



**Level I – Minor Residential
Development Review Application
Portland, Maine**

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level I: Minor Residential site plan and building permit.

Level I: Minor Residential development includes:

- Development of a single-family or a two-family building, excluding building additions, decks, or accessory structures, such development shall be deemed minor residential development for purposes of this article regardless of its size.
- The addition of any additional dwelling unit to a building initially reviewed as a two-family dwelling or multifamily structure, if the additional dwelling unit does not require subdivision review under Maine State Statutes and Portland's Subdivision Ordinance.

As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)

The Maine Home Construction Contracts Act requires that any home construction or repair work for more than \$3000 in materials or labor must be based on a written contract unless the parties agree to exempt themselves. A sample contract is available on the City's website at www.portlandmaine.gov, or contact the Inspections Office to have one mailed to you.

The Land Use Code (including Article V), the Technical Manual, and the Design Manual are available on the City's web site at <http://www.portlandmaine.gov/planning/default.asp> or copies may be purchased at the Planning Division Office.

Inspection Division
Room 315, City Hall
389 Congress Street
(207) 874-8703

Office Hours
Monday, Tuesday, Wednesday and Friday
8:00 a.m. – 4:00 p.m.
Thursday
8:00 a.m. – 1:00 p.m.

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8721

Office Hours
Monday thru Friday
8:00 a.m. – 4:30 p.m.

Project Address: <u>16 Castine Ave, Portland ME</u>		
Total Square Footage of Proposed Structure/Area: <u>1344</u>	Area of lot (total sq. ft.):	
	Garage: Yes ___ No <u>X</u> Attached ___ Detached ___ Sq. Ft.: _____	Number of Stories: <u>2</u> Number of Bathrooms: <u>1 1/2</u> Number of Bedrooms: <u>3</u>
Tax Assessor's Chart, Block & Lot(s): Chart# <u>309</u> Block # <u>E</u> Lot # <u>10-11</u> <u>* Part of 309-E-12</u>		
Current legal use: <u>Vacant</u> Number of Residential Units <u>1</u> If vacant, what was the previous use? <u>Vacant</u> Is property part of a subdivision? <u>NO</u> If yes, please name _____ Project Description: <u>To construct a 24x32 single family cape</u>		
Applicant - must be owner, Lessee or Buyer Name: <u>Diversified Properties Inc</u> Business Name, if applicable: Address: <u>P.O. B. 10127</u> City/State: <u>Portland, ME</u> Zip Code: <u>04104</u>		Applicant Contact Information Work # <u>207 773-4988</u> Home# <u>-</u> Cell # <u>207 831-4988</u> e-mail: <u>dmw1@maine.rr.com</u>
Owner - (if different from Applicant) Name: Address: City/State: Zip Code:		Owner Contact Information Work # Home# Cell # e-mail:
Billing Information Name: Address: <u>same</u> City/State: Zip Code: Phone Number:		Contact when Building Permit is Ready: Name: Address: City/State: Zip Code: Phone Number:

DEVELOPMENT REVIEW FEES:

Payment may be made in cash, credit card or check addressed to the City of Portland.

Level I Minor Residential Site Plan	Fees Paid:
1. Application Fee - \$300.00	\$ _____
2. Inspection Fee - \$100.00 (for site plan inspection by the Planning Division)	\$ _____
3. Certificate of Occupancy Fee - \$75.00	\$ _____
4. Building Permit (Cost of Work)	\$ _____
Total Due:	\$ _____
Building Permit Fee - \$30 for the first \$1,000 construction cost - \$10 every additional \$1,000.	
Performance Guarantee - Exempt except for those projects that complete construction in the winter and the site work is incomplete.	

Please submit all of the information outlined on the applicable Checklist, shown on Page 4 and 5 of this Application. In addition, a CD or PDF (e-mailed to buildinginspections@portlandmaine.gov) of the entire Application, including all plans, must be submitted with the Application. Failure to do so may result in the automatic denial of your permit.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521). Portland's Land Use Code is on the City's web site: www.portlandmaine.gov Copies of the ordinances may be purchased through the Planning Division. All of the information on the checklist must be submitted for review. The applicant must check off the items contained in the application package to ensure the application is complete.


Property Taxes:

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 a permit of any kind is accepted.

Separate Permits:

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

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.

<p>Signature of Applicant: </p>	<p>Date: 11/28/12</p>
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This is not a permit - you may not commence any work until the permit is issued.

(A CD or PDF (e-mailed to buildinginspections@portlandmaine.gov) of the entire application, including all plans, must be submitted with the application.)

General Submittal Requirements – Level I Minor Residential			
Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
		2	Completed application form and check list.
		1	Application fees.
		2	Evidence of right, title and interest.
		2	Copies of required state and/or federal permits.
		2	Written Description of existing and proposed easements or other burdens.
		2	Written requests for waivers from individual site plan and/or technical standards.
		2	Written summary of fire safety (referencing NFPA fire code and Section 3 of the City of Portland Technical Manual). Refer to Fire Department Checklist on page 6 of this application.

Site Plans and Boundary Survey Requirements – Level I Minor Residential			
Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
		3	Boundary survey meeting the requirements of section 13 of the City of Portland Technical Manual with the site plan information listed below shown on the plan, including a north arrow and a scale greater than or equal to 1"=20'. (Photocopies of the plat or hand drawn building footprints will not be accepted.)
✓			<ul style="list-style-type: none"> Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone &/or Stream Protection Zone.
✓			<ul style="list-style-type: none"> Existing and proposed structures (including location of proposed piers, docks or wharves if in Shoreland Zone).
N/A			<ul style="list-style-type: none"> Location and dimension of existing and proposed paved areas.
✓			<ul style="list-style-type: none"> Proposed ground floor area of building.
✓			<ul style="list-style-type: none"> Finish floor elevation (FEE) or sill elevation.
OR PLAN			<ul style="list-style-type: none"> Exterior building elevations (show all 4 sides).
✓			<ul style="list-style-type: none"> Existing and proposed utilities (or septic system, where applicable)
✓			<ul style="list-style-type: none"> Existing and proposed grading and contours.
✓			<ul style="list-style-type: none"> Proposed stormwater management and erosion controls.
✓			<ul style="list-style-type: none"> Total area and limits of proposed land disturbance.
✓			<ul style="list-style-type: none"> Proposed protections to or alterations of watercourses.
N/A			<ul style="list-style-type: none"> Proposed wetland protections or impacts.
✓			<ul style="list-style-type: none"> Existing vegetation to be preserved and proposed site landscaping and street trees (2 trees per unit for a single or two-family house).

✓	▪ Existing and proposed curb and sidewalk, except for a single family home.
✓	▪ Existing and proposed easements or public or private rights of way.
✓	▪ Show foundation/perimeter drain and outlet.
	▪ Additional requirements may apply for lots on unimproved streets.

Building Permit Submittal Requirements –Level I: Minor Residential Development			
Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
		1	One (1) complete set of construction drawings must include:
			▪ Cross section with framing details
			▪ Floor plans and elevations to scale
			▪ Stair details including dimensions of : rise/run, head room, guards/handrails, baluster space
			▪ Window and door schedules
			▪ Foundation plans w/required drainage and damp proofing , if applicable
			▪ Detail egress requirements and fire separation, if applicable
			▪ Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2003
N/A			▪ Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
			▪ As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)
			▪ Reduced plans or electronic files in pdf format are also required if original plans are larger than 11X17"

**** Reminder: ****

1. A CD or PDF of the entire application, including all plans, must be submitted with the application.
2. Separate permits are required for internal and external plumbing, HVAC, and electrical installations.
3. Please submit all of the information outlined in this application checklist.
4. If the application is incomplete, the application may be refused.
5. The Planning and Urban Development Department may request additional information prior to the issuance of a permit.

Site Plan Standards for Review of Level I: Minor Residential

Level I: Minor Residential site plan applications are subject to the following site plan standards*, as contained in section 14-526 of Article V, Site Plan:

- 14-526 (a) **Transportation Standards:**
 - 2.a. Site Access and Circulation (i) and (ii);
 - 2.c. Sidewalks: *(if the site plan is a two- family or multi-family building only)*;
 - 4.a. Location and required number of vehicle parking spaces:(i) and (iv)

 - 14-526 (b) **Environmental Quality Standards:**
 - 1. Preservation of significant natural features.
 - 2.a. Landscaping and landscape preservation
 - 2.b. Site landscaping (iii)
 - 3.a. Water quality, stormwater management and erosion control: a., d., e., and f.

 - 14-526 (c) **Public Infrastructure and Community Safety Standards:**
 - 1. Consistency with Master Plan
 - 2. Public Safety and fire prevention
 - 3. Availability and adequate capacity of public utilities; a., c., d., and e.

 - 14-526 (d) **Site Design Standards:**
 - 5. Historic Resources
 - 9. Zoning related design standards
- *Except as provided in Article III of the City Code, or to conditions imposed under Section 14-526(e) only, or to those submission requirements set forth in section 14-527 as relate solely thereto.*



PORTLAND FIRE DEPARTMENT SITE REVIEW FIRE DEPARTMENT CHECKLIST



A separate drawing[s] shall be provided to the Portland Fire Department for all site plan reviews.

1. Name, address, telephone number of applicant.
2. Name address, telephone number of architect
3. Proposed uses of any structures [NFPA and IBC classification]
4. Square footage of all structures [total and per story]
5. Elevation of all structures
6. Proposed fire protection of all structures
 - **As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)**
7. Hydrant locations

COPY

QUITCLAIM DEED WITH COVENANT

WD Investments, Inc., a Maine corporation with a principal place of business in the City of Portland, County of Cumberland and State of Maine, with a mailing address of Post Office Box 10127, Portland, ME 04104,

For Consideration Paid, GRANT with QUITCLAIM COVENANT to:


Brighton Avenue Properties, Inc., a Maine corporation with a principal place of business in the City of Portland, County of Cumberland and State of Maine, with a mailing address of P.O. Box 10127, Portland, Maine 04104-0127,

Certain lots or parcels of land, with the buildings and improvements thereon, situated in the City of Portland, County of Cumberland and State of Maine, bounded and described in Exhibit A annexed hereto and made a part hereof.

For Grantor's source of title, reference is made to a deed from W & C Limited Liability Company to WD Investments, Inc. dated December 31, 2008, and recorded at the Cumberland County Registry of Deeds in Book 26533, Page 307.

IN WITNESS WHEREOF, the said WD Investments, Inc. has caused this instrument to be signed in its corporate name and sealed with its corporate seal by James M. Wolf, its President, thereunto duly authorized this 28 day of June, 2012.

WD Investments, Inc.


By: 
James M. Wolf, its President

STATE OF MAINE
CUMBERLAND, SS.

Date: June 28, 2012

Then personally appeared the above-named James M. Wolf, President of WD Investments, Inc. as aforesaid and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of said corporation.

Before me,


Attorney at Law/Notary Public
TERRY M. SNOW
BOA # 170

BK:29710 Pg:231

Exhibit A

Certain lots or parcels of land, with any buildings thereon, situated on or near Castine Avenue and Forest Avenue, in the City of Portland, County of Cumberland and State of Maine, as more fully described as follows:

Certain lots or parcels of land, with the buildings thereon, bounded and described as follows: Being certain lots numbered 134-138 as shown on Plan of Lots at Deering Terrace, which Plan was made by Ernest W. Branch, C.E., dated April 20, 1915, and recorded in the Cumberland County Registry of Deeds in Plan Book 12, Page 6 (the "Plan"). Each of said lots measures 30 feet in width by 90 feet in depth, and contains, according to said Plan, 2700 square feet, more or less.

Together with all the right, title and interest in the fee of all the streets and ways shown on said Plan, in common with the owners of the other lots shown on said Plan, and subject to the right of all said lot owners to make any customary use of said streets and ways.

Together with the fee insofar as the Grantors have the right so to convey the same, of all the streets and ways shown on said Plan in common with the owners of the other lots shown on said plan and subject to the right of all the said owners to make any customary use of said streets and ways.

By acceptance of this deed, the Grantee, its successors and assigns agree to a restriction on all of the above property precluding any of the above referenced property being used for multifamily housing. This restriction is not intended to prevent a home from having an in-law apartment built in a manner as in-law apartments are defined by Portland municipal codes.

The above-described premises is conveyed together with all rights, restrictions easements, privileges and appurtenances belonging to the premises.

SUBJECT TO a certain utility and access easement over a portion of Lot 134 conveyed hereinabove, and the rights and obligations pertaining thereto, as set forth in a certain deed from WD Investments, Inc. to Erin Morey dated February 4, 2008 and recorded in the Cumberland County Registry of Deeds at Book 25809, Page 203.