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DEPARTMENT OF PLANNING AND DEVELOPMENT

March 17, 2004

Rabbi & Mrs. Moshe Wilansky
101 Craigie Street
Portland, ME 04102

Re CBL: 193 E019: Building permit application for Bancroft St./Pomeroy St. (Herrick Property)

Dear Rabbi & Mrs. Wilansky:

I am in receipt of site plan and building documents dropped off on March 16, 2004, and wanted to let you know what items still need to be submitted before review of this application can begin.

- Deeds: a copy of all deeds involved in the realignment of lots for the Herrick property in toto, not just the deed splitting off the lot you wish to build a home on.
- Specific Use of Property in writing: the documents indicate that the project is to be a temple with a single family dwelling attached. Please submit building plans indicating the specific use of each room. If the project is not for a temple and an attached single family dwelling, a specific description of the use for each room must be submitted. Please clarify in writing.
- A complete Site Plan: if the Use of the Property is a Temple and a Single Family dwelling, a Minor Site Plan must be submitted to the Planning Department. This is a different review than for a single family dwelling, and costs an additional \$100.00 over the \$300.00 submitted for a single family review. Please note that such items as driveways, parking areas, drainage accommodation, and more are not presently included in the information provided, and are required for either review. Please consult with our Planning Department or a professional to assist you in determining the complete information required so that a review may commence.
- Your current plan indicates that a street is being discontinued. Please consult with our Planning Department to determine the requirements for applying for this.
- If the Use of the property is a Temple and a single family dwelling, you must apply to the Planning Board for Conditional Use approval. Please contact the Planning Office for applications and submission requirements.

For Planning Department assistance, please contact Jenn Dorr or Sarah Hopkins at 874-8721.

March 17, 2004

RE: 193-E-019, Herrick property

Page 2

Revised building documents and written statement of use should be submitted to the Inspection Services Office, Room 315, 389 Congress Street, Portland, ME 04101. Please feel free to give me a call at 874-8701 with any questions.

Sincerely,

Karen Dunfey
Office Manager

cc: John Poncetti
198 Saco Ave.
Old Orchard Beach, ME 04064

Sarah Hopkins, Planning
Jenn Dorr, Planning
Jay Reynolds, Planning
Marge Schmuckal, Zoning Administrator