



# Administrative Authorization Application

Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: Next Level Church  
 PROJECT ADDRESS: 1053 Forest Ave CHART/BLOCK/LOT: 146 E-009-001  
 APPLICATION FEE: \_\_\_\_\_ (\$50.00)

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)  
Addition of required exterior <sup>Door</sup> egress + stairs on Bell St side

### CONTACT INFORMATION:

#### OWNER/APPLICANT

Name: Next Level Church / Daniel King  
 Address: 1053 Forest Ave  
 Work #: \_\_\_\_\_  
 Cell #: 603-988-3507  
 Fax #: \_\_\_\_\_  
 Home #: \_\_\_\_\_  
 E-mail: Daniel@nlc.tv

#### CONSULTANT/AGENT

Name: n/a  
 Address: \_\_\_\_\_  
 Work #: \_\_\_\_\_  
 Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Home #: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### Criteria for an Administrative Authorizations:

(see section 14-523(4) on pg .2 of this appl.)

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

### Applicant's Assessment Planning Division

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

Applicant's Assessment	Planning Division
Y(yes), N(no), N/A	Y(yes), N(no), N/A
N	N
Y	Y - <sup>with</sup> steps
Y	Y
N	N
N	Y
N	Y
N	N
N	N
N	N
Y	Y
N	N
N/A	N/A
N	N

RECEIVED  
 MAR 20 2012  
 City of Portland  
 Planning Division

Signature of Applicant: Daniel King Date: 3/17/12

Planning Division Use Only

Authorization Granted

Partial Exemption

Exemption Denied

*Barbara Barbydt, Development Review Services mgr  
- 3/26/12*

**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.

**Criteria for an Administrative Authorizations:**  
 (See Section 14-523 (4) on page 2 of this application)

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

**Planning Division**  
 Use Only

a) Is the proposal within existing structures?	No	No
b) Are there any new buildings, additions, or demolitions?	Yes	Yes
c) Is the footprint increase less than 500 sq. ft.?	Yes	Yes
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?	No	No
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 Administrative Authorization for 1053 Forest Avenue was approved by Barbara Barhydt –Development Review Services Manager - on March 26, 2012 with the following required Standard Condition of Approval listed below:

1. **Standard Condition of Approval:** The applicant shall obtain all required City Permits, including building permits from the Inspection Division (874-8703) and any other permits required from the Department of Public Services (874-8801) prior to the start of any construction.

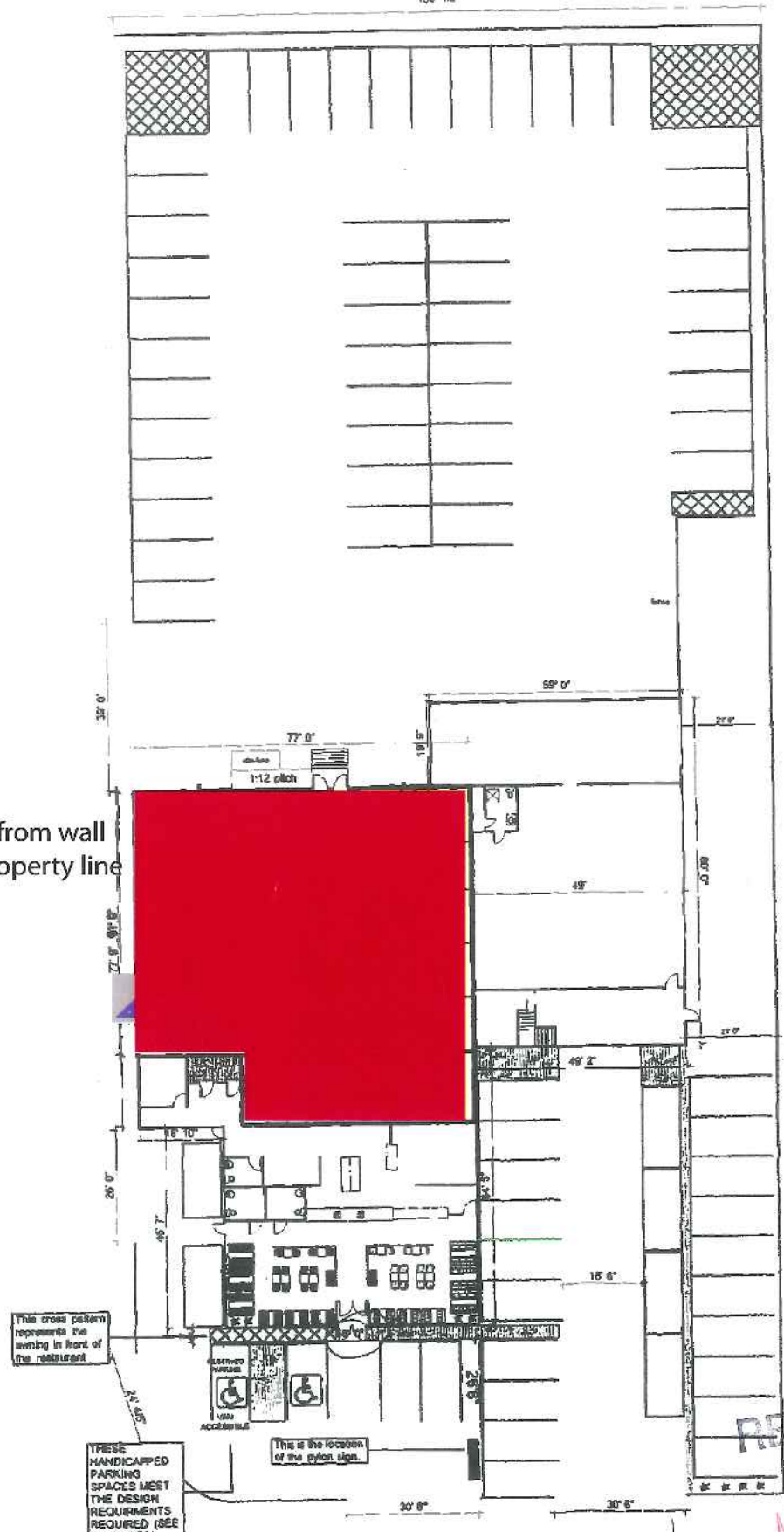
150' 1/2"

