPLICANT SIGNATURE:**

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.

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.

**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. 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:<br> | Date:<br> |
|--|---|