



Effective July 3, 2014



## **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 <http://www.portlandmaine.gov/756/Codes-Regulations-Ordinances>

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/756/Codes-Regulations-Ordinances>

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

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



<b>Project Address: 16 Lane Avenue</b>		
<b>Total Square Footage of Proposed Structure/Area:</b> 24 x 30 1,396	<b>Area of lot (total sq. ft.):</b> Garage: Yes ___ No <u>X</u> Attached ___ Detached ___ Sq. Ft.: _____	<b>Number of Stories:</b> <u>2</u> <b>Number of Bathrooms:</b> <u>1.5</u> <b>Number of Bedrooms:</b> <u>3</u>
<b>Tax Assessor's Chart, Block &amp; Lot(s):</b> Chart# <u>310</u> Block # <u>E</u> Lot # <u>32 +</u> <u>a portion of 33</u>		
<b>Current legal use:</b> <u>Part of a larger property</u> <b>Number of Residential Units</b> <u>1</u> <b>If vacant, what was the previous use?</b> _____ <b>Is property part of a subdivision?</b> <u>Yes</u> <b>If yes, please name</b> <u>book 13 Page 67 plan for Mrs. F. H. Cushman</u>		
<b>Project Description:</b> <b>construct 24 x 30 single family home</b>		
<b>APPLICANT</b> – (must be owner, Lessee or Buyer) Name: Diversified Properties Inc. Business Name, if applicable: Address: P.O. B 10127 City/State : Portland, ME Zip Code: 04104		Work # 207-773-4988 Home# Cell # 207 831 4988 e-mail: jmw1@maine.rr.com
<b>OWNER INFORMATION</b> – (if different from Applicant) Name: W.A. One Address: POB 10127 City/State : Portland, ME Zip Code: 04104		Work # same as applicant Home# Cell # e-mail:
<b>CONTRACTOR INFORMATION:</b> Name: Diversified Properties, Inc. Address: POB 10127 City/State : Portland, ME Zip Code: 04104 Phone Number: e-mail: jmw1@maine.rr.com or lyndap@maine.rr.com		<b>Contact when Building Permit is Ready:</b> Name: James Wolf Phone Number: 207-773-4988 e-mail: jmw1@maine.rr.com



<b>ENGINEER INFORMATION:</b> Name: <b>Gorrill Palmer Consulting</b> Address: <b>POB 1237</b> City/State : <b>Gray, ME 04031</b> Zip Code:	<b>Engineer Contact Information</b> E-mail: <b>apalmer@gorrillpalmer.com</b> Home #: Work #: <b>207-657-6970</b> Cell #: <b>207-415-5903</b> Fax#:
<b>SURVEYOR INFORMATION:</b> Name: <b>Titcomb Associates</b> Address: <b>133 Gray Rd.</b> City/State : <b>Falmouth, ME</b> Zip Code: <b>04105</b>	<b>Surveyor Contact Information</b> E-mail: <b>rcroteau@titcombsurvey</b> Home #: Work #: <b>207-797-9199</b> Cell #: <b>207-231-1111</b> Fax#:
<b>ARCHITECT INFORMATION:</b> Name: <b>Deirdre Pio</b> Address: City/State : Zip Code:	<b>Architect Contact Information</b> E-mail: <b>deirdrepio@yahoo.com</b> Home #: Work #: Cell #: <b>207-6719068</b> Fax#:

**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	\$ <u>300.00</u>
2. Inspection Fee - \$100.00 (for site plan inspection by the Planning Division)	\$ <u>100.00</u>
3. Certificate of Occupancy Fee - \$100.00	\$ <u>100.00</u>
4. Building Permit (Cost of Work)	\$ <u>1158.00</u>
<i>\$104,000</i> Total Due:	\$ <u>1658.00</u>
<b>Building Permit Fee</b> - \$25 for the first \$1,000 construction cost - \$11 every additional \$1,000.	
<b>Performance Guarantee</b> - Exempt except for those projects that complete construction in the winter and the site work is incomplete.	



Site Plans and Boundary Survey Requirements – Level I Minor Residential			
Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
<input checked="" type="checkbox"/>		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.)
<input checked="" type="checkbox"/> R-3			<ul style="list-style-type: none"> <li>Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone &amp;/or Stream Protection Zone.</li> </ul>
<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Existing and proposed structures (including location of proposed piers, docks or wharves if in Shoreland Zone).</li> </ul>
<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Location and dimension of existing and proposed paved areas.</li> </ul>
<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Proposed ground floor area of building.</li> </ul>
<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Finish floor elevation (FEE) or sill elevation.</li> </ul>
<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Exterior building elevations (show all 4 sides).</li> </ul>
<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Existing and proposed utilities (or septic system, where applicable)</li> </ul>
<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Existing and proposed grading and contours.</li> </ul>
<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Proposed stormwater management and erosion controls.</li> </ul>
<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Total area and limits of proposed land disturbance.</li> </ul>
<input type="checkbox"/> N/A			<ul style="list-style-type: none"> <li>Proposed protections to or alterations of watercourses.</li> </ul>
<input type="checkbox"/> N/A			<ul style="list-style-type: none"> <li>Proposed wetland protections or impacts.</li> </ul>
<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Existing vegetation to be preserved and proposed site landscaping and street trees (2 trees per unit for a single or two-family house).</li> </ul>
<input type="checkbox"/> N/A			<ul style="list-style-type: none"> <li>Existing and proposed curb and sidewalk, except for a single family home.</li> </ul>
<input type="checkbox"/> N/A			<ul style="list-style-type: none"> <li>Existing and proposed easements or public or private rights of way.</li> </ul>
<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Show foundation/perimeter drain and outlet.</li> </ul>
<input type="checkbox"/> N/A			<ul style="list-style-type: none"> <li>Additional requirements may apply for lots on unimproved streets.</li> </ul>



Building Permit Submittal Requirements –Level I: Minor Residential Development			
Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
		1	<b>One (1) complete set of construction drawings must include:</b>
<input checked="" type="checkbox"/>			▪ Cross section with framing details
<input checked="" type="checkbox"/>			▪ Floor plans and elevations to scale
<input checked="" type="checkbox"/>			▪ Stair details including dimensions of : rise/run, head room, guards/handrails, baluster space
<input checked="" type="checkbox"/>			▪ Window and door schedules
<input type="checkbox"/>	N/A		▪ Foundation plans w/required drainage and damp proofing , if applicable
<input type="checkbox"/>	N/A		▪ Detail egress requirements and fire separation, if applicable
<input checked="" type="checkbox"/>			▪ Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2003
<input type="checkbox"/>	N/A		▪ Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
<input checked="" type="checkbox"/>			▪ 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.)
<input checked="" type="checkbox"/>			▪ 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.



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](mailto: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](http://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.

Signature of Applicant: 	Date: 9-17-14
---	---------------

This is not the permit - you may not commence any work until the permit is issued.

A CD or PDF of the entire application, including all plans, must be submitted with the

General Submittal Requirements – Level I Minor Residential			
Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
<input checked="" type="checkbox"/>		2	Completed application form and check list.
<input type="checkbox"/>		1	Application fees.
<input checked="" type="checkbox"/>		2	Evidence of right, title and interest. <i>Deed + Proposed description</i>
<input type="checkbox"/> N/A		2	Copies of required state and/or federal permits.
<input type="checkbox"/>		2	Written Description of existing and proposed easements or other burdens.
<input type="checkbox"/>		2	Written requests for waivers from individual site plan and/or technical standards.
<input type="checkbox"/>		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.

application. (e-mail to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov))