



# Administrative Authorization Application

## Portland, Maine

Planning and Urban Development Department  
Planning Division

### 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.

- a/b. 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;
- c. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
- d. 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;
- e/f. 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;
- g/h. 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;
- i. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
- j. There are no evident deficiencies in existing screening from adjoining properties; and
- k. 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.
- l. There are no current zoning violations;
- m. 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
- n. There is no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.

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. 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.

Portland's development review process and requirements are outlined in the [Land Use Code \(Chapter 14\)](#), [Design Manual](#) and [Technical Manual](#).

**Planning Division**  
Fourth Floor, City Hall  
389 Congress Street  
(207) 874-8719  
[planning@portlandmaine.gov](mailto:planning@portlandmaine.gov)

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

**I. Project Information (Please enter n/a on those fields that are not applicable)**

Project Name:	Casco Bay High School - Stairwell
Proposed Development Address:	196 Allen Avenue
Project Description: (Please attach a sketch/plan of the proposal/development)	Existing terrace to be demolished. Proposed stairwell to be constructed in place of existing terrace with 366 square-foot expansion to the overall footprint of the school.
Chart/Block/Lot:	343 C013 001

**II. Contact Information (Please enter n/a on those fields that are not applicable)**

**APPLICANT**

Name:	Douglas Ritter Sherwood
Business Name:	Portland Public Schools
Address:	353 Cumberland Avenue
City/State:	Portland, ME
Zip Code:	04101
Work #:	842-5342
Home #:	N/A
Cell #:	239-5371
Fax #:	874-8107
E-mail:	sherwd@portlandschools.org

**OWNER**

Name:	Same as above
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

**AGENT/REPRESENTATIVE**

Name:	Gorrill Palmer
Address:	707 Sable Oaks Drive, Suite 30
City/State:	South Portland, ME
Zip Code:	04106
Work #:	(207) 772-2515
Home #:	
Cell #:	(207) 329-5584
Fax #:	
E-mail:	dreynolds@gorrillpalmer.com

**BILLING (to whom invoices will be forwarded to)**

Name:	
Address:	**** Requesting fee waiver for school project ****
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

**ENGINEER**

Name:	Gorrill Palmer
Address:	707 Sable Oaks Drive, Suite 30
City/State:	South Portland, ME
Zip Code:	04106
Work #:	(207) 772-2515
Home #:	
Cell #:	(207) 329-5584
Fax #:	
E-mail:	dreynolds@gorrillpalmer.com

**SURVEYOR**

Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

**ARCHITECT**

Name:	PDT Architects
Address:	49 Dartmouth Street
City/State:	Portland, ME
Zip Code:	04101
Work #:	(207) 775-1059
Home #:	
Cell #:	
Fax #:	
E-mail:	keck@pdtarchs.com

**ATTORNEY**

Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

**DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN**

Name:	Douglas Reynolds
E-mail:	dreynolds@gorrillpalmer.com
Name:	David Vitali
E-mail:	dvitali@gorrillpalmer.com
Name:	Douglas Ritter Sherwood
E-mail:	sherwd@portlandschools.org

**III. APPLICATION FEES**

**ADMINISTRATIVE AUTHORIZATION**

<input checked="" type="checkbox"/>	Administrative Authorization	\$50.00
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**IV. CRITERIA FOR AN ADMINISTRATIVE AUTHORIZATION** (see Section 14-523(4) on the first page)

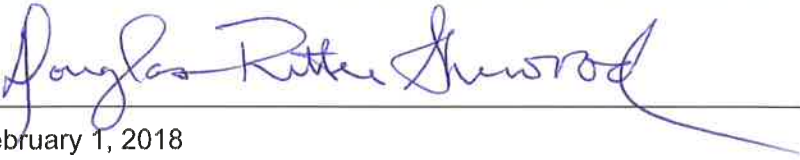
CRITERIA FOR AN ADMINISTRATIVE AUTHORIZATION		Applicant's Assessment		
		Y (yes)	N (no)	N/A
a)	Is the proposal within the existing structure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Are there any new buildings, additions, or demolitions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	Is the footprint increase less than 500 sq. ft.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	Are there any new curb cuts, driveways or parking areas?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e)	Are the curbs and sidewalks in sound condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f)	Do the curbs and sidewalks comply with ADA?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g)	Is there any additional parking?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h)	Is there an increase in traffic?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i)	Are there any known stormwater problems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j)	Does sufficient property screening exist?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k)	Are there adequate utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l)	Are there any zoning violations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
m)	Is an emergency generator located to minimize noise?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
n)	Are there any noise, vibration, glare, fumes or other impacts?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## VI. APPLICANT SIGNATURE

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law.

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.

**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. It is not a permit to begin construction. An approved site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.**

Signature of Applicant:	
Date:	February 1, 2018

SITE DATA	
DATE	11/15/2018
PROJECT NO.	1805-001
DATE	11/15/2018
TOTAL	11/15/2018

**NOTES:**  
 1. PROPERTY LINE INFORMATION AND SETBACK AREA IS PORTLAND OR AS SHOWN ON THE CITY OF PORTLAND MAPS.  
 2. PLAN IS PREPARED BASED UPON AERIAL PHOTOGRAPHY FOR THE PROJECT SITE. SETBACKS AND OTHER INFORMATION WILL BE OBTAINED BY THE ARCHITECT FOR CONSTRUCTION.  
 3. THE PROJECT SITE DOES NOT APPEAR TO BE LOCATED WITHIN A FLOODPLAIN ZONE.



NOTE: THIS PLAN SET IS ISSUED FOR INFORMATION ONLY AND IS NOT TO BE USED FOR CONSTRUCTION.

Drawing No.	1
Project	Proposed Stairwell Aerial Casco Bay High School 185 Allen Ave. Portland, Maine
Client	PDT Architects 49 Berne Street Portland, Maine 04101

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 207.772.2815

DATE	BY	DESCRIPTION
11/15/2018	GP	ISSUED FOR INFORMATION

DATE	BY	DESCRIPTION
2/27/18	GP	ISSUED FOR INFORMATION

DATE	BY	DESCRIPTION