

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK
CITY OF PORTLAND

Please Read
Application And
Notes, If Any,
Attached

BUILDING DEPARTMENT

PERMIT

Permit Number: 070902

This is to certify that HOME SWEET HOME APARTMENT Myne Hinckley

has permission to New single Family Home w/ attached garage

AT 39 BRAINTREE ST 336 F023001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and when permission is procured before this building or part thereof is occupied or closed-in. **HEAR NOTICE IS REQUIRED.**

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. _____

Health Dept. _____

Appeal Board _____

Other _____
Department Name

Thomas M. Mardian 9/28/03
 Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

A Pre-construction Meeting will take place upon receipt of your building permit.

- Footing/Building Location Inspection: Prior to pouring concrete
- Re-Bar Schedule Inspection: Prior to pouring concrete
- Foundation Inspection: Prior to placing ANY backfill
- Framing/Rough Plumbing/Electrical: Prior to any insulating or drywalling
- Final/Certificate of Occupancy: Prior to any occupancy of the structure or use. NOTE: There is a \$75.00 fee per inspection at this point.

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects **DO** require a final inspection

 If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

 CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED

Wayne Stunick 10/1/07
Signature of Applicant/Designee Date

Adam Campbell Adman Assist 10/1/07
Signature of Inspections Official Date

CBL: 336 F023001 Building Permit #: 01-0902

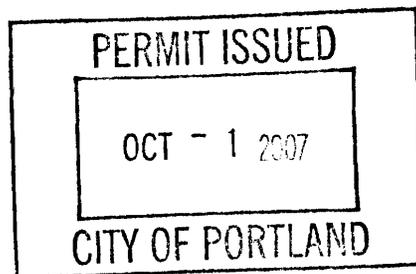
City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 07-0902	Issue Date:	CBL: 336 F023001
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Location of Construction: 39 BRAINTREE ST	Owner Name: HOME SWEET HOME APARTME	Owner Address: 49 NORTHERN OAKS DR	Phone:
Business Name:	Contractor Name: Wayne Hinckley	Contractor Address: 49 Northern Oakes Raymond	Phone: 2078318505
Lessee/Buyer's Name	Phone:	Permit Type: Single Family	Zone: R-2
Past Use: Vacant Land	Proposed Use: Single Family Home - New single Family Home w/ attached garage	Permit Fee: \$1,345.00	Cost of Work: \$125,000.00
		CEO District: 5	
Proposed Project Description: New single Family Home w/ attached garage		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: R3 Type: SB IRC 2003 Signature: [Signature] 9/22/07
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____	

Permit Taken By: ldobson	Date Applied For: 07/27/2007	Zoning Approval		
<ol style="list-style-type: none"> This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. Building permits do not include plumbing, septic or electrical work. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work.. 		Special Zone or Reviews <input type="checkbox"/> Shoreland N/A <input type="checkbox"/> Wetland N/A <input type="checkbox"/> Flood Zone parcel 1-zone C <input type="checkbox"/> Subdivision <input checked="" type="checkbox"/> Site Plan 2007-608 Maj <input type="checkbox"/> Minor <input checked="" type="checkbox"/> MM OK w/condition Date: 8/26/07 ABA	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: ABA



CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

City of Portland, Maine - Building or Use Permit

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 07-0902	Date Applied For: 07/27/2007	CBL: 336 F023001
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Business Name:	Contractor Name: Wayne Hinckley	Contractor Address: 49 Northern Oakes Raymond	Phone: (207) 831-8505
Lessee/Buyer's Name	Phone:	Permit Type: Single Family	

Proposed Use: Single Family Home - New single Family Home w/ attached garage	Proposed Project Description: New single Family Home w/ attached garage
--	---

Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Ann Machado **Approval Date:** 08/30/2007

Note: **Ok to Issue:**

- 1) As discussed during the review process, the property must be clearly identified prior to pouring concrete and compliance with the required setbacks must be established. Due to the proximity of the setbacks of the proposed structure, it may be required to be located by a surveyor.
- 2) Separate permits shall be required for future decks, sheds, pools, and/or garages.
- 3) This property will be a single family dwelling. Any change of use shall require a separate permit application for review and approval.
- 4) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

