



# Administrative Authorization Application

Portland, Maine

Planning and Urban Development Department, Planning Division

2013-149

PROJECT NAME: TIMOTHY CARLAND

PROJECT ADDRESS: 205 ALLEN AVE CHART/BLOCK/LOT: 343-D6-7-8

APPLICATION FEE: \_\_\_\_\_ (\$50.00) 343-D-6

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)

AD 4TH UNIT TO 3 UNIT BUILDING

## CONTACT INFORMATION:

### OWNER/APPLICANT

Name: TIMOTHY CARLAND

Address: 205 ALLEN AVE  
PORTLAND, ME 04103

Work #: 207-797-2758

Cell #: 207-233-4926

Fax #: \_\_\_\_\_

Home #: \_\_\_\_\_

E-mail: \_\_\_\_\_

### CONSULTANT/AGENT

Name: WAYNE NELSEN

Address: 6 HARDY RD  
FALMOUTH, ME 04105

Work #: 207-747-4581

Cell #: 207 671 1235

Fax #: 207 747 4581

Home #: SAME

E-mail: WNELSEN@MAINE.HV.CO

**Criteria for an Administrative Authorization:**  
(see section 14-523(4) on pg .2 of this appl.)

**Applicant's Assessment**  
Y(yes), N(no), N/A

- |   |            |
|---|------------|
| a) Is the proposal within existing structures?                    | <u>YES</u> |
| b) Are there any new buildings, additions, or demolitions?        | <u>NO</u>  |
| c) Is the footprint increase less than 500 sq. ft.?               | <u>YES</u> |
| d) Are there any new curb cuts, driveways or parking areas?       | <u>NO</u>  |
| e) Are the curbs and sidewalks in sound condition?                | <u>YES</u> |
| f) Do the curbs and sidewalks comply with ADA?                    | <u>N/A</u> |
| g) Is there any additional parking?                               | <u>YES</u> |
| h) Is there an increase in traffic?                               | <u>NO</u>  |
| i) Are there any known stormwater problems?                       | <u>NO</u>  |
| j) Does sufficient property screening exist?                      | <u>YES</u> |
| k) Are there adequate utilities?                                  | <u>YES</u> |
| l) Are there any zoning violations?                               | <u>NO</u>  |
| m) Is an emergency generator located to minimize noise?           | <u>N/A</u> |
| n) Are there any noise, vibration, glare, fumes or other impacts? | <u>NO</u>  |

Signature of Applicant: [Signature]

Date: 6-19-2013

**IMPORTANT NOTICE TO APPLICANT:** 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, nor is it an authorization for construction. You should first check with the Building Inspections Office, Room 315, City Hall (207)874-8703, to determine what other City permits, such as a building permit, will be required.

