

## Administrative Authorization Decision

**Application #:** 2013-202

**Name:** accessory apartment

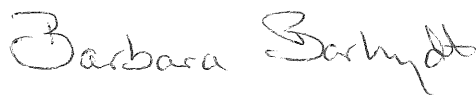
**Address:** COBB AVE

**Description:** building a 2 car garage with a 1 bedroom accessory apartment on the second floor

<u>Criteria for an Administrative Authorization:</u> <u>(See Section 14-523 (4) on page 2 of this application)</u>	<u>Applicant's Assessment</u>		<u>Planning Division</u>
	<u>Yes, No, N/A</u>		<u>Use Only</u>
a) Is the proposal within existing structures?	No	No	
b) Are there any new buildings, additions, or demolitions?	Yes	Yes - garage added to existing house	
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 new cuts, minimal driveway expansion to line up with garage.	
e) Are the curbs and sidewalks in sound condition?	N/A	N/A	
f) Do the curbs and sidewalks comply with ADA?	N/A	N/A	
g) Is there any additional parking?	Yes	Yes	
h) Is there an increase in traffic?	N/A	N/A	
i) Are there any known stormwater problems?	No	No - Site is fairly flat. Stormwater appears to flow toward street and to the southerly corner of the site away from adjoining house lot.	
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?	N/A	N/A	

The Administrative Authorization for the accessory apartment was approved by Barbara Barhydt, Development Review Services Manager on August 26, 2013 with the following condition of approval listed below:

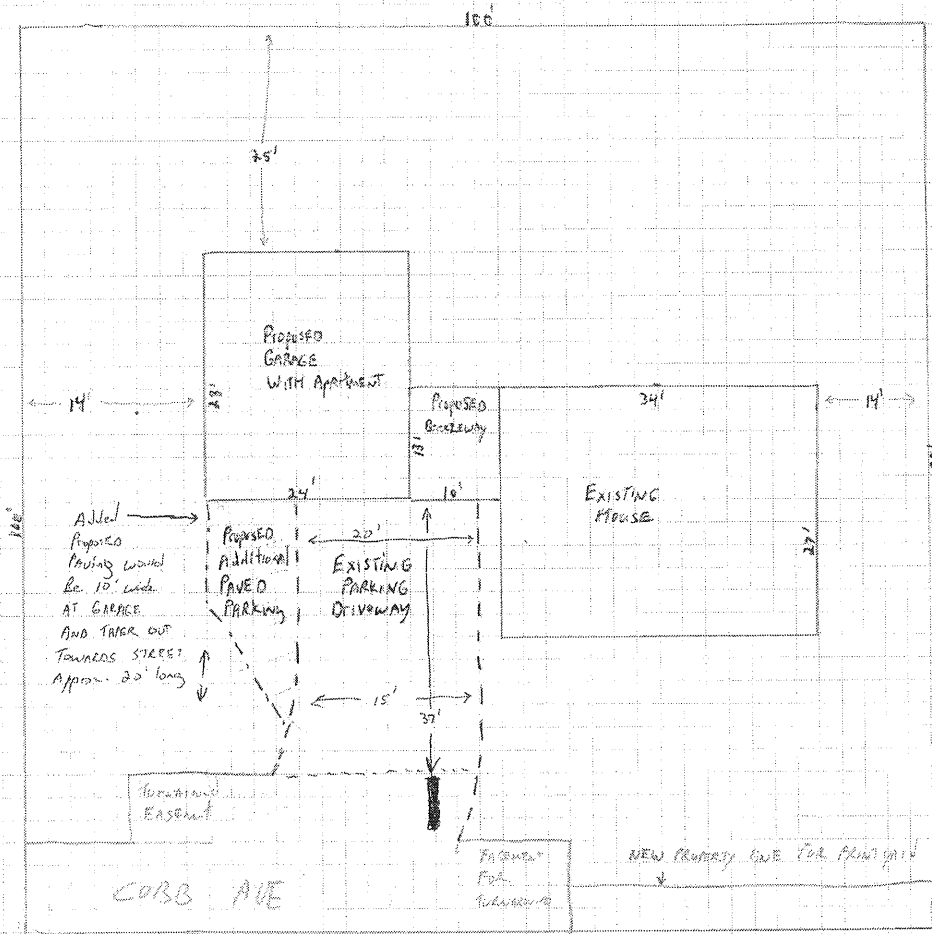
- 1) Install a stone drip edge along the rear of the garage addition in order to infiltrate some of the stormwater runoff from the roof.
- 2) The Development Review Coordinator reserves the right to require additional lot grading or other drainage improvements as necessary due to field conditions.
- 3) The applicant shall obtain all required building permits from the Inspection Division prior to commencing any work.



