

**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM**

I. D. Number _____

Hinsman, Carl & Anna

Applicant _____

31 Mitton St, Portland, ME 04103 *Office 2*

Applicant's Mailing Address _____

Carl Hinsman

Consultant/Agent _____

874-6355

Applicant or Agent Daytime Telephone, Fax _____

7/7/97

Application Date _____

31 Mitton St

Project Name/Description _____

31 Mitton St

Address of Proposed Site _____

191-B-008

Assessor's Reference: Chart-Block-Lot _____

Proposed Development (check all that apply):
 Office Retail Manufacturing Warehouse/Distribution Parking Lot Other (specify) **Fill Permit**

New Building

Building Addition

Change Of Use

Residential

5,500

Proposed Building square Feet or # of Units _____

Acreage of Site _____

Zoning _____

Check Review Required:

Site Plan (major/minor) Subdivision # of lots _____ PAD Review 14-403 Streets Review

Flood Hazard Shoreland Historic Preservation DEP Local Certification

Zoning Conditional Use (ZBA/PB) Zoning Variance Other _____

Fees Paid: Site Plan _____ Subdivision _____ Engineer Review **\$50.00** Date: **7/7/97**

Inspections Approval Status:

Reviewer _____

Approved Approved w/Conditions see attached Denied

Approval Date _____ Approval Expiration _____ Extension to _____ Additional Sheets Attached

Condition Compliance _____ signature _____ date _____

Performance Guarantee Required* Not Required

* No building permit may be issued until a performance guarantee has been submitted as indicated below

Performance Guarantee Accepted _____ date _____ amount _____ expiration date _____

Inspection Fee Paid _____ date _____ amount _____

Building Permit Issued _____ date _____

Performance Guarantee Reduced _____ date _____

Temporary Certificate of Occupancy _____ date _____

Final Inspection _____ date _____

Certificate Of Occupancy _____ date _____

Performance Guarantee Released _____ date _____

Defect Guarantee Submitted _____ submitted date _____

Defect Guarantee Released _____ date _____

31 Mitton

Amy,
FYI -
approved
8-1-97
Steve Busken

191-B-008

**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM**

I. D. Number _____

Hinsman, Carl & Anna
Applicant
31 Mitton St, Portland, ME 04103
Applicant's Mailing Address
Carl Hinsman
Consultant/Agent
874-6355
Applicant or Agent Daytime Telephone, Fax

7/7/97
Application Date
31 Mitton St
Project Name/Description
31 Mitton St
Address of Proposed Site
191-B-008
Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):
 Office Retail Manufacturing Warehouse/Distribution Parking Lot Other (specify) **Fill Permit**
 New Building Building Addition Change Of Use Residential
5,500 **5,500**
Proposed Building square Feet or # of Units Acreage of Site Zoning

Check Review Required:

Site Plan (major/minor) Subdivision # of lots _____ PAD Review 14-403 Streets Review
 Flood Hazard Shoreland Historic Preservation DEP Local Certification
 Zoning Conditional Use (ZBA/PB) Zoning Variance Other _____
Fees Paid: Site Plan _____ Subdivision _____ Engineer Review **\$50.00** Date: **7/7/97**

DRC Approval Status:

Approved **Approved w/Conditions** see attached **Denied**
Approval Date **8/1/97** Approval Expiration **8/1/98** Extension to _____ Additional Sheets Attached
 Condition Compliance **Steve Bushey** **8/1/97**
signature date

Performance Guarantee **Required*** **Not Required**

* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate Of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	
	date		
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released	_____	_____	
	date	signature	

31 Mitton St

City of Portland, Maine

REQUEST FOR SERVICE

INSPECTION SERVICES DIVISION

DATE RECEIVED	6/11/97	BY	A. Rowe	DISTRICT	#4 A. Bowers.
NAME OF REQUESTOR	Ed Doyle (Sebago Tech.)		ADDRESS	856-0277	
NAME OF OWNER	Mike Rogers	owns	ADDRESS	(32-34 Lassel St.) 31 Milton St.	
ADDRESS SERVICE REQUESTED AT	mother → 30 Lassel St.				
CONDITIONS:	area of wetland being filled in by owner? Tenants?				
COMMENTS:	Ed is concerned that the changing grade may drain water into his mother's cellar.				
SPECIAL INSTRUCTIONS:	6-12-97 (7:05am not available) 6-18-97 message 7:30am 6-19-97 sending letter of deck w/out permit needed. Stop work until obtain proper permit. the Property @ #31.				
ENVIRONMENTAL	HOUSING			BUILDING	
ROUTINE	URGENT	SPECIAL	REPORT TO	BY DATE	

WHITE COPY FOR INSPECTOR

YELLOW COPY FOR FILE

City of Portland, Maine

REQUEST FOR SERVICE

INSPECTION SERVICES DIVISION

DATE RECEIVED	6-16-97	BY	Louise	DISTRICT	MS Power &
NAME OF REQUESTOR	anonym		ADDRESS		
NAME OF OWNER	Dore E & Kathleen D Lear		ADDRESS 506 Upland Dr. Wilmington NC		
ADDRESS SERVICE REQUESTED AT	corner of MITCHELL + Greeley 28405				
CONDITIONS:	<p>- patting in sand, railroad ties on land</p> <p>- is of city property</p>				
COMMENTS:	<p style="text-align: center; font-weight: bold;">NOT CITY PROPERTY TO MY KNOWLEDGE SENDING HOMEOWNER @ 31 ^{MITCHELL} THURSTON ST. A LETTER REGARDING BLDG. DECK W/OUT PERMIT. STOP WORK UNTIL OBTAIN PERMIT.</p>				
SPECIAL INSTRUCTIONS:					
ENVIRONMENTAL	HOUSING		BUILDING		
ROUTINE	URGENT	SPECIAL	REPORT TO	BY-DATE	

WHITE COPY FOR INSPECTOR

YELLOW COPY FOR FILE

Executive Department



Robert B. Ganley
City Manager

CITY OF PORTLAND

June 27, 1997

Dale and Kathleen Lear
506 Upland Drive
Wilmington, North Carolina 28405

Re: Filling at 31 Mitton Street

Dear Occupant:

It has been brought to our attention that work has been done recently that could effect the drainage at the property of 31 Mitton Street.

Any filling of property must be reviewed by the Development Review Coordinator, Planning Department, City of Portland. Attached please find guidelines regarding Fill Permits.

A Fill Permit should be applied for at the Building Inspections Office, Room 315. If you have any questions, please contact Jim Wendel at DeLuca-Hoffman, 775-1121.

Sincerely,

Kandice Talbot
Planner

July 23, 1996

**CITY OF PORTLAND, MAINE
FILL PERMIT GUIDELINES FOR PROPOSED FILLED AREAS
UNDER 500 CUBIC YARDS**

The following items are guidelines to help applicants prepare a plan or sketch for approval of land areas being filled with 500 cubic yards of material or less. It is the applicant's responsibility to locate and assess all impacts as a result of the proposed filling and to acquire all applicable permits outside of the City of Portland review. Should you fail to complete or address these items you may be subject to strict enforcement which may result in costly construction amendments. Plans or sketches shall indicate proposed grades and contain the information suggested in the following guidelines:

1. Fill elevations shall match and conform in height with the elevation of an existing road shoulder, an existing driveway or land abutting your property line. Embankments and sloped areas created by fill construction shall not exceed a 3:1 sideslope or 33% grade. Areas steeper than 3:1 shall be stabilized using stone riprap, erosion control blankets, or an engineered retaining structure or system.
2. The filled area shall be graded such as to provide positive gravity drainage from a roadside, driveway, and buildings to a ditchline, culvert, wetlands, or a common drainage system located within or adjacent to the applicant's lot.
3. Fill shall not be placed near, within, or block the flow path of an existing drainage course. Any filling within the drainage course under the opinion of the Development Review Coordinator shall be removed and restored to its original condition at the owner's expense.
4. Siltation fence shall be installed and maintained at all times. The siltation fence shall be located along the entire downstream limits of the filled area or around the perimeter of the filled area to protect the disturbed area from siltation and possible erosion. Installation shall be initially reviewed by the Development Review Coordinator (DRC) and must be in accordance with the Best Management Practices for Construction Erosion and Sediment Control.
5. Erosion control (silt fence) shall be maintained on a regular basis. Silt fence may not be removed until the lawn area or disturbed area is 80% revegetated or is approved by the DRC.
6. Any alteration of a drainage course, or rerouting will require the plan to be reviewed by the Planning staff as a minor site plan and will require a stamped professional engineered plan and calculations for drainage discharge, channel sizing, and location.

7. The applicant shall disclose the amount, a description of type, and the origin of the proposed fill material. Fill material shall consist of non-contaminated soils free of large debris. Only under special exceptions shall sources of inert construction debris (concrete, brick, mortar, ceramics, etc.) be utilized for fill. Special exception fill material shall be reviewed by the Development Review Coordinator prior to actual placement for approval.
8. The fill material shall not remain exposed without a temporary erosion and sedimentation control or seeding application for more than 14 days. Temporary erosion control such as hay mulching must also occur on stock piled material if the time of exposure is to be greater than 14 days.
9. The filled area must be covered with 3-4" layer of loam material, free of clay, stone, roots, or wood debris. Loamed areas shall be seeded within 7 days following final grading or be covered with a hay mulch until the area is ready for final seeding. If the area fails to grow grass within 14 days, the area shall be re-seeded.
10. A copy of the boundary survey shall be submitted showing the approximate limits of filling. No filling shall be allowed within any public right of way, easement, or on any land other than the lot owned by the applicant.
11. The applicant shall complete all construction, grading, and seeding activities by September 1, or a date agreed to by the Development Review Coordinator. Failure to complete will require the applicant to apply for a permit extension.
12. The Development Review Coordinator reserves the right to require additional lot grading or other drainage improvements as necessary due to field conditions.

Please take notice that these are only guidelines and that the review of each applicant is different and is dependent on field conditions and topography. Conditions or requirements requested may exceed these guidelines in certain circumstances, by addressing the above items the applicant will be better prepared to understand the fill permit approval process. Prior to actual construction it would be helpful if you contacted the DRC 874-8300 ext. 8722 to establish your anticipated construction schedule. If you have any questions or need further assistance please call the above number.