## Administrative Authorization Decision

**Application #:** 2013-149

**Name:** 4th Unit

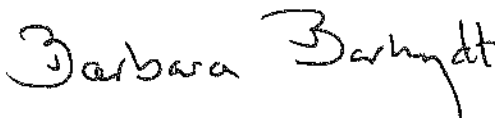
**Address:** ALLEN AVE

**Description:** add 4th unit to 3 unit building

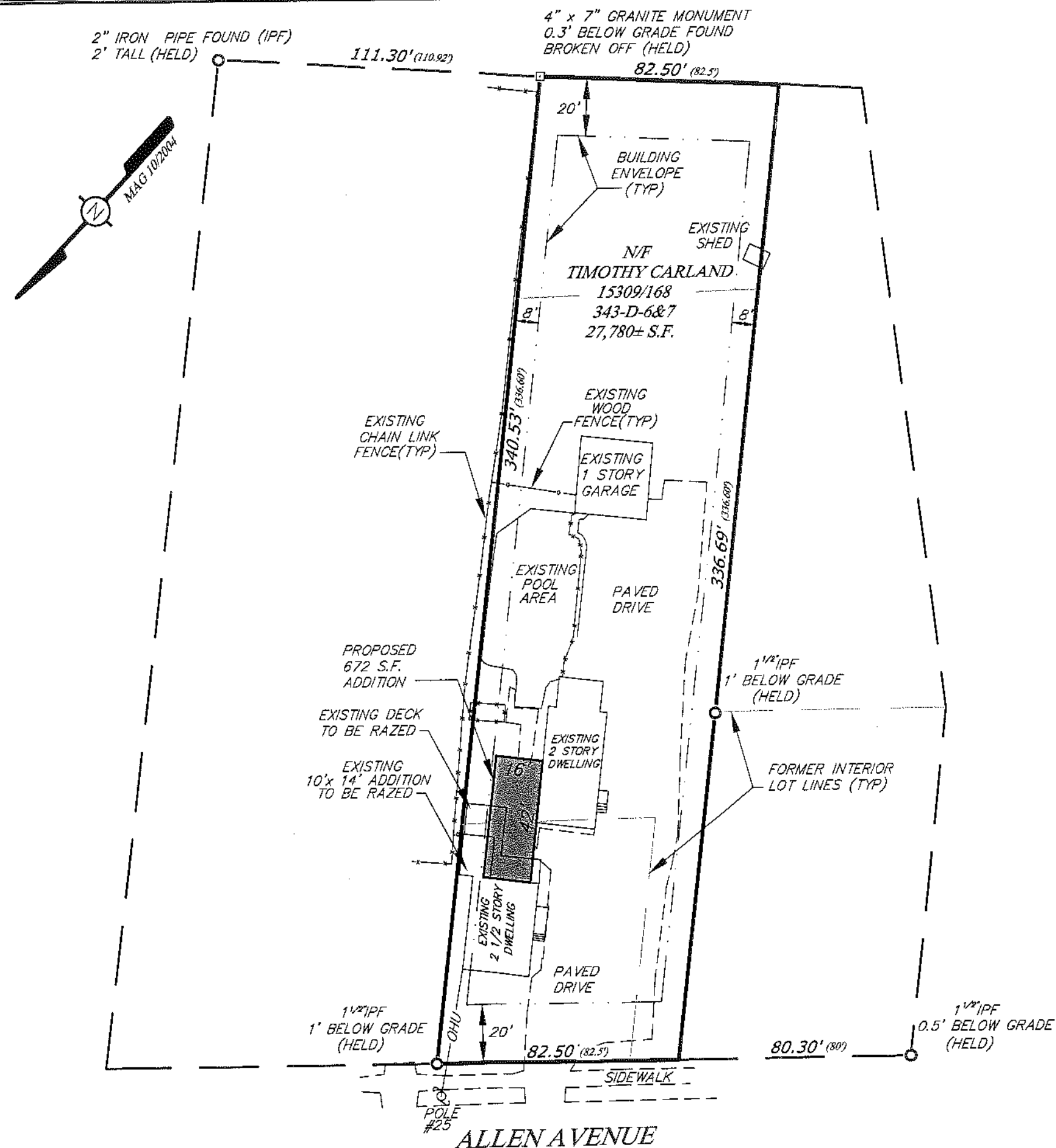
<u>Criteria for an Administrative Authorization:</u> <u>(See Section 14-523 (4) on page 2 of this application)</u>	<u>Applicant's Assessment</u> <u>Yes, No, N/A</u>	<u>Planning Division</u> <u>Use Only</u>
a) Is the proposal within existing structures?	Yes	Yes
b) Are there any new buildings, additions, or demolitions?	No	No
c) Is the footprint increase less than 500 sq. ft.?	Yes	Yes
d) Are there any new curb cuts, driveways or parking areas?	No	No
e) Are the curbs and sidewalks in sound condition?	N/A	N/A
f) Do the curbs and sidewalks comply with ADA?	Yes	Yes
g) Is there any additional parking?	Yes	There is sufficient parking on the site to serve the four units with 2 space per unit
h) Is there an increase in traffic?	No	No
i) Are there any known stormwater problems?	No	No
j) Does sufficient property screening exist?	Yes	Yes
k) Are there adequate utilities?	Yes	Yes
l) Are there any zoning violations?	No	No
m) Is an emergency generator located to minimize noise?	N/A	N/A
n) Are there any noise, vibration, glare, fumes or other impacts?	No	No

The Administrative Authorization for the 4th Unit was approved by Barbara Barhydt, Development Review Services Manager on June 26, 2013 with the following condition of approval listed below:

- 1) The proposal was reviewed at the Development Review meeting and it was found to have sufficient parking and screening. The addition of one unit is approved with the condition that the applicant obtain all necessary building permits from the Inspection Division.



Barbara Barhydt  
Development Review Services Manager  
Approval Date: June 26, 2013



## NOTES

1. OWNERSHIP OF THE PROPERTY SHOWN CAN BE FOUND IN A DEED FROM JAMES M. CARLAND TO TIMOTHY C. CARLAND DATED FEBRUARY 4, 2000 AND RECORDED IN DEED BOOK 15309, PAGE 168 AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS (CCRD).

2. REFERENCE IS MADE TO PLAN ENTITLED BOUNDARY SURVEY FOR THE MINAT CORPORATION RECORDED IN PLAN BOOK 114, PAGE 80 PANEL 4 OF 4 CCRD

3. THE PARCEL SHOWN IS IDENTIFIED ON THE CITY OF PORTLAND'S TAX ASSESSOR'S MAP 343, BLOCK D, LOTS 6, 7 & 8.

4. THE PARCEL SHOWN IS LOCATED WITHIN THE R5 ZONE AS DEFINED BY THE CITY OF PORTLAND'S ZONING ORDINANCE.

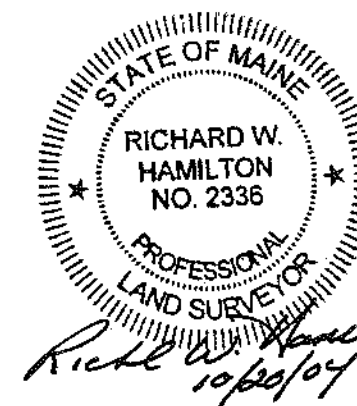
5. BULK AND SPACE REQUIREMENTS FOR THE R5 ZONE ARE AS FOLLOWS.