Barbara Barhydt  
Development Review Services Manager  
Approval Date: August 26, 2013

Stone drop stage - at curb  
 - gravel toward  
 street  
 - 1000 sq. ft. proposed  
 rd garage

TAX MAP # 210  
 Block B  
 Lots # 11 & 12  
 10,000 Sq. FT.



SITE PLAN  
 110 CORBB AVE  
 PROPOSED GARAGE  
 WITH APARTMENT  
 AND BREEZEWAY  
 7/1/13

---

---

City of Portland  
Development Review Application  
Planning Division Transmittal Form

---

**Application Number:** 2013-202

**Application Date:** 08/16/2013

**CBL:** 210 B011001

**Application Type:** Administrative Authorization

**Project Name:** accessory apartment

**Address:** 110- COBB AVE

**Project Description:** building a 2 car garage with a 1 bedroom accessory apartment on the second floor

**Distribution List:**

<b>Planner</b>	Barbara Barhydt	<b>Parking</b>	John Peverada
<b>Zoning</b>	Marge Schmuckal	<b>Design Review</b>	Alex Jaegerman
<b>Traffic Engineer</b>	Tom Errico	<b>Corporation Counsel</b>	Danielle West-Chuhta
<b>Civil Engineer</b>	David Senus	<b>Sanitary Sewer</b>	John Emerson
<b>Fire Department</b>	Chris Pirone	<b>Inspections</b>	Tammy Munson
<b>City Arborist</b>	Jeff Tarling	<b>Historic Preservation</b>	Deb Andrews
<b>Engineering</b>	David Margolis-Pineo	<b>DRC Coordinator</b>	Phil DiPierro
		<b>Outside Agency</b>	



# Administrative Authorization Application Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: \_\_\_Garage & accessory apartment.

PROJECT ADDRESS: \_110 Cobb Ave Portland, ME 04102 CHART/BLOCK/LOT: 210/B/11 & 12\_\_\_

APPLICATION FEE: \_\_\_\_\_ (\$50.00)

**PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)**

\_\_Building a 2 car garage with a 1 bedroom accessory apartment on the secondfloor\_\_\_\_\_

**CONTACT INFORMATION:**

**OWNER/APPLICANT**

Name: \_\_\_Tim Raymond\_\_\_\_\_

Address: \_110 Cobb Ave\_\_\_\_\_  
\_Portland, ME 04102\_\_\_\_\_

Work #: 207-846-4326\_\_\_\_\_

Cell #: 207-252-9774\_\_\_\_\_

Fax #: \_\_\_\_\_

Home #: \_\_\_\_\_

E-mail: raymondtim22@gmail.com\_\_\_

**CONSULTANT/AGENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Home #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Criteria for an Administrative Authorization:**  
(see section 14-523(4) on pg .2 of this appl.)

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

- a) Is the proposal within existing structures? N\_\_\_\_\_
- b) Are there any new buildings, additions, or demolitions? Y\_\_\_\_\_
- 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? N/A\_\_\_\_\_
- f) Do the curbs and sidewalks comply with ADA? N/A\_\_\_\_\_
- g) Is there any additional parking? Y\_\_\_\_\_
- h) Is there an increase in traffic? N/A\_\_\_\_\_
- i) Are there any known stormwater problems? N\_\_\_\_\_
- j) Does sufficient property screening exist? Y\_\_\_\_\_
- k) Are there adequate utilities? Y\_\_\_\_\_
- l) Are there any zoning violations? N\_\_\_\_\_
- m) Is an emergency generator located to minimize noise? N/A\_\_\_\_\_
- n) Are there any noise, vibration, glare, fumes or other impacts? N/A\_\_\_\_\_

Signature of Applicant:Timothy Raymond

Date:8/13/13

**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 required 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.

**CITY OF PORTLAND**  
**DEPARTMENT OF PLANNING & URBAN DEVELOPMENT**

389 Congress Street  
 Portland, Maine 04101

**RECEIPT OF FEES**

<b>Application No:</b> 2013-202	<b>Applicant:</b> RAYMOND JUDITH P
<b>Project Name:</b> accessory apartment	<b>Location:</b> 110- COBB AVE
<b>CBL:</b> 210 B011001	<b>Development Type:</b> Administrative Authorization
<b>Invoice Date:</b> 08/16/2013	