- Our portion of building
- Proposed new egress landing, and stairs

\*note parking spaces are 9' X 19' in the rear and side. 9' X 18' in the front of the building

\*8 ft from wall to property line

Bell Street



This cross section represents the seating in front of the restaurant

THESE HANDICAPPED PARKING SPACES MEET THE DESIGN REQUIREMENTS REQUIRED (SEE ATTACHED)

This is the location of the pylon sign.

RECEIVED

MAR 20 2012

PLOT PLAN FOR 1053 FOREST AVE.

58'0" frontage

City of Portland Planning Division

Forest Avenue

# 1053 Emergency Egress

## Notes:

\*Red represents the door (actual color is solid gray and has panic hardware)

\*Blue represents steps and rail (wood)

\*\*This door is being constructed at the requirement of Fire Dept as emergency egress and will be used ONLY in case of emergency, not as a standard exit from the building



Each step is 6" high with 11" tread

Railing at 37" height

Standard 36" exterior door  
Swings out  
Panic hardware

40" x 40" landing

Cinder block wa

-  Proposed exterior door (currently a window, but originally was a door)
-  Proposed landing and stairs to ground level



BARBARA,  
For your Admin. Autho



## General Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <u>1053 Forest Avenue</u>		
Total Square Footage of Proposed Structure/Area <u>5,534 ft<sup>2</sup></u>		Square Footage of Lot <u>54,014 ft<sup>2</sup></u>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>146            E            9</u>	Applicant * <u>must</u> be owner, Lessee or Buyer* Name <u>Next Level Church</u> Address <u>1 Washington St #4023</u> City, State & Zip <u>Dover, NH 03820</u>	Telephone: <u>Daniel King</u> <u>Executive Pastor</u> <u>603-988-3502</u>
Lessee/DBA (If Applicable) <u>See applicant</u>	Owner (if different from Applicant) Name <u>1053 Forest Ave LLC</u> Address <u><del>1053 Forest Ave</del> 200 Riverside St. Plaistow</u> City, State & Zip <u>Portland, ME 04103</u>	Cost Of Work: \$ <u>30,000</u> C of O Fee: \$ <u>    </u> Total Fee: \$ <u>320</u>
Current legal use (i.e. single family) <u>Vacant</u> If vacant, what was the previous user? <u>Karaoke Studio - Use group M</u> Proposed Specific use: <u>Religious Assembly</u> Is property part of a subdivision? <u>No</u> If yes, please name _____ Project description: <u>Remodel of interior walls only to fit religious assembly use.</u>		
Contractor's name: _____ Address: _____ City, State & Zip: _____ Telephone: _____ Who should we contact when the permit is ready: <u>Daniel King</u> Telephone: <u>603-988-3502</u> Mailing address: <u>1 Washington St #4023, Dover, NH 03820</u>		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

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 Code Official'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.

Signature: Daniel King Executive Pastor

Date: 2/22/12

This is not a permit; you may not commence ANY work until the permit is issued.



## Commercial Interior & Change of Use Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal.

- Cross sections w/framing details
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Complete electrical and plumbing layout
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment,
- HVAC equipment or other types of work that may require special review
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEBC 2003
- Proof of ownership is required if it is inconsistent with the assessors records.
- Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- Per State Fire Marshall, all new bathrooms must be ADA compliant.

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- Location and dimensions of parking areas and driveways, street spaces and building frontage.
- Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)

**Fire Department requirements.**

The following shall be submitted on a separate sheet:

- Name, address and phone number of applicant and the project architect.
- Proposed use of structure (NFPA and IBC classification)
- Square footage of proposed structure (total and per story)
- Existing and proposed fire protection of structure.
- Separate plans shall be submitted for
  - a) Suppression system
  - b) Detection System (separate permit is required)
- A separate Life Safety Plan must include:
  - a) Fire resistance ratings of all means of egress
  - b) Travel distance from most remote point to exit discharge
  - c) Location of any required fire extinguishers
  - d) Location of emergency lighting
  - e) Location of exit signs
  - f) NFPA 101 code summary
- Elevators shall be sized to fit an 80" x 24" stretcher.

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

**Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.**

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

**Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost**

**This is not a Permit; you may not commence any work until the Permit is issued.**



**Building permit application**

Re: 1053 Forest Ave, Portland, Maine.

**Special inspections**

In accordance with chapter 17 of the IBC 2009, no special inspections are required on this project.

**Cross sections with framing details**

See attached.

**Details of new walls**

See attached.

**Floor plans**

See attached.

**Window and door schedules**

All windows shall remain as existing. Rear egress door shall remain as existing - manufacturer unknown. Front entry doors will be replaced with glass doors \_\_\_\_\_. Interior doors will be standard commercial grade \_\_\_\_\_. See attached for details.

**Electrical and plumbing layout**

All plumbing to remain as existing. Electrical marked on floor plan. See attached.

**Mechanical drawings**

All specialized equipment will remain as existing. No HVAC, furnace, or equipment will be modified.

**Insulation r-factors**

R-factors and u-factors will remain as existing and are unknown.

**Proof of ownership**

See attached.

**Electronic files**

Included.

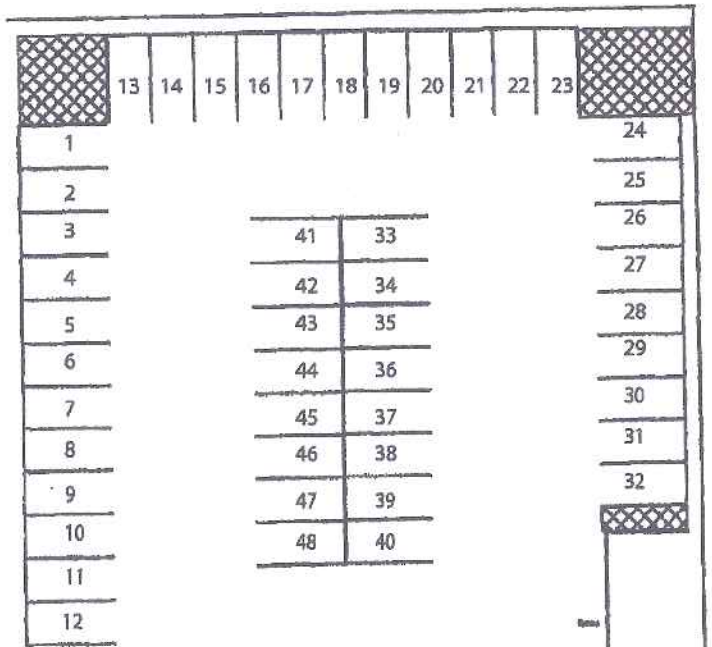
**ADA compliance**

All bathrooms are ADA compliant.

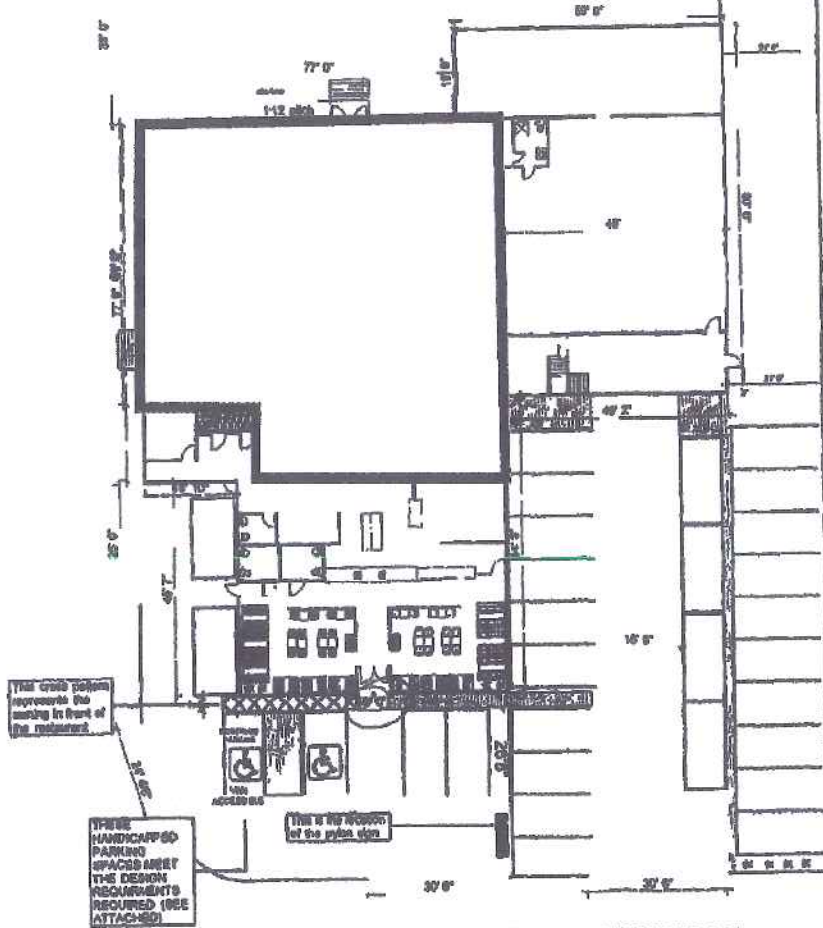
**Site plan**

See attached site plan. Existing parking and traffic flow is to remain. No modifications are required for this use.