MINIMUM LOT SIZE 9,000 S.F.  
MINIMUM ROAD FRONTAGE 50'  
SETBACKS:  
FRONT 20'  
SIDE 8'  
REAR 20'

6. PARENTHESIS INDICATE RECORD INFORMATION.

7. THE PROPERTY LINES SHOWN ARE BASED UPON RECORD INFORMATION CONTAINED IN THE CURRENT DEED OF RECORD AND FOUND MONUMENTATION.

8. THIS IS NOT A BOUNDARY SURVEY. THIS SKETCH PLAN EXCEPTS CHAPTER 90, PART 2, SECTIONS 4 THROUGH 8 OF THE MAINE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS RULE. A COMPLETE BOUNDARY SURVEY MAY YIELD A DIFFERENT RESULT AS TO LOCATION OF THE PROPERTY LINES.



SKETCH PLAN OF LAND  
AT  
205 ALLEN AVENUE  
IN  
**PORTLAND**  
CUMBERLAND COUNTY  
MAINE

PREPARED FOR: TIMOTHY CARLAND  
205 ALLEN AVENUE  
PORTLAND, MAINE 04103

DATE: OCTOBER 20, 2004  
SCALE: 1" = 40'

BOUNDARY ENGINEERING SURVEY TECHNOLOGY

25 TUBROS LANE  
BUXTON, MAINE 04093  
TELEPHONE 929-BEST  
FAX 929-2379

JOB NUMBER: 04-032

DRAWING FILE: 04032





# 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.

<b>Address/Location of Construction:</b> 205 Allen avenue		
<b>Total Square Footage of Proposed Structure:</b>		800
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart#      Block#      Lot# 343              D      6-7-8	<b>Applicant Name:</b> Timothy Carland <b>Address</b> 205 Allen Ave City, State & Zip Portland, Maine 04103	<b>Telephone:</b> 207-797-2758 <b>Email:</b> wnelsen1@maine.rr.com
<b>Lessee/Owner Name :</b> Tim Carland (if different than applicant) <b>Address:</b> 205 Allen Ave City, State & Zip: Portland, Me 04103 <b>Telephone &amp; E-mail:</b> 207-233-4926	<b>Contractor Name:</b> (if different from Applicant) <b>Address:</b>  City, State & Zip:  <b>Telephone &amp; E-mail:</b>	<b>Cost Of Work:</b> \$ 3000.00 <b>C of O Fee:</b> \$ _____ <b>Historic Rev \$</b> _____ <b>Total Fees :</b> \$ _____
<b>Current use (i.e. single family)</b> 3 unit <b>If vacant, what was the previous use?</b> 3 unit <b>Proposed Specific use:</b> add a 4 th legal unit <b>Is property part of a subdivision?</b> ____ <b>If yes, please name</b> _____ <b>Project description:</b> Modify entrance from existing unit 3 to make existing space a one bedroom apartment		
<b>Who should we contact when the permit is ready:</b> Wayne Nelsen 207-671-1235		
<b>Address:</b> 6 Hardy Rd		
<b>City, State &amp; Zip:</b> Falmouth, Me 04105		
<b>E-mail Address:</b> wnelsen1@maine.rr.com		
<b>Telephone:</b> 207-671-1235		

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

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 or to download copies of this form and other applications visit the Inspections Division on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), or stop by the Inspections Division 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.

<b>Signature:</b> <i>Tim Carland</i>	<b>Date:</b> 6-19-2013
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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

**RECEIPT OF FEES**

<b>Application No:</b>	2013-149	<b>Applicant:</b>	TIMOTHY C CARLAND
<b>Project Name:</b>	4th Unit	<b>Location:</b>	205- ALLEN AVE
<b>CBL:</b>	343 D006001	<b>Development Type:</b>	Administrative Authorization
<b>Invoice Date:</b>	06/20/2013		

Previous Balance	-	Payment Received	+	Current Fees	-	Current Payment	=	Total Due		Payment Due Date
\$0.00		\$0.00		\$50.00		\$50.00		\$0.00		On Receipt

<b>Previous Balance</b>	<b>\$0.00</b>
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Fee Description	Qty	Fee/Deposit Charge
Administrative Authorization	1	\$50.00
		<u>\$50.00</u>
<b>Total Current Fees:</b>		<b>+</b> <b>\$50.00</b>
<b>Total Current Payments:</b>		<b>-</b> <b>\$50.00</b>
<b>Amount Due Now:</b>		<b>\$0.00</b>

CBL 343 D006001  
Bill to:

Application No: 2013149  
Invoice Date: 06/20/2013  
Invoice No: 41587  
Total Amt Due: \$0.00  
Payment Amount: \$50.00

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