<b>Previous Balance</b>	-	<b>Payment Received</b>	+	<b>Current Fees</b>	-	<b>Current Payment</b>	=	<b>Total Due</b>	<b>Payment Due Date</b>
\$0.00		\$0.00		\$50.00		\$50.00		\$0.00	On Receipt

**Previous Balance** **\$0.00**

<b>Fee Description</b>	<b>Qty</b>	<b>Fee/Deposit Charge</b>
Administrative Authorization	1	\$50.00
		<u>\$50.00</u>
	<b>Total Current Fees:</b>	+ <b>\$50.00</b>
	<b>Total Current Payments:</b>	- <b>\$50.00</b>
	<b>Amount Due Now:</b>	<b>\$0.00</b>

**Application No:** 2013202

**Invoice Date:** 08/16/2013

**Invoice No:** 42277

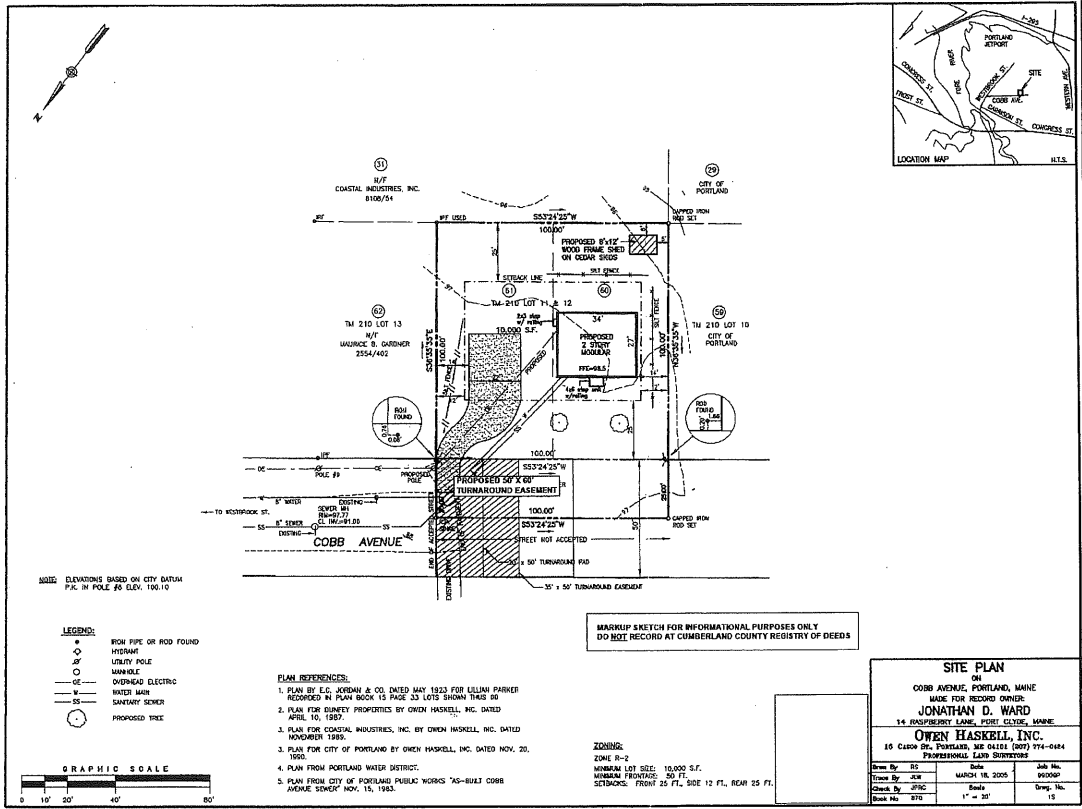
**Total Amt Due:** \$0.00

**Payment Amount:**

**CBL** 210 B011001

**Bill to:** RAYMOND JUDITH P  
 110 Cobb Avenue  
 Portland, ME 04102

Make checks payable to the *City of Portland*, ATTN: Inspections, 3rd Floor, 389 Congress Street, Portland, ME 04101.  
 Check the status of your permit or schedule an inspection on-line at <http://www.portlandmaine.gov/planning/permitstatus.asp>



ORIGINAL  
 SITE  
 PLAN FOR  
 110 COBB AVE

C:\WORK\110 Cobb Ave.dwg 04/11/05 11:26:47 2005

**Barbara Barhydt - Re: Site review**

---

**From:** <raymondtim22@gmail.com>  
**To:** Barbara Barhydt<BAB@portlandmaine.gov>  
**Date:** Tuesday, August 13, 2013 5:34 PM  
**Subject:** Re: Site review

---

Hello Barbara,

Just realized you may be asking what our plan is for stormwater drainage during construction? We will do whatever is needed, at the least providing a construction fabric wrap fence typical to most construction sites.

