

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK
CITY OF PORTLAND

BU ILDING CONSTRUCTION

PERMIT

Permit Number: 101450

Please Read
Application And
Notes, If Any,
Attached

This is to certify that ROMA BETHANY A & MARIANA ROMA Roman Woe
has permission to Create 723 sq ft for access only, including utility new construction of 100 sq ft of renovation to current all on 1st floor
AT 17 HEATHER RD CE 396 D003001

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 written permission procured before this building or part thereof is lath or other work is used-in. 24 HOUR 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. [Signature] 58
Health Dept. _____
Appeal Board _____
Other _____
Department Name

WITHDRAWN
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD



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: <u>17 HEATHER ROAD</u>		
Total Square Footage of Proposed Structure/Area <u>413 SF New Construction 310 SF Renovation</u>	Total Square Footage of Lot <u>723 19,923</u>	Number of Stories <u>1 NEW CONSTRUCTION</u>
Tax Assessor's Chart, Block & Lot Chart# <u>396</u> Block# <u>D</u> Lot# <u>00301</u>	Applicant *must be owner, Lessee or Buyer* Name <u>BETHANY ROMA</u> Address <u>17 HEATHER RD</u> City, State & Zip <u>PORTLAND ME 04103</u>	Telephone: <u>W- 207-712-7219</u> <u>H- 207-797-7236</u> <u>C- 207-838-2622</u> <u>BROMA@HUDSONCAP.COM</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ <u>52,000</u> C of O Fee: \$ <u>520⁰⁰</u> Total Fee: \$ <u>520⁰⁰</u>
Current legal use (i.e. single family) <u>SINGLE FAM</u> Number of Residential Units <u>WILL BE 1 PLUS ACCESSORY UNIT</u> If vacant, what was the previous use? <u>NAP</u> Proposed Specific use: <u>SINGLE FAMILY PLUS ACCESSORY UNIT</u> Is property part of a subdivision? <u>N</u> If yes, please name _____ Project description: <u>CREATION OF 723 SF ACCESSORY UNIT FOR MOTHER. UNIT WILL BE COMPOSED OF 413 SF NEW CONSTRUCTION AND 310 SF RENOVATION OF CURRENT - ALL FIRST FLOOR</u>		
Contractor's name: <u>MONAGHAN WOOD WORKING</u> Address: <u>100 COMMERCIAL STREET</u> City, State & Zip <u>PORTLAND ME 04101</u> Telephone: <u>775-2683</u> Who should we contact when the permit is ready: <u>BETHANY ROMA</u> Telephone: <u>838-2622</u> Mailing address: <u>17 HEATHER ROAD PORTLAND ME 04103</u>		

Please submit all of the information outlined on the applicable 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 or to download copies of this form and other applications visit the Inspections Division on-line at 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.

Signature: BCI NOV 18 2010 11/11/10
Dept. of Building Inspections
City of Portland Maine

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



Residential Additions/Alterations 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.

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

- Cross sections w/framing details
- Floor plans and elevations existing & proposed
- Detail removal of all partitions & any new structural beams
- Detail any new walls or permanent partitions
- 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/sound transmission ratings (if applicable)
- Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IECC 2003
- Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
- Reduced plans or electronic files in pdf format are also required if original plans 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.

If there are any additions to the footprint or volume of the structure, any new or rebuilt structures or, accessory detached structures a plot plan is required. A plot must include:

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines. Structures include decks, porches; bow windows, cantilever sections and roof overhangs, sheds, pools, garages and any other accessory structures must be shown with dimensions if not to scale.
- Location and dimensions of parking areas and driveways
- A change of use may require a site plan exemption application to be filed.

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

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



Application for Administrative Authorization
 Portland, Maine
 Planning and Urban Development Department, Planning Division

PROJECT NAME: Roma - In-Law Unit
 PROJECT ADDRESS: 17 HEATHER ROAD CHART/BLOCK/LOT: 396 0003001
 APPLICATION FEE IS \$50: _____ PROJECT DESCRIPTION: (Please Attach Sketch/Plan of Proposal/Development)
CONSTRUCTION OF ACCESSORY UNIT FOR MOTHER TOTALING 723 SQUARE
FEET OF WHICH 413 SQ FEET NEW CONSTRUCTION AND RENOVATION OF 310 SQ FEET
 CONTACT INFORMATION:

OWNER/APPLICANT

Name: BETHANY ROMA
 Address: 17 HEATHER ROAD
 Zip Code: 04103
 Work #: 207-772-7219
 Cell #: 207-838-2622
 Fax #: _____
 Home #: 207-797-7236
 E-mail: BROMA@HUDSONCAP.COM

CONSULTANT/AGENT

Name: _____
 Address: _____
 Zip Code: _____
 Work #: _____
 Cell #: _____
 Fax #: _____
 Home #: _____
 E-mail: _____


Criteria for an Administrative Authorizations:
 (See Section 14-523 (4) on page 2 of this application)

	Applicant's Assessment Y(yes), N(no), N/A	Planning Division Use Only
a) Is the proposal within existing structures?	<u>PARTIAL 310 YES, 413 NEW</u>	<u>N</u>
b) Are there any new buildings, additions, or demolitions?	<u>Y</u>	<u>Y</u>
c) Is the footprint increase less than 500 sq. ft.?	<u>Y</u>	<u>N</u>
d) Are there any new curb cuts, driveways or parking areas?	<u>N</u>	<u>Y</u>
e) Are the curbs and sidewalks in sound condition?	<u>NAP</u>	<u>Y</u>
f) Do the curbs and sidewalks comply with ADA?	<u>NAP</u>	<u>Y</u>
g) Is there any additional parking?	<u>N</u>	<u>Y</u>
h) Is there an increase in traffic?	<u>N</u>	<u>Y</u>
i) Are there any known stormwater problems?	<u>N</u>	<u>Y</u>
j) Does sufficient property screening exist?	<u>Y</u>	<u>Y</u>
k) Are there adequate utilities?	<u>Y</u>	<u>Y</u>
l) Are there any zoning violations?	<u>N</u>	<u>Y</u>
m) Is an emergency generator located to minimize noise?	<u>NAP</u>	<u>N/A</u>
n) Are there any noise, vibration, glare, fumes or other impacts?	<u>N</u>	<u>Y</u>

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 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.

Signature of Applicant: BCL Date: 11-11-10

Standard Condition of Approval: The applicant shall obtain all required City Permits, including building permits from the Inspection Division (Room 315, City Hall (874-8703)) prior to the start of any construction.

Planner's Signature Barbara Barkecht Date 11/29/10 

**PROVISION OF PORTLAND CITY CODE
14-523 (SITE PLAN ORDINANCE)
RE: 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 the meet the standards below, as demonstrated by the applicant.

1. 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;
2. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
3. 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;
4. 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;
5. 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;
6. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
7. There are no evident deficiencies in existing screening from adjoining properties; and
8. 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.
9. There are no current zoning violations;
10. 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
11. There is no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.

- a. **Filing the Application.** An applicant seeking an administrative authorization under this subsection shall submit an administrative authorization application for review, detailing the site plan with dimensions of proposed improvements and distances from all property lines, and stating that the proposal meets all of the provisions in standards 1-11 of Section 14-423 (b)1. **The application must be accompanied by an application fee of \$50.**
- b. **Review.** 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.
- c. **Decision.** 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.

CITY OF PORTLAND, MAINE
ZONING BOARD OF APPEALS

Philip Saucier-chair
Sara Moppin
Jill E. Hunter
Gordan Smith-secretary
Mark Bower
William Getz
Elyse Wilkinson

October 22, 2010

Bethany Roma
17 Heather Road
Portland, ME 04103

RE: 17 Heather Road
CBL: 396 D003
ZONE: R-2

Dear Ms. Roma:

At the October 22, 2010 meeting, the Zoning Board of Appeals voted 5-0 to grant the conditional use appeal to allow the accessory dwelling unit. I have enclosed a copy of the Board's decision. I have also enclosed an invoice for the outstanding fees for the appeal. Please submit payment as soon as possible.

Now that the conditional use has been approved, you need to submit a Building Permit Application to the Building Inspections Division to change the use of the property from a single family to a single family with an accessory dwelling unit and to build the addition. Enclosed is an application. You have six months from the date of the hearing, October 21, 2010, referenced under section 14-474 (f), to apply for the change of use, or your Zoning Board approval will expire.

I have also enclosed an Application for Administrative Authorization. Section 14-78(a)(2)(e) states that the project is subject to article V which is site plan review. The Application for Administrative Authorization is a request to exempt your project from complete or partial site plan review. If you have any questions about this application, please feel free to contact Barbara Barhydt, Development Review Services Manager, at 874-8699.