100' 00"



\*note parking spaces are 9' X 18' in the rear and side. 9' X 18' in the front of the building

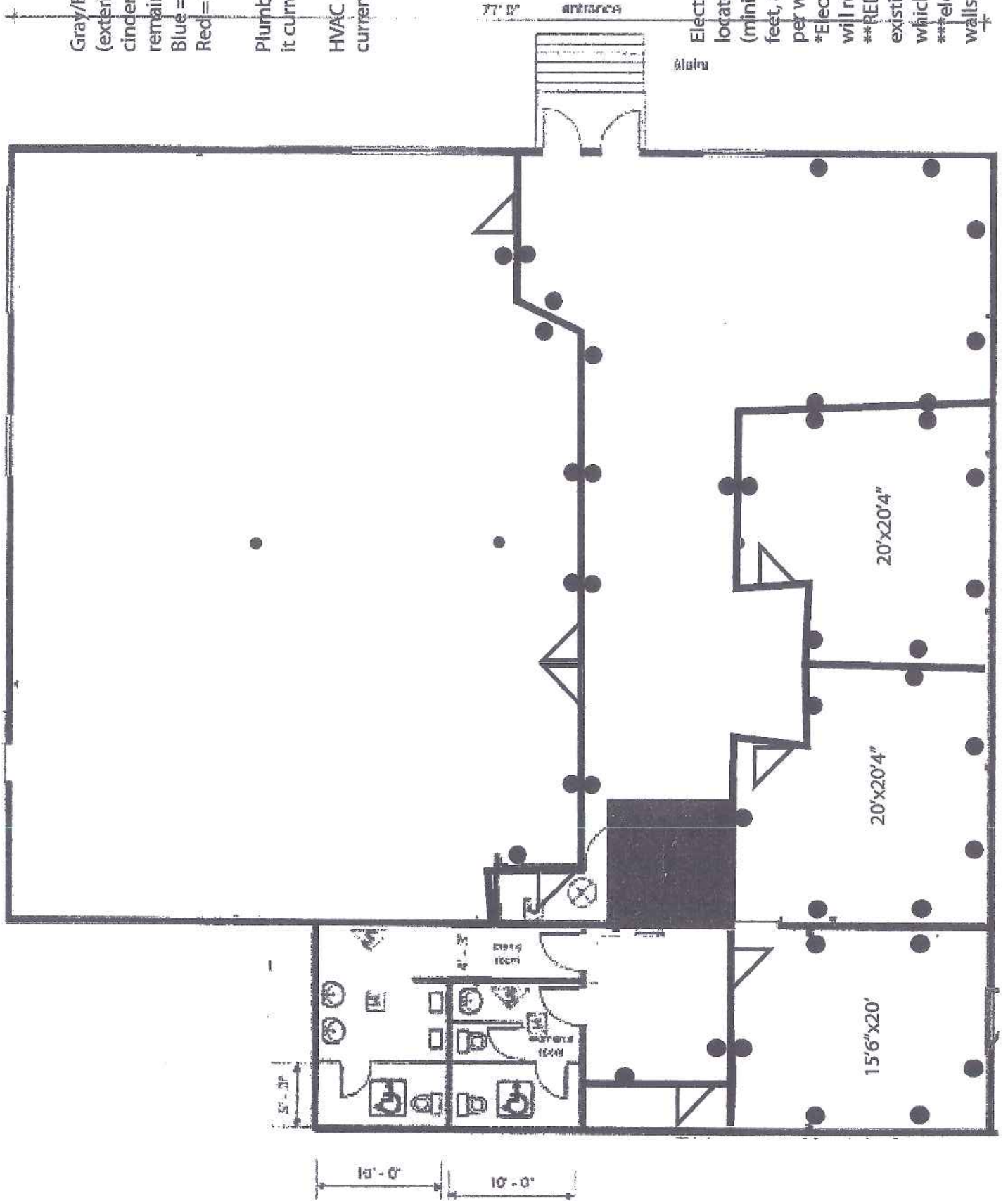


PLOT PLAN FOR 1053 FOREST AVE.

58' 0" frontage

9' 9" - 10'  
15' 9"

63' 11"