Sincerely,

Tim Raymond

Sent from Windows Mail

**From:** Barbara Barhydt  
**Sent:** Tuesday, August 13, 2013 8:30 AM  
**To:** raymondtim22@gmail.com

Hi Tim:

I need a plot plan showing the topography of the site and any proposed changes to those grades. We want to look at what you are proposing for stormwater drainage. Do you have the site plan that was prepared for the house when it was first built? That may show the topography.

I am attaching the administrative authorization application.

Thank you.

Barbara

Barbara Barhydt  
Development Review Services Manager  
Planning Division  
389 Congress Street 4th Floor  
Portland, ME 04101  
(207) 874-8699  
Fax: (207) 756-8256



[bab@portlandmaine.gov](mailto:bab@portlandmaine.gov)

>>> <[raymondtim22@gmail.com](mailto:raymondtim22@gmail.com)> Monday, August 12, 2013 5:24 PM >>>

Hello Barbara,

Ann Machado told me to contact you regarding a site review and administrative authorization application. I have a building permit in review now, the case # is 2013-01708-110.

If you could please let me know what the next steps are that I need to take I will do everything I can to keep the process moving from my end.

Thank you.

Sincerely,

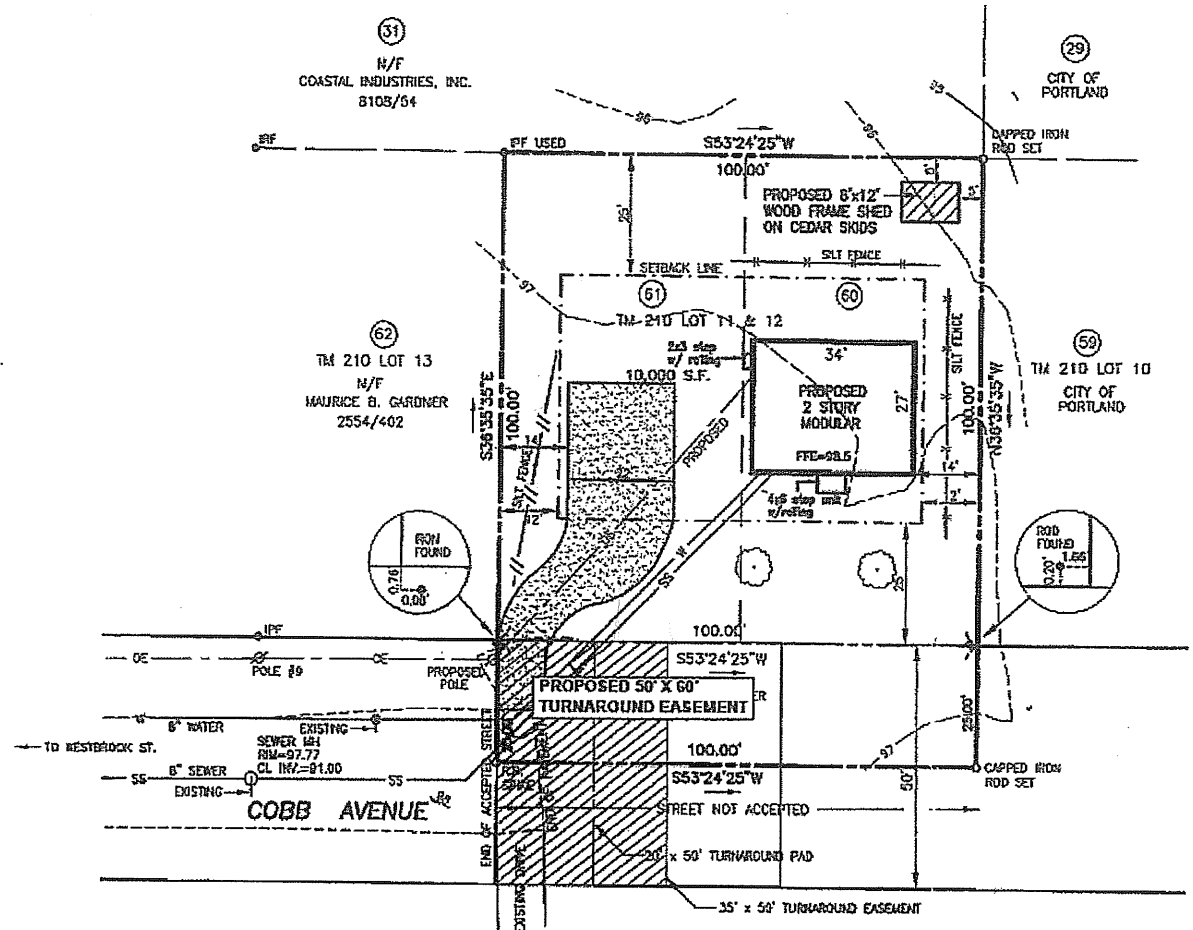
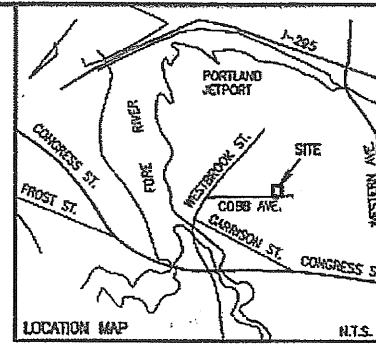
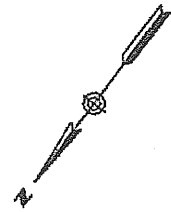
Tim Raymond