Dept: Building **Status:** Approved with Conditions **Reviewer:** Tom Markley **Approval Date:** 09/11/2007

Note: **Ok to Issue:**

- 1) Separate permits are required for any electrical, plumbing, or HVAC systems. Separate plans may need to be submitted for approval as a part of this process.
- 2) Hardwired interconnected battery backup smoke detectors shall be installed in all bedrooms, protecting the bedrooms, and on every level.
- 3) Permit approved based on the plans submitted and reviewed w/owner/contractor, with additional information as agreed on and as noted on plans.
- 4) The design load spec sheets for any engineered beam(s) must be submitted to this office.

Dept: DRC **Status:** Approved with Conditions **Reviewer:** Philip DiPierro **Approval Date:** 09/28/2007

Note: **Ok to Issue:**

- 1) Two (2) City of Portland approved species and size trees must be planted on your street frontage prior to issuance of a Certificate of Occupancy.
- 2) A street opening permit(s) is required for your site. Please contact Carol Merritt ay 874-8300, ext. 8822. (Only excavators licensed by the City of Portland are eligible.)
- 3) The Development Review Coordinator reserves the right to require additional lot grading or other drainage improvements as necessary due to field conditions.
- 4) All Site work (final grading, landscaping, loam and seed) must be completed prior to issuance of a certificate of occupancy.
- 5) Erosion and Sedimentation control shall be established prior to soil disturbance, and shall be done in accordance with Best Management Practices, Maine Department of Environmental Protection Technical and Design Standards and Guidelines.
- 6) All damage to sidewalk, curb, street, or public utilities shall be repaired to City of Portland standards prior to issuance of a certificate of occupancy.

Comments:

7/30/2007-amachado: Left message for Mark Bergeron. Need legal description of lot split and easement for septic.

Location of Construction: 39 BRAINTREE ST	Owner Name: HOME SWEET HOME APARTME	Owner Address: 49 NORTHERN OAKS DR	Phone:
Business Name:	Contractor Name: Wayne Hinckley	Contractor Address: 49 Northern Oakes Raymond	Phone (207) 831-8505
Lessee/Buyer's Name	Phone:	Permit Type: Single Family	

8/23/2007-amachado: Received revised site plan proposal from Mark Bergeron 8/21/07. Septic system had to be located on lot because original plan had septic system on a different lot and street would have had to be built to where the septic system ended. Reviewed the new proposal at site plan review (8/22/07) and Mike Farmer agreed that the section 14-403 does not apply to this lot. I let Mrk Bergron know, and we are now waiting for a new site plan and new HHE-200 application.

8/30/2007-amachado: Received revised site plan 8/29/07. Still needs to submit recorded deed for lot split & new HHE-200 application because the septic system has been moved from application #2006-6030.

9/11/2007-tm: spoke to Wayne Hinckley and went over building info needed. All questions answered. Told him I would innotate plans and will issue permit when new deed showing lot split is received.

9/18/2007-amachado: Received recorded deed showing the lot split.

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389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

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9/18/2007-amachado: Received recorded deed showing the lot split.



General Building Permit Application

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 permits of any kind are accepted.

Location/Address of Construction: 39 BRAINTREE STREET		
Total Square Footage of Proposed Structure 1,792 S.F. ±		Square Footage of Lot 10,000 SF
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 336 F 23,25	Owner: HOME SWEET HOME APARTMENTS, LLC	Telephone: 207 831-8505
Lessee/Buyer's Name (If Applicable) -	Applicant name, address & telephone: HOME SWEET HOME APARTMENTS, LLC 49 NORTHERN OAKS DR. RAYMOND ME 04071	Cost Of Work: \$ 125,000 Fee: \$ 1270.00 C of O Fee: \$ 75.00
Current Specific use: <u>VACANT</u> If vacant, what was the previous use? <u>VACANT</u> Proposed Specific use: <u>SINGLE FAMILY DETACHED HOME</u>		
Project description: ONE SINGLE FAMILY DETACHED HOME		
Contractor's name, address & telephone: WAYNE HINCKLEY, 49 NORTHERN OAKS DR, RAYMOND ME 04071		
Who should we contact when the permit is ready: <u>WAYNE HINCKLEY</u>		
Mailing address: SEE ABOVE Phone: <u>207 831-8505</u>		