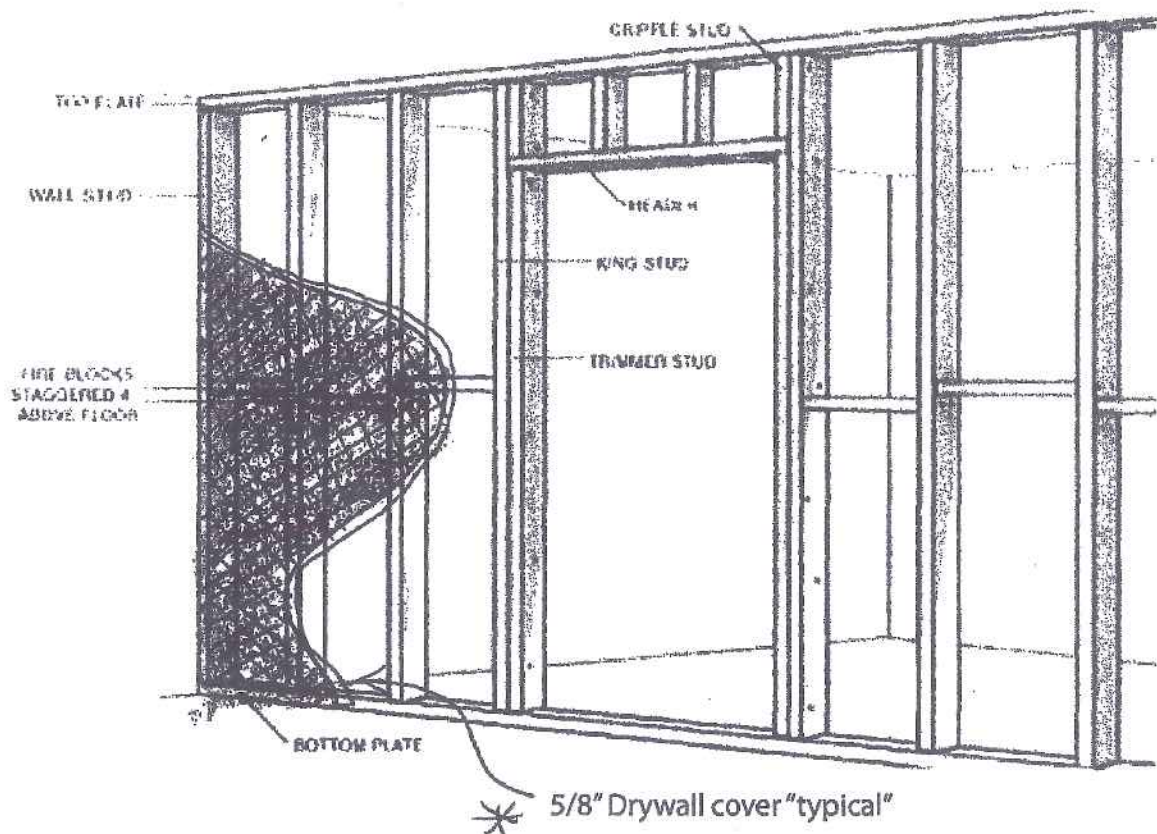


Gray/Black = existing  
(exterior walls are existing  
cinder block which will  
remain)  
Blue = new walls/framing  
Red = new doors

Plumbing will remain as  
it currently exists  
HVAC will remain as it  
currently exists

Electrical outlets will be  
located by green circles  
(minimum of every 12  
feet, at least 1 receptacle  
per wall)  
\*Electrical in bathrooms  
will remain as existing  
\*\*RED "C" represents  
existing control panel  
which shall remain  
\*\*\*electrical on existing  
walls shall remain as is

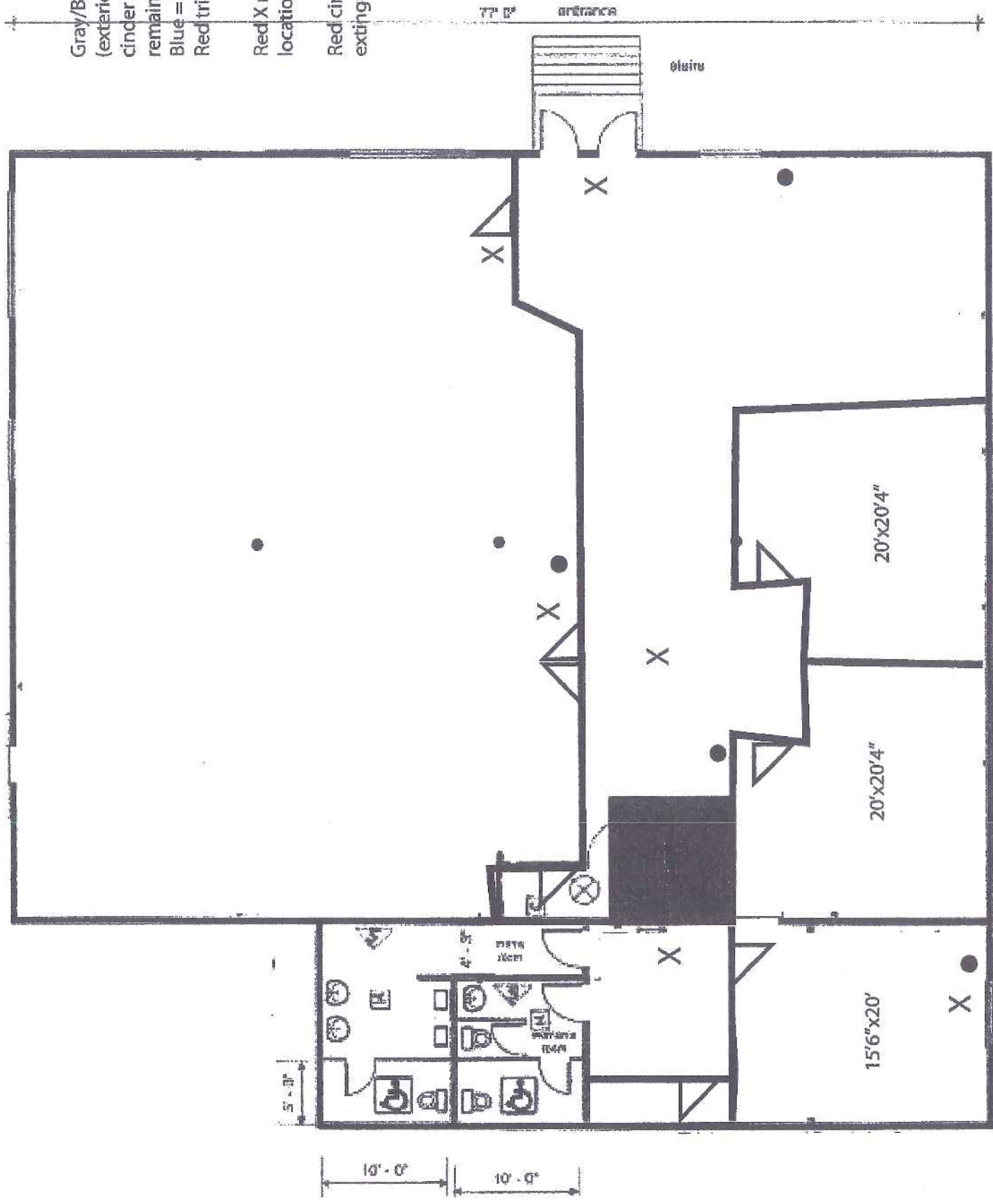
## Cross section with framing details



\* All studs are 2x4

Cross section is representative of typical framing to be used

61' 0"

