

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

2001-0062

Application I. D. Number

04/18/2001

Application Date

Garsoe Drive (lot 3)

Project Name/Description

Matthews, John F. & Pamela

Applicant

3 Candlewyck Terrace, Portland, ME 04102

Applicant's Mailing Address

n/a

Consultant/Agent

Applicant Ph: (207) 871-7750 Applicant Fax: (207) 222-2222

Applicant or Agent Daytime Telephone, Fax

27 - 27 Garsoe Drive, Portland, Maine

Address of Proposed Site

386 AA003

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 ☒ Other (specify) Foundation only

2231 sf

.57

Proposed Building square Feet or # of Units

Acreage of Site

Zoning

Check Review Required:

- |  |   |  |  |
|--|---|--|--|
| <input checked="" type="checkbox"/> Site Plan<br>(major/minor) | <input type="checkbox"/> Subdivision<br># of lots _____ | <input type="checkbox"/> PAD Review            | <input type="checkbox"/> 14-403 Streets Review   |
| <input type="checkbox"/> Flood Hazard                          | <input type="checkbox"/> Shoreland                      | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input type="checkbox"/> Zoning Conditional<br>Use (ZBA/PB)    | <input type="checkbox"/> Zoning Variance                | <input type="checkbox"/> Other _____           |  |

Fees Paid: Site Plan \$50.00 Subdivision \_\_\_\_\_ Engineer Review \$250.00 Date 04/13/2001

DRC Approval Status:

Reviewer Jay Reynolds

- ☐ Approved ☒ Approved w/Conditions See Attached ☐ Denied

Approval Date 05/07/2001 Approval Expiration 05/07/2002 Extension to \_\_\_\_\_ ☒ Additional Sheets Attached

☒ Condition Compliance Jay Reynolds 05/07/2001  
signature date

Performance Guarantee ☐ Required\* ☒ Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit Issue	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	_____
	date		expiration date
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released	_____	_____	
	date	signature	

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
ADDENDUM**

2001-0062

Application I. D. Number

04/18/2001

Application Date

Garsoe Drive (lot 3)

Project Name/Description

**Matthews, John F. & Pamela**

Applicant

**3 Candlewyck Terrace, Portland, ME 04102**

Applicant's Mailing Address

n/a

Consultant/Agent

**Applicant Ph: (207) 871-7750      Applicant Fax: 2072222222**

Applicant or Agent Daytime Telephone, Fax

**27 - 27 Garsoe Drive, Portland, Maine**

Address of Proposed Site

**386 AA003**

Assessor's Reference: Chart-Block-Lot

**Approval Conditions of Insp**

- 1 This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
- 2 Separate permits shall be required for future decks, sheds, pools, and/or garage.
- 3 This permit is for FOUNDATION ONLY. BEFORE construction of the structural building, a separate application shall be applied for, reviewed, and approved.
- 4 This application in no way guarantees the issuance of a structural permit. All applicable codes would have to be met based on those submittals.

**Approval Conditions of DRC**

- 1 TWO TREES (REQUIRED) ALONG THE FRONTAGE OF THE PROPERTY ARE NOT SHOWN ON THE PLAN. TREES MUST BE IN PLACE PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
- 2 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.
- 3 Your new street address is now 27 Garsoe Drive, the number must be displayed on the street frontage of your house prior to issuance of a Certificate of Occupancy.
- 4 The Development Review Coordinator (874-8632) must be notified five (5) working days prior to date required for final site inspection. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as all site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.
- 5 A sewer permit is required for your project. Please contact Carol Merritt at 874-8300, ext . 8828. The Wastewater and Drainage section of Public Works must be notified five (5) working days prior to sewer connection to schedule an inspector for your site.
- 6 As-built record information for sewer and stormwater service connections must be submitted to Public Works Engineering Section (55 Portland Street) and approved prior to issuance of a Certificate of Occupancy.
- 7 The building contractor shall check the subdivision recording plat for pre-determined first floor elevation and establish the first floor elevation (FFE) and sill elevation (SE) to be set above the finish street/curb elevation to allow for positive drainage away from entire footprint of building.
- 8 The site contractor shall establish finish grades at the foundation, bulkhead and basement windows to be in conformance with the first floor elevation (FFE) and sill elevation (SE) set by the building contractor to provide for positive drainage away from entire footprint of building.
- 9 The Development Review Coordinator reserves the right to require additional lot grading or other drainage improvements as necessary due to field conditions.