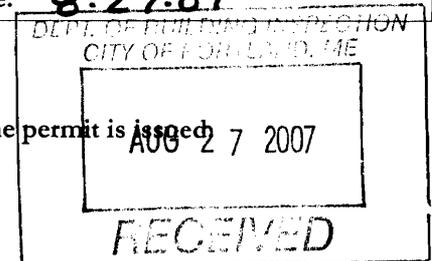
Please submit all of the information outlined in the Commercial Application Checklist.
Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information visit us on-line at www.portlandmaine.gov, stop by the Building Inspections office, room 315 City Hall or call 874-8703.

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 Code Official'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: *Wayne Hinckley* Date: **8-27-07**

This is not a permit; you may not commence ANY work until the permit is issued.



revised from 6/18/07.

WARRANTY DEED
[Corrective Deed – Book 223376, Page 93]

KNOW ALL BY THESE PRESENTS, THAT **HOME SWEET HOME APARTMENTS, LLC**, a Maine limited liability company of Naples Maine, for consideration paid, grant to **HOME SWEET HOME APARTMENTS, LLC**, a Maine limited liability company of Naples, Maine, whose mailing address is 49 Northern Oaks Drive, Naples Maine 04071 with **WARRANTY COVENANTS**, the land in the City of Portland, County of Cumberland, State of Maine, described as follows:

A certain lot or parcel of land lying on the easterly side of Braintree Street in the City of Portland, County of Cumberland, State of Maine, bounded and described as follows:

Beginning at a point in the easterly sideline of said Braintree Street at the northwesterly corner of land now or formerly of Michael J. Constantine and Barbara J. Constantine as described in a deed recorded in the Cumberland County Registry of Deeds in Book 11525, Page 143. Thence:

- 1) N 00°47'30" E by said sideline of Braintree Street a distance of Sixty and 00/100 (60.00) feet to a point and the southwesterly corner of Lot 2 as delineated on a plan entitled "Home Sweet Home Apts., LLC- Braintree Street Lot- Site Plan" made by Pinkham and Greer dated August 23, 2005 and revised through August 24, 2007.
- 2) N 52°07'55" E by said Lot 2 a distance of One Hundred Twenty-Eight and 06/100 (128.06) feet to a point in the westerly line of land now or formerly of Cynthia A. McGovern as described in a deed recorded in said Registry in Book 14760, Page 306.
- 3) S 00°47'30"W by said land of Cynthia A. McGovern and the westerly line of land now or formerly of John T. McGovern, Jr. and Cynthia A. McGovern as described in a deed recorded in said Registry in Book 14837, Page 302 a distance of One Hundred Forty and 00/100 (140.00) feet to a point and the northeasterly corner of said land of Constantine.
- 4) N 89°12'30" W by said land of Constantine a distance of One Hundred and 00/100 (100.00) feet to the point of beginning.

Bearings are referenced to magnetic north 1919. Subject

The above described parcel contains 10,000 square feet. Meaning and intending to describe a portion of the property conveyed to Home Sweet Home Apartments, LLC as described in a deed recorded in the Cumberland County Registry of Deeds in Book 22337, Page 93. Said parcel is delineated as Lot 1 on a plan entitled "Home Sweet Home Apts., LLC- Braintree Street Lot- Site Plan" made by Pinkham and Greer dated August 23, 2005 and revised through August 24, 2007. Reference is herein made to a plan entitled "Plan of Boundary Survey" made for Pinkham & Greer by Titcomb Associates dated September 30, 2004.

SEP 18 2007

This deed is provided in order to comply with requirement of the City of Portland Planning Department to evidence the establishment of the new boundaries of the foregoing parcel and other contiguous property of Home Sweet Home Apartments LLC.

WITNESS its hand and seal on September 10, 2007.