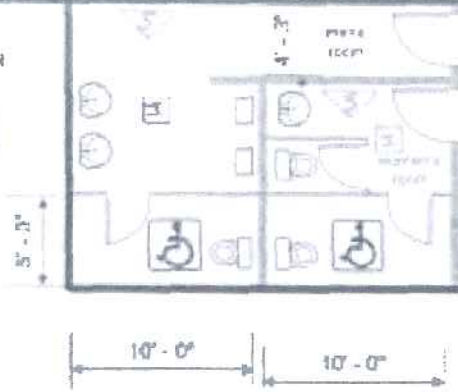


- Gray/Black = existing (exterior walls are existing cinder block which will remain)
- Blue = new walls/framing
- Red triangle = new doors
- Red X represents exit sign locations
- Red circle represents fire extinguishers

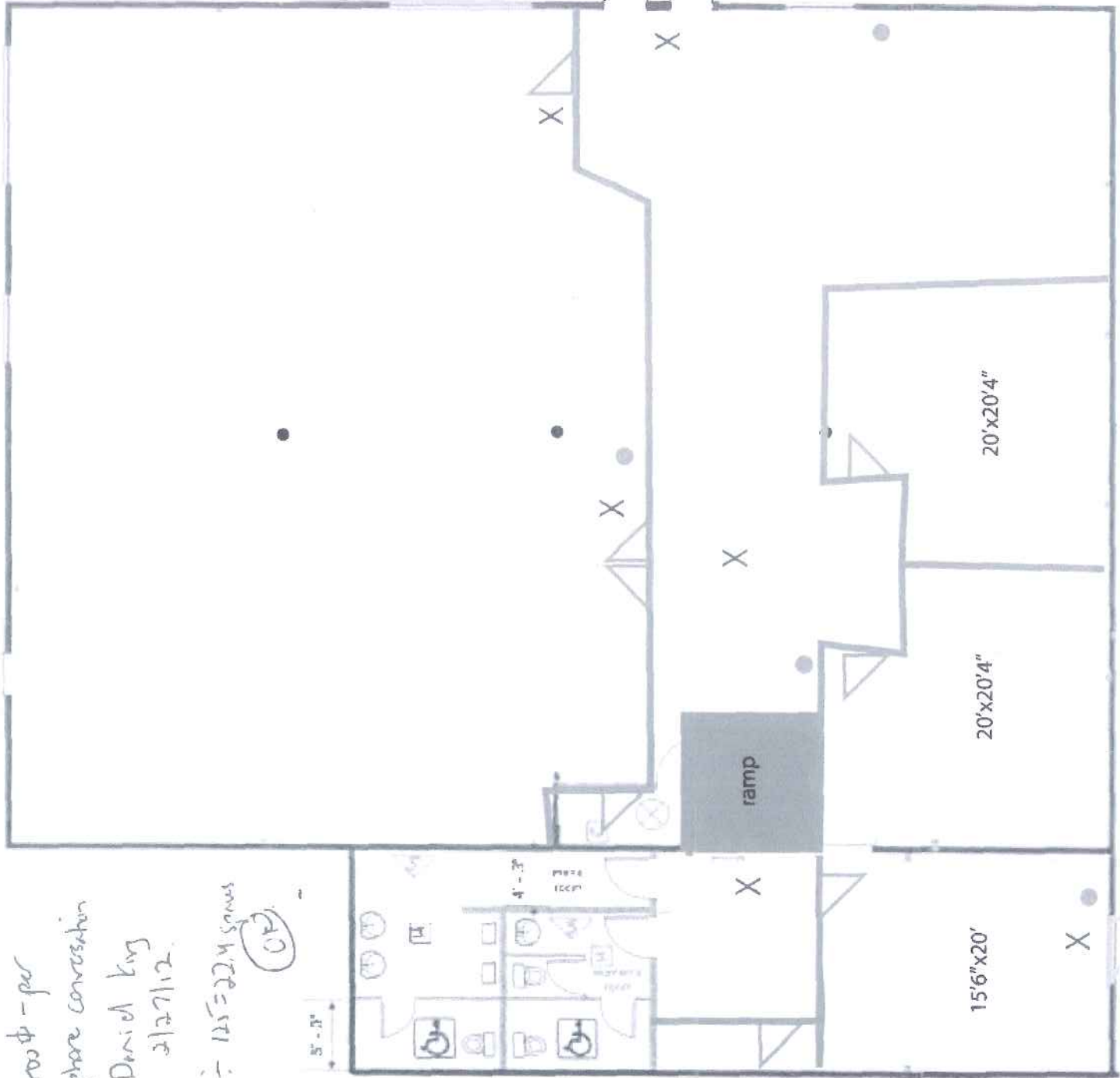
Assembly area.