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

**2001-0062**

Application I. D. Number

**4/18/01**

Application Date

**New Single Family Home**

Project Name/Description

**Matthews, John F. & Pamela**

Applicant

**3 Candlewyck Terrace, Portland, ME 04102**

Applicant's Mailing Address

**n/a**

Consultant/Agent

**Applicant Ph: (207) 871-7750      Agent Fax:**

Applicant or Agent Daytime Telephone, Fax

**27 - 27 Garsoe Drive (Lot 3), Portland, Maine**

Address of Proposed Site

**386 AA003**

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 ☒ Other (specify) **Foundation only**

**2231 sf**

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**Check Review Required:**

- |  |   |  |  |
|--|---|--|--|
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| <input type="checkbox"/> Zoning Conditional<br>Use (ZBA/PB)    | <input type="checkbox"/> Zoning Variance                | <input type="checkbox"/> Other _____           |  |

Fees Paid:      Site Plan **\$50.00**      Subdivision \_\_\_\_\_      Engineer Review **\$250.00**      Date **4/13/01**

**DRC Approval Status:**

- ☐ Approved      ☐ Approved w/Conditions  
See Attached      ☐ Denied

Reviewer \_\_\_\_\_

Approval Date \_\_\_\_\_      Approval Expiration \_\_\_\_\_      Extension to \_\_\_\_\_      ☐ Additional Sheets  
Attached

☐ Condition Compliance

signature

date

**Performance Guarantee**

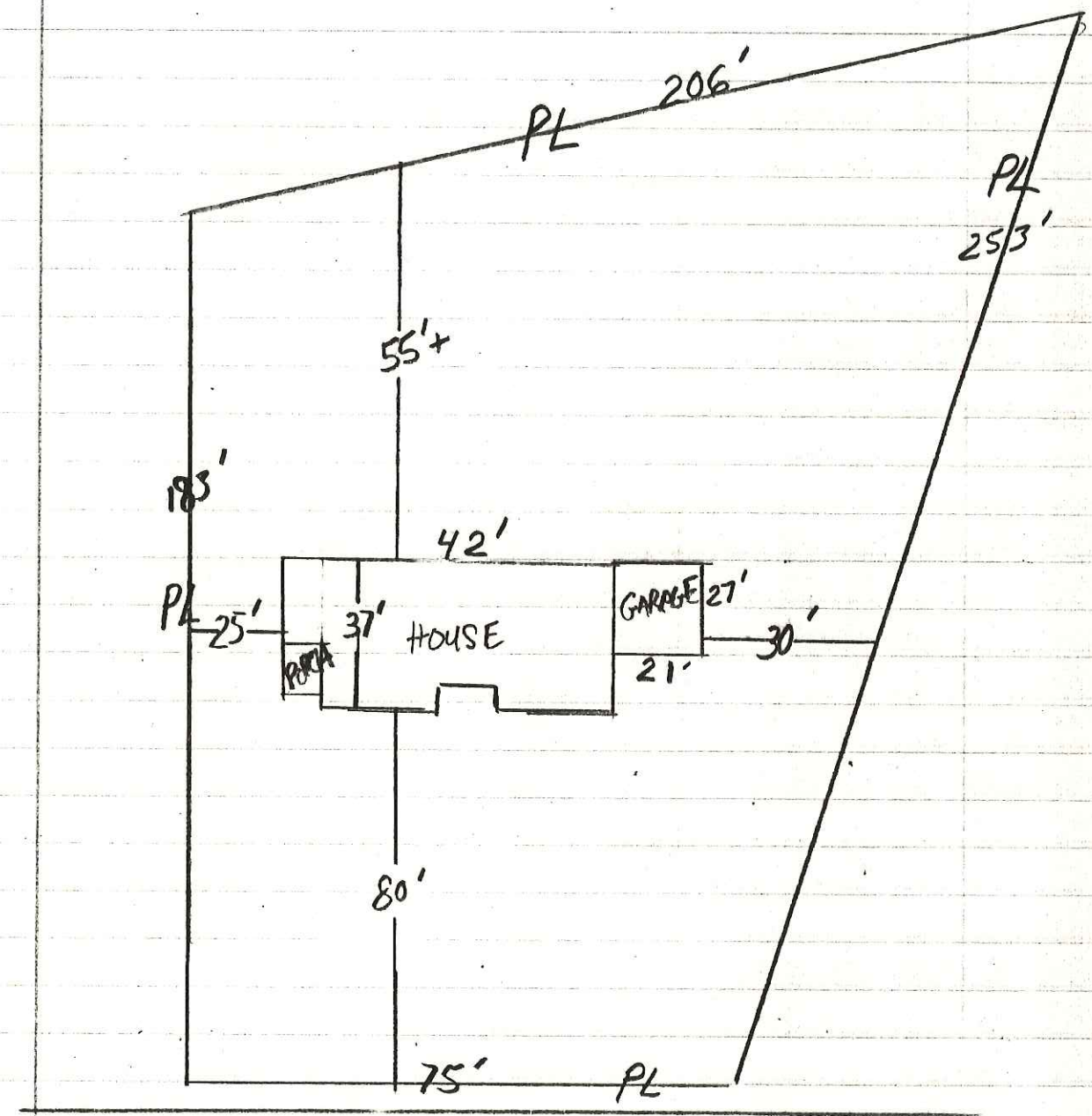
☐ Required\*

☐ Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

- |   |                |  |                 |
|---|----------------|--|-----------------|
| <input type="checkbox"/> Performance Guarantee Accepted     | _____          | _____  | _____           |
|   | date           | amount   | expiration date |
| <input type="checkbox"/> Inspection Fee Paid                | _____          | _____  |                 |
|   | date           | amount   |                 |
| <input type="checkbox"/> Building Permit Issue              | _____          |  |                 |
|   | date           |  |                 |
| <input type="checkbox"/> Performance Guarantee Reduced      | _____          | _____  | _____           |
|   | date           | remaining balance                                  | signature       |
| <input type="checkbox"/> Temporary Certificate of Occupancy | _____          | <input type="checkbox"/> Conditions (See Attached) | _____           |
|   | date           |  | expiration date |
| <input type="checkbox"/> Final Inspection                   | _____          | _____  |                 |
|   | date           | signature  |                 |
| <input type="checkbox"/> Certificate Of Occupancy           | _____          |  |                 |
|   | date           |  |                 |
| <input type="checkbox"/> Performance Guarantee Released     | _____          | _____  |                 |
|   | date           | signature  |                 |
| <input type="checkbox"/> Defect Guarantee Submitted         | _____          | _____  | _____           |
|   | submitted date | amount   | expiration date |
| <input type="checkbox"/> Defect Guarantee Released          | _____          | _____  |                 |
|   | date           | signature  |                 |





SIDEWALK

STREET

LOT 3 AUBURN PINES

MATTHEWS

TO: Inspections

FROM: Jay Reynolds, Development Review Coordinator

J.R.

DATE: January 17, 2002

RE: C. of O. for # 27 Garsoe Drive  
Lead CBL (386A-A-003)

ID# (2001-0062)

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After visiting # 27 Garsoe Drive, I have the following comments:

1. Loam and Seed Incomplete.
2. Unable to verify paved driveway.
3. Grading between #23 and #27 needs to be looked at/addressed in the spring to ensure that runoff is not directed towards the foundation of #23 Garsoe Drive.

Due to the time of year, these items cannot be completed. I anticipate these items can be completed by **June 30, 2002**.


At this time, **I recommend issuing a Temporary Certificate of Occupancy.**

Please contact me if you have any questions or comments.  
Thank You.

Cc: Sarah Hopkins, Development Review Services Manager  
Mike Nugent, Inspection Services Manager  
file

File: O:\drc\27garsoe2.doc

TO: Mike Nugent, Inspection Services Manager  
Inspections

FROM: Jay Reynolds, Development Review Coordinator 

DATE: April 26, 2001

RE: 27 Garsoe Drive Site Plan Application  
(#2001-0062) (CBL 386 AA003)

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After reviewing the #27 Garsoe Drive application, I have the following comments:

1. In order to approve this application, a site plan needs to be submitted.

Typically, the city doesn't issue foundation permits for single family applications. In the past, foundation permits have been granted for commercial site plan applications only after the application has been approved (meeting all requirements).

2. At this time, the application doesn't include all the criteria for a site plan, which are the following:
  - A. Scaled plan.
  - B. Existing grades.
  - C. Proposed grades.
  - D. Finish floor Elevation.
  - E. Survey information (property lines/distances/pins) to scale.
  - F. Setback information.
  - G. Erosion Control
  - H. Utilities
  - I. Deck/Porch/Driveway location(s)

Please contact me if you need any additional information.  
Thank You.

CC: Sarah Hopkins, Development Review Services Manager

File: O:\drc\27garsoe1.doc