HOME SWEET HOME APARTMENTS, LLC

Witness

by: Wayne Hinckley
Wayne Hinckley, its member

State of Maine
County of Cumberland, ss

September 10, 2007

Then personally appeared before me the above named Wayne Hinckley _ in his said capacity and acknowledged the foregoing to be his free act and deed and the free act and deed of said limited liability company.

Before me,

Marjorie T. Tourigny
Notary Public, Maine
My Commission Expires
August 11, 2013

Marjorie T. Tourigny
Notary Public/Attorney at Law
Name: _____

DEEDWAR Braintree St Lot 1.DOC
9/10/2007 12:05:00 PM

SEAL

Received
Recorded Register of Deeds
Sep 12, 2007 11:10:43A
Cumberland County
Pamela E. Lovles

2
SEP 18 2007

WARRANTY DEED
Corrective Deed – Book 223376, Page 93

KNOW ALL BY THESE PRESENTS, THAT HOME SWEET HOME APARTMENTS, LLC, a Maine limited liability company of Naples Maine, for consideration paid, grant to **HOME SWEET HOME APARTMENTS, LLC**, a Maine limited liability company of Naples, Maine, whose mailing address is 49 Northern Oaks Drive, Naples Maine 04071 with **WARRANTY COVENANTS**, the land in the City of Portland, County of Cumberland, State of Maine, described as follows:

A certain lot or parcel of land lying on the easterly side of Braintree Street in the City of Portland, County of Cumberland, State of Maine, bounded and described as follows:

Beginning at a point in the easterly sideline of said Braintree Street at the southwesterly corner of land now or formerly of the Portland Water District as described in a deed recorded in the Cumberland County Registry of Deeds in Book 2156, Page 446. Thence:

- 1) S 89°12'30" E by said land of the Portland Water District a distance of One Hundred and 00/100 (100.00) feet to a point and the northwesterly corner of land now or formerly of John T. McGovern, Jr. and Cynthia A. McGovern as described in a deed recorded in said Registry in Book 14837, Page 302.
- 2) S 00°47'30" W by said land of John T. McGovern and Cynthia A. McGovern, Jr. and land now or formerly of Cynthia A. McGovern as described in a deed recorded in said Registry in Book 14760, Page 306 a distance of Seventy and 00/100 (70.00) feet to a point and the northeasterly corner of Lot 1 as delineated on a plan entitled "Home Sweet Home Apts., LLC- Braintree Street Lot- Site Plan" made by Pinkham and Greer dated August 23, 2005 and revised through August 24, 2007.
- 3) S 52°07'55" W by said Lot 1 a distance of One Hundred Twenty-Eight and 06/100 (128.06) feet to a point in said easterly sideline of Braintree Street.
- 4) N 00°47'30" E by said sideline of Braintree Street a distance of One Hundred Fifty and 00/100 (150.00) feet to the point of beginning.

Bearings are referenced to magnetic north 1919.

The above described parcel contains 11,000 square feet. Meaning and intending to describe a portion of the property conveyed to Home Sweet Home Apartments, LLC as described in a deed recorded in the Cumberland County Registry of Deeds in Book 22337, Page 93. Said parcel is delineated as Lot 2 on a plan entitled "Home Sweet Home Apts., LLC- Braintree Street Lot -Site Plan" made by Pinkham and Greer dated August 23, 2005 and revised through August 24, 2007. Reference is herein made to a plan entitled "Plan of Boundary Survey" made for Pinkham & Greer by Titcomb Associates dated September 30, 2004.

This deed is provided in order to comply with requirement of the City of Portland Planning Department to evidence the establishment of the new boundaries of the foregoing parcel and other contiguous property of Home Sweet Home Apartments LLC.

WITNESS its hand and seal on September 10, 2007.

HOME SWEET HOME APARTMENTS, LLC

by: Wayne Hinckley
Wayne Hinckley, its member

Witness

State of Maine
County of Cumberland, ss

September 10, 2007

Then personally appeared before me the above named Wayne Hinckley in his said capacity and acknowledged the foregoing to be his free act and deed and the free act and deed of said limited liability company.

Before me,

Marjorie T. Tourigny
Notary Public/Attorney at Law
Name: _____

DEEDWAR Braintree St Lot 2.DOC
9/10/2007 12:05:00 PM

Marjorie T. Tourigny
Notary Public, Maine
My Commission Expires
August 11, 2013

SEAL

Received
Recorded Register of Deeds
Sep 12, 2007 11:11:25A
Cumberland County
Pamela E. Lovley

PINKHAM & GREER

CONSULTING ENGINEERS

August 27, 2007
File: 04103

Ms. Ann Machado
CITY OF PORTLAND
389 Congress Street
Portland, ME 04101

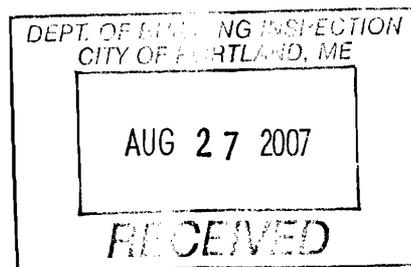
RE: BRAINTREE STREET HOUSE LOT

Dear Ann:

Attached to this letter is a revised site plan and building permit application for the proposed house lot at the end of Braintree Street for Wayne Hinckley. Based on our recent discussions, we revised the lot layout to maintain the 60 feet of street frontage on Lot 1, and moved the septic system so it was on the same lot. The 60 feet of frontage matches the portion of the Braintree Street right-of-way that the City owns and maintains, so no road improvements are required other than extending the water main. In our previous correspondence, you indicated that no adverse comments to this layout had been received from other review staff.

You will note on the site plan that some grading falls on to Lot 2. We believe that no grading easement is needed since Wayne owns both lots, and he will be building the house on Lot 1 himself. There are no current plans for building on Lot 2. The surveyor is working on the new lot descriptions, which will be recorded in the registry and then sent to you so that the building permit can be issued.

We look forward to issuance of the building permit for Lot 1. Thank you very much in advance for your consideration.



Sincerely,

PINKHAM & GREER

Mark R. Bergeron, P.E.

C: Wayne Hinckley

Applicant: Home Sweet Home Apartments, LLC
Wayne Hinckley

Address: 39 Braintree St. (lot 1)

Date: 8/30/07

C-B-L: 336-F-023
permit # 07-0902

CHECK-LIST AGAINST ZONING ORDINANCE

Date - new

Zone Location - R-2

Interior or corner lot -

Proposed Use/Work - build new 2 story single family home

Savage Disposal - private

Lot Street Frontage - 50' min. - 60' given.

Front Yard - 25' min. - ~~42~~⁴³' scaled

Rear Yard - 25' min. - 25' scaled.

Side Yard - 1 1/2 stories - 12' right - 37' scaled.

2 stories - 14' left - 28' scaled.

Projections -

Width of Lot - 80' min. - 94' scaled.

Height - 35' max. - 21.5' scaled.

Lot Area - 10,000 sq ft min. - 10,000 sq ft given

Lot Coverage Impervious Surface - 20% - 2000 sq ft

25 x 32 = 896

Area per Family - 10,000 sq ft

Off-street Parking - 2 spaces required - 1 car garage & 1 space beside garage.

Loading Bays - N/A

Site Plan - minor / minor 2007-0125

Shoreland Zoning / Stream Protection - N/A

Flood Plains - panel 1 - zone C

-no basement.

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

2007-0128

Application I. D. Number

Home Sweet Home Apartments Llc
Applicant

Marge Schmuckal

7/27/2007

Application Date

49 Northern Oaks Dr , Raymond , ME 04071

Single Family Home w/ attached garag

Applicant's Mailing Address

Project Name/Description

Wayne Hinckley

39 - 39 Braintree St, Portland, Maine

Consultant/Agent

Address of Proposed Site

Agent Ph: (207)831-8505 Agent Fax:

336 F023001

Applicant or Agent Daytime Telephone, Fax

Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply): New Building Building Addition Change Of Use Residential Office Retail
 Manufacturing Warehouse/Distribution Parking Lot Apt 0 Condo 0 Other (specify)

Proposed Building square Feet or # of Units

Acreeage of Site

Zoning

Check Review Required:

- Site Plan (major/minor) Zoning Conditional - PB Subdivision # of lots _____
 Amendment to Plan - Board Review Zoning Conditional - ZBA Shoreland Historic Preservation DEP Local Certification
 Amendment to Plan - Staff Review Zoning Variance Flood Hazard Site Location
 After the Fact - Major Stormwater Traffic Movement Other _____
 After the Fact - Minor PAD Review 14-403 Streets Review

Fees Paid: Site Plan \$50.00 Subdivision _____ Engineer Review \$250.00 Date 7/27/2007

Zoning 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 Issue

date

Performance Guarantee Reduced

date

remaining balance

signature

Temporary Certificate of Occupancy

date

Conditions (See Attached)

expiration date

Final Inspection

date

signature

Certificate Of Occupancy

date

Performance Guarantee Released

date

signature

Defect Guarantee Submitted

submitted date

amount

expiration date

Defect Guarantee Released

date

signature



New Residential Single Family Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

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, in the Inspection Office, Room 315 of Portland City Hall or call (207)874-8703 to have one mailed to you.

All new two-family residential developments will be required to go through the minor site plan review process.

One (1) complete set of construction drawings must include:

- Cross sections w/framing details
- Floor plans and elevations to scale
- Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing
- 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 IEBC 2003
- Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
- Reduced plans or electronic files in pdf format are required if originals are larger than 11" x 17"
- Proof of ownership is required if it is inconsistent with the assessors records

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

Four (4) copies of the boundary survey/site plan are required and must include:

- A stamped boundary survey to scale showing north arrow, zoning district & setbacks to a scale of $\geq 1" = 20'$. The boundary survey should include the following:
- The footprint of the proposed structure and the distance from the actual property lines. Structures include decks, porches, steps, bow windows, cantilever sections and roof overhangs, sheds, pools, garages, and any other accessory structures and must be shown to scale. Photocopies of the plat or hand drawn footprints not to scale will not be accepted. The footprint should be consistent with the building plan.
- Location and dimensions of parking areas and driveways
- Finish floor or sill elevation (based on mean sea level datum)
- Location of proposed utilities
- Existing and proposed grades/contours
- Silt fence (erosion control) locations
- Location of two required street trees
- Separate requirements may apply for lots on unimproved streets **NOT APPLICABLE**
- A reduced boundary survey/site plan is required if original is larger than 11' x 17"

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information visit us on-line at www.portlandmaine.gov, stop by the Building Inspections office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

Site plan review fee: \$300.00

This is not a Permit; you may not commence any work until the Permit is issued.

CITY OF PORTLAND
DEPARTMENT OF PLANNING & URBAN DEVELOPMENT

389 Congress Street
 Portland, Maine 04101

INVOICE FOR PERMIT FEES

Application No: 7-0902	Applicant: HOME SWEET HOME APARTME
Project Name: New single Family Home w/ attache	Location: 39 BRAINTREE ST
CBL: 336 F023001	Development Type:
Invoice Date: 07/27/2007	

Previous Balance	-	Payment Received	+	Current Fees	-	Current Payment	=	Total Due	Payment Due Date
\$0.00		\$0.00		\$1,345.00		\$1,045.00		\$300.00	On Receipt

First Billing

Previous Balance

\$0.00

Fee Description	Qty	Fee/Deposit Charge
Certificate of Occupancy	1	\$75.00
Building Permit Fee First \$1000	1	\$30.00
Building Permit Fee Add'l \$1000	1	\$1,240.00
		\$1,345.00
Total Current Fees:	+	\$1,345.00
Total Current Payments:	-	\$1,045.00
Amount Due Now:		\$300.00

 Detach and remit with payment

Bill to: HOME SWEET HOME APARTME
 49 NORTHERN OAKS DR
 RAYMOND, ME 04071

CBL 336 F023001
Application No: 7-0902
Invoice Date: 07/27/2007
Invoice No: 28421
Total Amt Due: \$300.00
Payment Amount:

Make checks payable to the *City of Portland*, ATTN: Inspections, 3rd Floor, 389 Congress Street, Portland, ME 04101.