2 gross - per  
telephone conversion  
w/ Daniel King  
2/27/12.

2500 ÷ 125 = 22.4 spaces  
02



63' 0"



- Gray/Black = existing (exterior walls are existing cinder block which will remain)
- Blue = new walls/framing
- Red triangle = new doors
- Red X represents exit sign locations
- Red circle represents fire extinguishers

Ginza bar  
Paper shop

77' 0" entrance

stairs

ramp

15'6" x 20'

20' x 20'4"

20' x 20'4"

5'-0"

10'-0"

10'-0"

Door  
Newgrille  
From  
Per David K.

NEW NEEDS STAIR & LANDING (OUTSIDE)

2,410 ft<sup>2</sup> including  
stage @ 15 NET  
160 PERSONS

UNSECURED SEATING  
PER 101:12.7.9.2.2

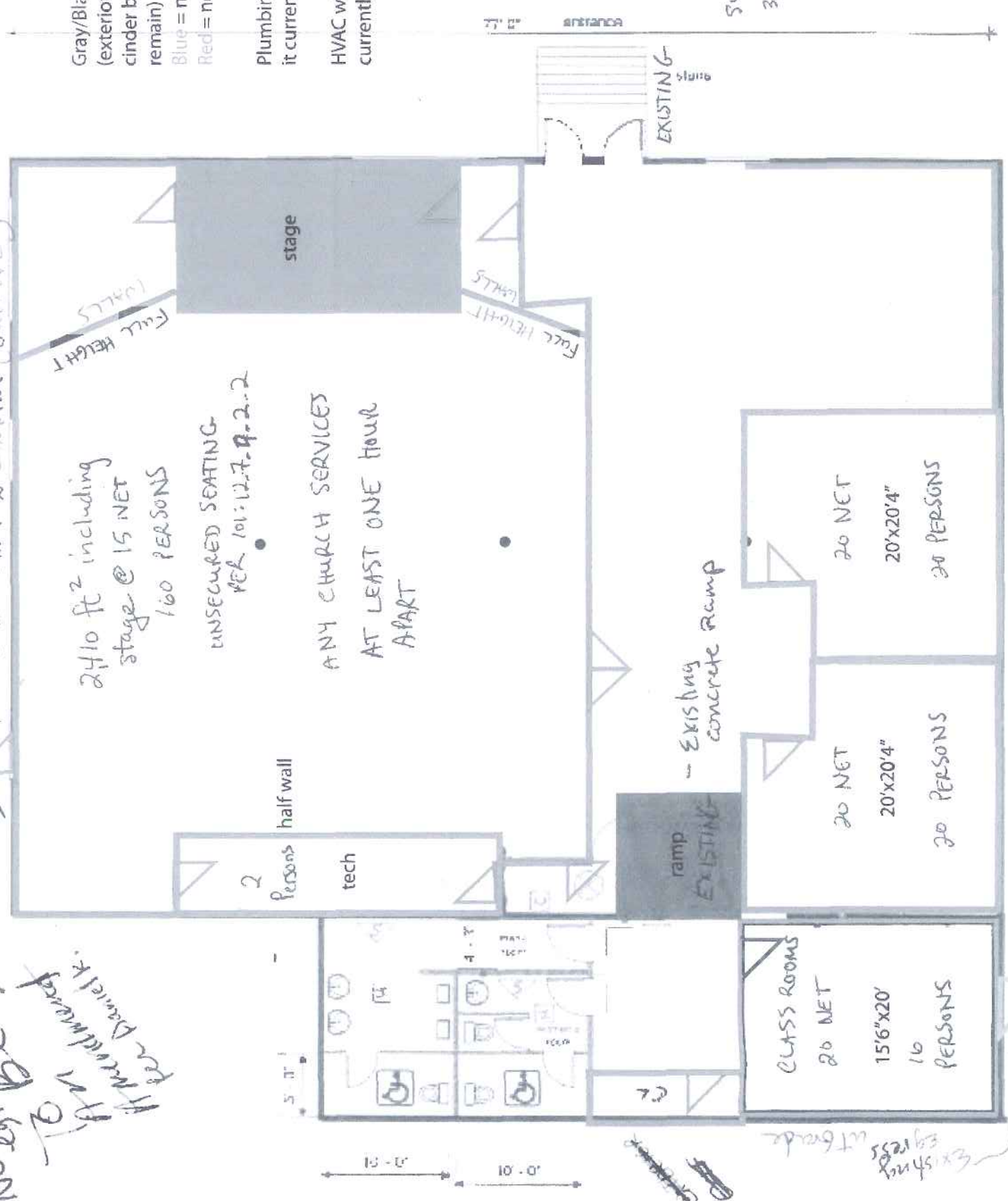
ANY CHURCH SERVICES  
AT LEAST ONE HOUR  
APART

Gray/Black = existing  
(exterior walls are existing  
cinder block which will  
remain)  
Blue = new walls/framing  
Red = new doors

Plumbing will remain as  
it currently exists

HVAC will remain as it  
currently exists

SUBMITTED  
3/12/12



Existing  
egress  
at grade





One Canal Plaza  
Portland, ME 04101

T 207 772 1333  
F 207 871 1288

[www.boulos.com](http://www.boulos.com)

February 15, 2012

John Lefevre  
1053 Forest Avenue LLC  
200 Riverside Industrial Pkwy  
Portland, ME 04101

Re: Letter of Intent  
1053 Forest Ave

Dear John:

This letter sets forth the terms and conditions under which Next Level Church (hereinafter referred to as "Tenant") is willing to enter into a lease agreement with 1053 Forest Avenue LLC (hereinafter referred to as "Landlord") for space at the above-referenced location.

