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Zoning Division
Marge Schmuckal
Zoning Administrator



Department of Urban Development
Joseph E. Gray, Jr.
Director

CITY OF PORTLAND

Alfred Waxler
P.O. Box 6681
Portland, ME 04101

June 25, 1999

RE: Hampton Street - 339-C-7 & 8 - R-3 zone

Dear Al,

This letter is in response to your request and to re-iterate our previous conversations. On May 13, 1999 you submitted an incomplete application for a new single family building at 339-C-7 & 8 Hampton Street. You did not apply for a minor/minor site plan as required by ordinance. Since your permit is not complete, it can not be processed or reviewed until a complete package is submitted to this office. I am enclosing a preliminary application for a new single family dwelling which details everything that the City requires for this type of review.

Please note that I have not done any extensive review of your plans, however several items should be address with your complete submittal. The current lot size is under the required 6,500 square feet minimum lot size. You would need to submit documentation showing that this lot would meet the all the requirements of a lot of record. You must show me that this lot has been held under separate and distinct ownership form any adjoining lot since June 5, 1957. I have enclosed a copy of this section of the zoning ordinance. (Sec. 14-433)

I am also enclosing a copy of the R-3 residential zone which shows all the requirements, including dimensional requirements, that must be met when you are placing your dwelling unit on the lot.

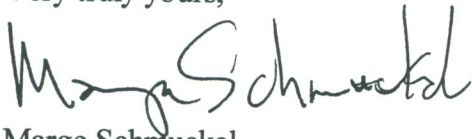
There is not enough information to determine your compliance with street requirements. If Hampton Street is unimproved or improved but unpaved, there are minimum requirements for street improvements that you would need to meet prior to completion of this building. I have enclosed Section 14-403 which outlines these requirements. The Public Works Department would be able to give all the technical standards to build this street.

It appears that this lot is not on public sewer. If you do not fall under the requirements of the Public Works Departments guidelines for a sewer hook-up, you would need to submit a current soil analysis with a current HHE200 form signed by the system's designer. The letter you submitted dated February 19, 1957 would not be sufficient.

This letter is only informative in nature to let you know the status of your incomplete application. The enclosed comments are only brief and do not constitute a comprehensive or full review. If we do not receive the required information for a complete application, your submittal will lapse six months from May 13, 1999. After that time a new application shall be required for review. Until we receive the required information, this permit will be on hold.

No information within this letter, other than the request for a full submittal, shall be construed as a final determination, nor be used for appeal purposes.

Very truly yours,

A handwritten signature in cursive script that reads "Marge Schmuckal". The signature is written in black ink and is positioned above the typed name.

Marge Schmuckal
Zoning Administrator

CC: Gary Wood, Corporation Counsel
Joseph Gray, Jr., Dir. of Planning & Urban Dev.
Mark Adelson, Housing & Neighborhood Services
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