Appeals from decisions of the Board may be filed in Superior Court, pursuant to 30-A M.R.S.A. section 2691 (2) (G).

Should you have any questions please feel free to contact me at 207-874-8709.

Yours truly,

A handwritten signature in black ink, appearing to read 'Ann B. Machado', with a long horizontal flourish extending to the right.

Ann B. Machado
Zoning Specialist

Cc. file

- **Planning Barbara Barhydt**
November 24, 2010

I reviewed the application, assessor's records and the aerials.

The request for an administrative authorization is approved with the standard condition of approval that all required Building permits are obtained.



CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

D-12

20/0

Received from

Bonus

Location of Work

17 Hubble St

Cost of Construction \$ _____

Building Fee: _____

Permit Fee \$ _____

Site Fee: _____

Certificate of Occupancy Fee: _____

Total: 520

Building (1L) _____

Plumbing (1S) _____

Electrical (12) _____

Site Plan (U2) _____

Other _____

CBL: 396 D-2

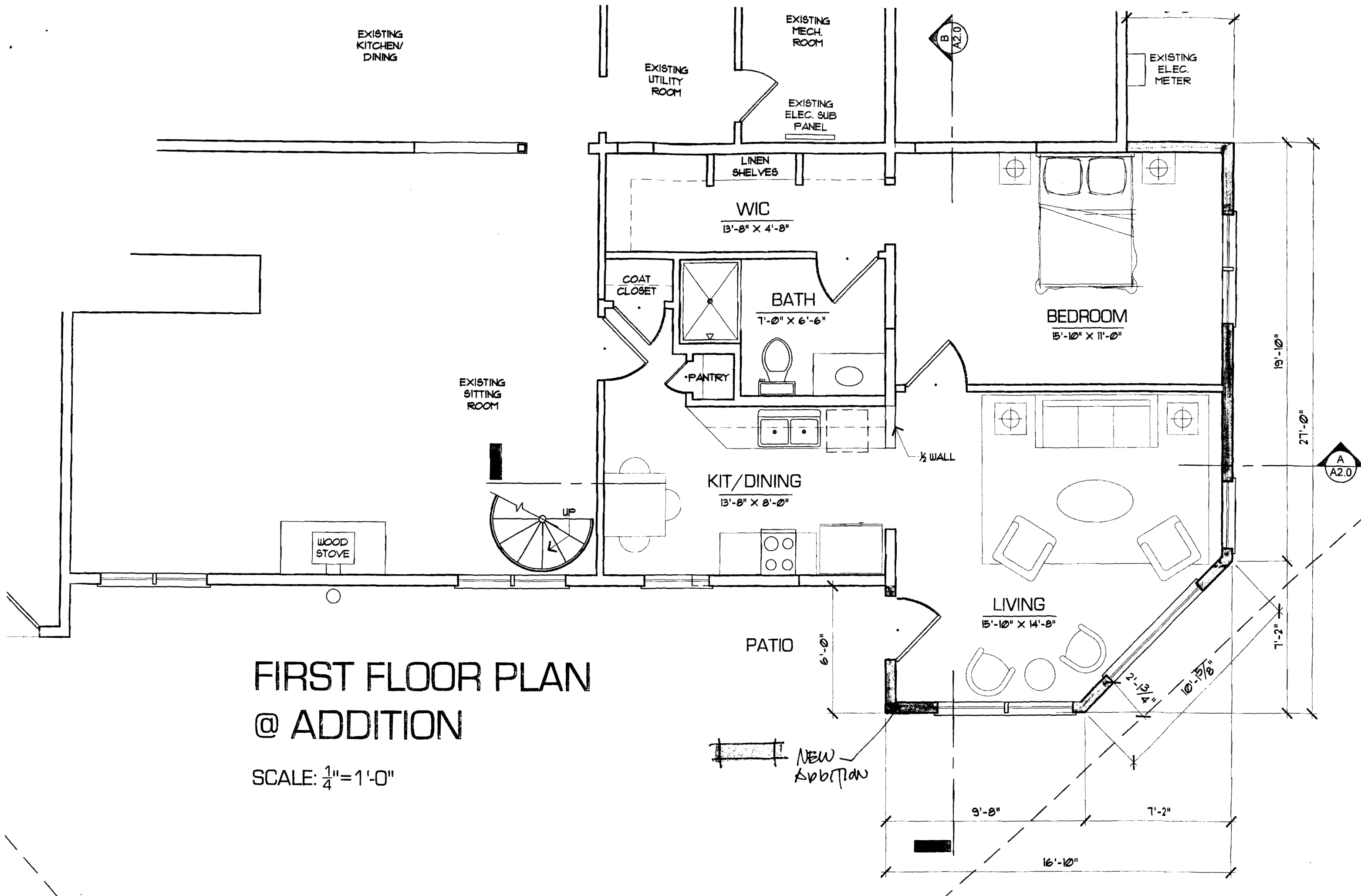
Check #: 3949

Total Collected \$ 520

**No work is to be started until permit issued.
Please keep original receipt for your records.**

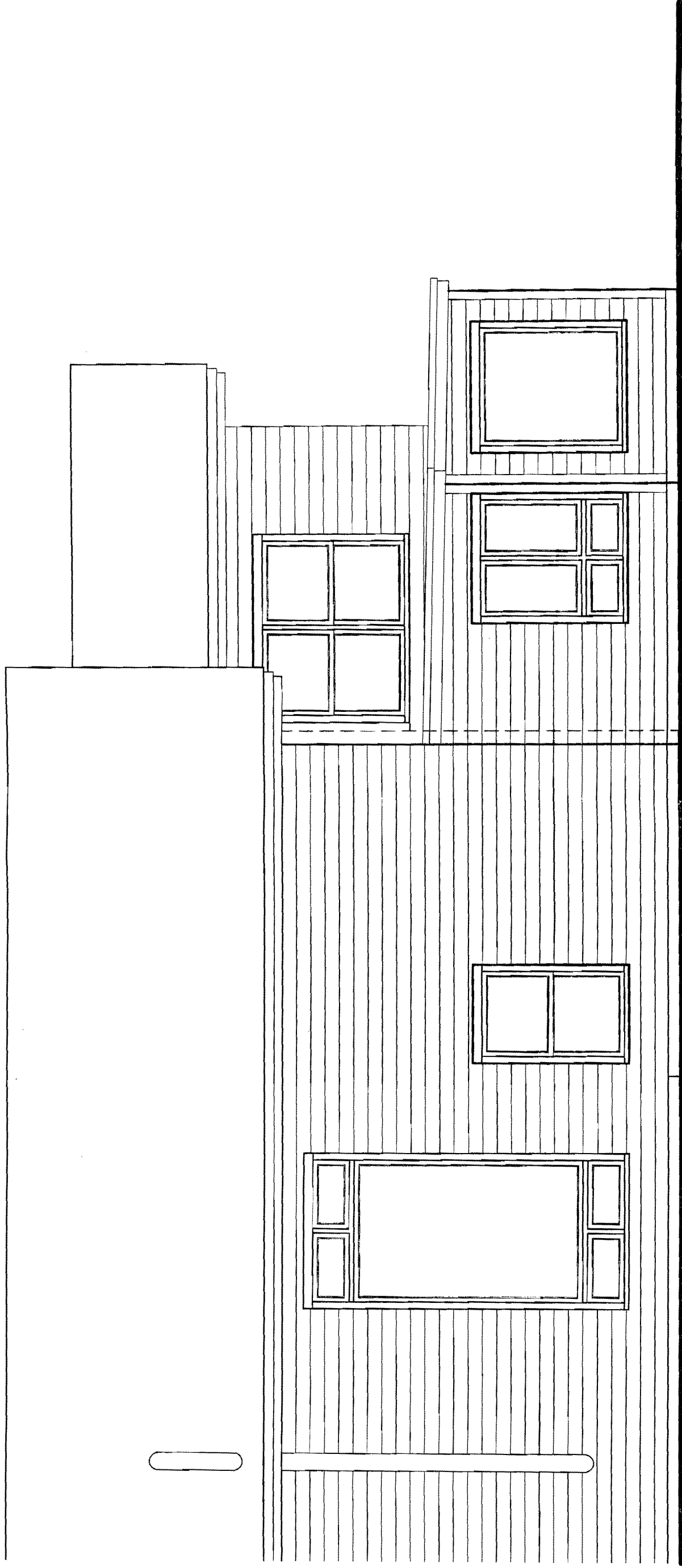
Taken by: [Signature]

WHITE - Applicant's Copy
YELLOW - Office Copy
PINK - Permit Copy



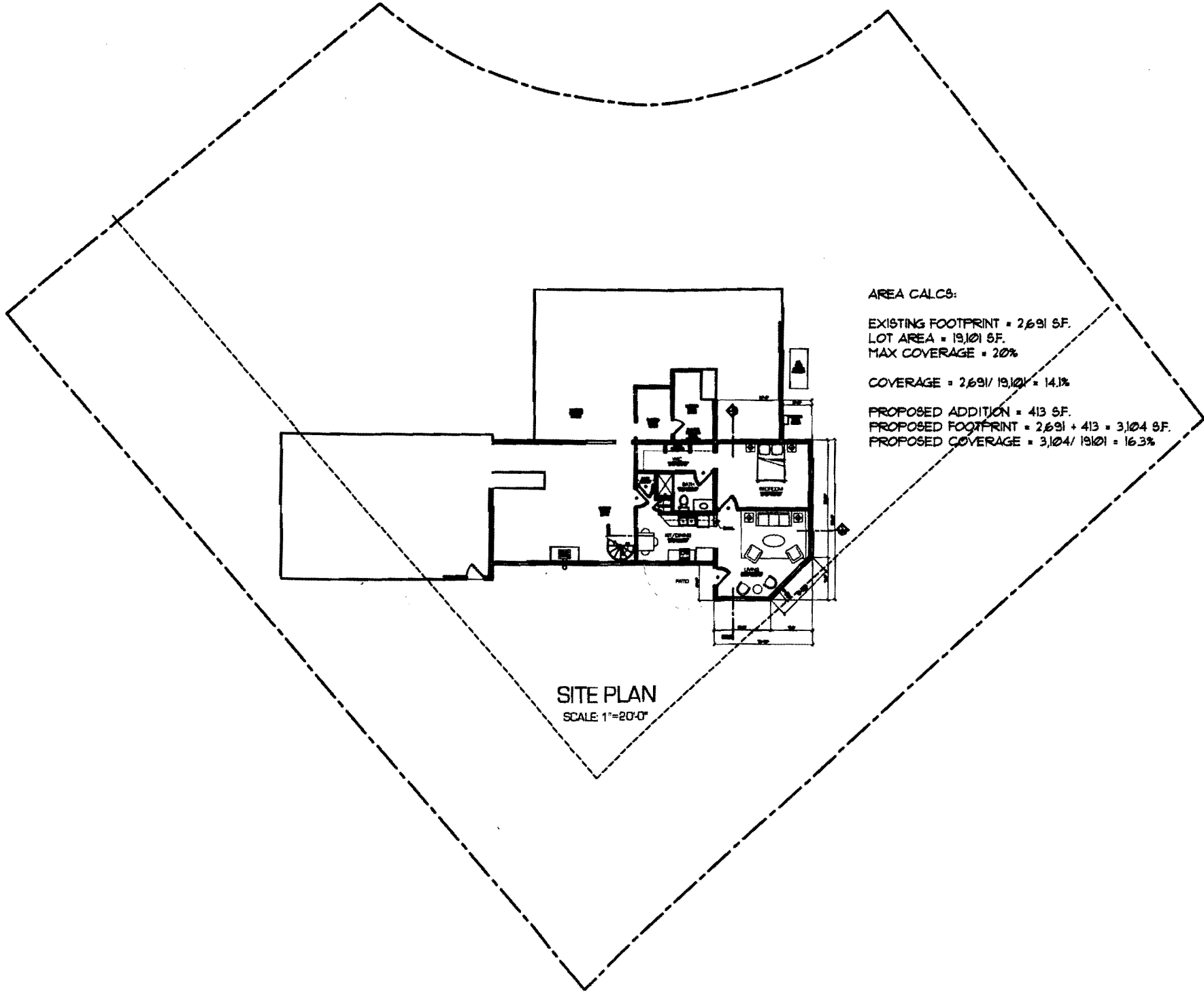
FIRST FLOOR PLAN @ ADDITION

SCALE: 1/4" = 1'-0"



REAR ELEVATION

SCALE: $\frac{1}{4}$ " = 1'-0"



AREA CALCS:
EXISTING FOOTPRINT = 2,691 SF.
LOT AREA = 19,101 SF.
MAX COVERAGE = 20%
COVERAGE = $2,691 / 19,101 = 14.1\%$
PROPOSED ADDITION = 413 SF.
PROPOSED FOOTPRINT = $2,691 + 413 = 3,104$ SF.
PROPOSED COVERAGE = $3,104 / 19,101 = 16.3\%$

SITE PLAN
SCALE: 1"=20'-0"