[raymondtim22@gmail.com](mailto:raymondtim22@gmail.com)

207-252-9774

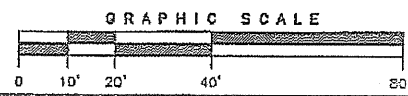
Sent from Windows Mail

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.



NOTE: ELEVATIONS BASED ON CITY DATUM  
P.I.K. IN POLE #8 ELEV. 100.10

- LEGEND:**
- IRON PIPE OR ROD FOUND
  - ⊕ HYDRANT
  - ⊙ UTILITY POLE
  - MANHOLE
  - OE — OVERHEAD ELECTRIC
  - W — WATER MAIN
  - SS — SANITARY SEWER
  - PROPOSED TREE



- PLAN REFERENCES:**
1. PLAN BY E.C. JORDAN & CO. DATED MAY 1923 FOR ULLIAN PARKER RECORDED IN PLAN BOOK 15 PAGE 33 LOTS SHOWN THUS 00
  2. PLAN FOR DUNFEY PROPERTIES BY OWEN HASKELL, INC. DATED APRIL 10, 1987.
  3. PLAN FOR COASTAL INDUSTRIES, INC. BY OWEN HASKELL, INC. DATED NOVEMBER 1989.
  3. PLAN FOR CITY OF PORTLAND BY OWEN HASKELL, INC. DATED NOV. 20, 1990.
  5. PLAN FROM PORTLAND WATER DISTRICT.
  5. PLAN FROM CITY OF PORTLAND PUBLIC WORKS "AS-BUILT COBB AVENUE SEWER" NOV. 15, 1983.

MARKUP SKETCH FOR INFORMATIONAL PURPOSES ONLY  
DO NOT RECORD AT CUMBERLAND COUNTY REGISTRY OF DEEDS

**ZONING:**  
ZONE R-2  
MINIMUM LOT SIZE: 10,000 S.F.  
MINIMUM FRONTAGE: 50 FT.  
SETBACKS: FRONT 25 FT., SIDE 12 FT., REAR 25 FT.

**SITE PLAN**  
ON  
COBB AVENUE, PORTLAND, MAINE  
MADE FOR RECORD OWNER:  
**JONATHAN D. WARD**  
14 RASPBERRY LANE, FORT CLYDE, MAINE  
**OWEN HASKELL, INC.**  
16 CASCO ST., PORTLAND, ME 04101 (207) 774-0484  
PROFESSIONAL LAND SURVEYORS

Drawn By	RS	Date	MARCH 10, 2005	Job No.	09000P
Traced By	JUL				
Check By	JPRC	Scale	1" = 20'	Drawg. No.	15
Book No	870				

ORIGINAL  
SITE  
PLAN FOR  
110 COBB AVE

C:\DWG\0000-2.DWG NSD 4BY 04 13 20:49 2005