- Property:** 1053 Forest Ave  
Portland, Maine
- Tenant:** Next Level Church
- Landlord:** 1053 Forest Avenue LLC
- Demised Premises:** The demised premises shall be deemed to contain 5,558± s.f. of leased space as shown on attached plan. Space is the former Fournier's Martial Arts Center
- Use:** Tenant will use the demised premises for activities related to a church.
- Lease Term:** Five (5) years and 3 months
- Option Term:** One, Five year option at market rent, but no less than paid in prior year, provided six months prior written notice.
- Occupancy Date:** Upon lease execution.
- Rent Commencement Date:** Three (3) months from date of occupancy, but in no event later than August 1, 2012

**Landlord Work:** **None. Space to be taken as-is.** Landlord to contribute up to \$50,000 for Tenant's build out of demised premises. Said Tenant Improvement Allowance to be amortized over the lease term (months 4 through 60) at an interest rate of 6%. Use of funds to be limited to the actual construction costs associated with the build out plan shown in attached exhibit A.

**Tenant's Work:** Any additional modifications to the building by Tenant, or Tenant's agent, shall be submitted to Landlord for its approval prior to commencement of work. Tenant agrees that all work shall be completed in compliance with all applicable state and municipal building codes and ordinances.

**Lease Rate:** Months 1-3: No base rent. Tenant to pay NNN charges only.  
Months 4-15: \$4.50/sf NNN  
Months 16-27: \$5.00/sf NNN  
Months 28-39: \$5.25/sf NNN  
Months 40-51: \$5.50/sf NNN  
Months 52-63: \$5.75/sf NNN

The above rent is quoted on a Triple Net Basis. Therefore, Tenant is responsible for its pro rata share of all operating expenses for this property, including, but not limited to, real estate taxes, building maintenance, management, building insurance, water and sewer, parking lot maintenance and repairs, grounds maintenance, common area lighting and common area janitorial, etc. The rent does not include Tenant's premises utility costs. Tenant is directly responsible for its utility expenses for gas and electric. Tenant is also responsible for its premises' janitorial costs. Triple Net expenses are estimated at \$2.67/sf.

**Deposit:** Upon full execution of this Letter of Intent, Tenant will deposit with CBRE/The Boulos Company the sum of one month's rent. (\$1,968.46). Said deposit will be held in a non-interest bearing escrow account. At the time the lease is executed, said deposit will be forwarded to Landlord and credited toward Tenant's security deposit.

**Security Deposit:** Upon full execution of a Lease Agreement, Tenant's above deposit will be forwarded to Landlord. This sum represents the security deposit due under the lease. Said deposit will be returned to Tenant at the end of the lease term, provided the premises are left in good repair, "broom clean," and provided Tenant has not been in default of lease. Interest will not be paid on said deposit.

**Financials:** It is understood that the lease agreement is subject to Landlord's review and approval of Tenant's financial statements and past credit history. Tenant shall submit such information to Landlord within five days of full execution of this Letter of Intent.

**Signage:** Signage will be at Tenant's sole expense; and, subject to the prior written approval of design and location by Landlord prior to installation, and subject

to standards in use at the property and City of Portland permit. Such approval shall not be unreasonably withheld or delayed.

Brokerage Commission:

Landlord's responsibility, and in accordance with Exclusive Listing Agreement on file with CBRE/The Boulos Company.

Assignment/Sublet:

Tenant shall not be permitted to assign lease or sublet space, without Landlord's prior written approval.

Zoning:

It is the responsibility of Tenant to determine all zoning information and secure all necessary or required permits and approvals for its proposed use of the subject premises. Landlord and CBRE/The Boulos Company make no representations or warranties as to the suitability of, or the ability to obtain regulatory approval for, the subject premises for Tenant's intended use.

Facsimiles:

The undersigned jointly and severally agree to accept fax copies of the documents which have been sent by either party to the other, or to any other party or agent to this transaction, as original documents, with the exception of the final lease document.

Miscellaneous:

It is agreed that this Letter of Intent is subject to the formal execution of a mutually agreeable lease and until such lease is signed by all parties, this Letter of Intent will be non-binding. All parties agree to negotiate in "good faith".

Construction Reimbursement:

Tenant agrees to provide Landlord with a budget prior to construction, which will include cost estimates and quotes for work to be performed. Landlord to reimburse tenant for expenses within 14 days of receipt and approval of invoices for materials and supplies.

Very truly yours,

Daniel Greenstein  
CBRE/The Boulos Company

(Signatures to follow on next page)

Permit Permission: I authorize the Church  
to obtain permits. John Lefevre

SEEN AND AGREED TO:

Next Level Church, Tenant

Daniel King, Executive Pastor  
By: Daniel King  
Its: Executive Pastor

2/15/12  
Date:

1053 Forest Avenue LLC, Landlord

John L. Fure  
By:  
Its:

2/19/12  
Date: