



CITY OF PORTLAND
Application for Legalization of Nonconforming Dwelling Units
Section 14-391 – In effect March 24, 2004

Location/Address of Legalization:	
Tax Assessor's Chart/Block/Lot: 3960-11 Summit St, 29025 SF 117-121	
Owner Name: Dolores Baldwin	Cost of Work: \$ 0
Address (if different than above):	
Fee: \$	
(\$300 per legalized unit & \$75 per C of O)	
Telephone: 207-807-0737 / 854-1547	
E-Mail: bocap77@aol.com	Total DUE:
Requested # of Units to be legalized: 1	Total bldg. units: 2
Current # of Legal D.U.: 1	
Attach evidence that each requested unit to be legalized existed as of 04/01/95.	
LIST evidence that you are submitting: Electrical Permit to add 2nd meter. Plumbing Permit for apartment	
Attach evidence that the current owner/applicant neither constructed NOR established the non-conforming dwelling units to be legalized.	
LIST evidence that you are submitting:	
I hereby certify that I am the Owner of Record of the above 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 of Applicant: Susan Swan	Date: 5/3/16
This is NOT a permit; you may NOT commence ANY work until the permit is issued.	

**Department of Permitting and Inspections****CITY OF PORTLAND****Application for Legalization of Nonconforming Dwelling Units**

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APPLIES TO: Dwelling units (NOT rooming units) that are currently recognized by the City as illegal or nonconforming, and located within the following zones: R-3, R-4, R-5, R-6, or R-7; or the B-1, B-1(b), B-2, B-2(b), or B-3 Zones.

FEE: \$300 for each dwelling unit to be legalized by the applicant. When a permit is able to be issued, there is a requirement for a fee of \$75 for each Certificate of Occupancy (C of O) required for each unit to be legalized.

REQUIRED SUBMISSIONS:

1. A plot plan, drawn to scale, showing buildings(s), parking, easements, dumpsters, fencing, public ways and any other significant feature.
2. A dimensioned floor plan for every unit in the dwelling, whether or not it is the subject of the application.
3. The applicant shall supply competent evidence, such as assessor's records, purchase and sale agreements, affidavits, other public records and such that:
 - a. The nonconforming dwelling unit(s) existed as of 04/01/95
 - b. The structure was originally designed and built to accommodate more than the number of units presently in use.
 - c. The applicant neither constructed NOR established the nonconforming dwelling unit(s).
4. The nonconforming dwelling unit(s) must comply or be able to comply with the National Fire Protection Association Life Safety Code – Fire Prevention Code PRIOR to the issuance of the requested permit.
5. The nonconforming dwelling unit(s) must comply or be able to comply with the city's housing code PRIOR to the issuance of the requested permit.

NOTIFICATION REQUIREMENTS: Every application is subject to notifications to owners of abutting properties, as well as owners of properties situated within 300 feet of the structure, with the request to legalize nonconforming dwelling units(s). Any objection must be submitted in writing to the Zoning Administrator (ZA) within ten (10) days of the notice sent to them.

**Department of Permitting and Inspections*****The Zoning Administrator may only approve such an application if:***

1. The evidence presented by the application satisfies all of the requirements, AND
2. Both the Office of Inspection Services and the Fire Prevention Bureau have certified that the nonconforming unit(s) conform with the applicable codes, AND
3. No abutter or person entitled to notice has requested that the application be referred to the Zoning Board of Appeals (ZBA) for approval as a substitute in place of the ZA.

Action required by the Zoning Board of Appeals:

1. When the ZA cannot approve an application based on submitted, or lack of submitted evidence.
2. When a timely objection is filed by a qualified person.
3. When either of the above occurs, the applicant/owner of the submitted legalization request has thirty (30) days from the decision of the ZA or objection to file a Conditional Use Appeal to the ZBA. All current fees for an appeal application and ZBA notifications will apply in addition to all other fees. The ZB fees shall be paid by the applicant/owner of the submitted legalization request.

Neither the Zoning Administrator NOR the ZBA shall apply the dimensional or parking requirements while making a final decision on such an application.

When, and IF, a permit is approved and issued for legalization of dwelling unit(s), the FINAL STEP of approval is the issuance of a Certification of Occupancy (C of O). ***This is a separate fee of \$75 per requested unit to be legalized.*** Before a C of O is issued, all housing and fire code, and/or ZB requirements shall be met in full.



Department of Permitting and Inspections

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding that this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

- provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall
- deliver a payment method through the U.S. Postal Service, at the following address:

**City of Portland
Department of Permitting and Inspections
389 Congress Street, Room 315
Portland, Maine 04101**

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: Juan Swan Date: 5/3/16

I have provided digital copies and sent them on: Date: 5/3/16

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.



City of Portland Land Use, Code of Ordinances Chapter 14

Sec. 14-391. Nonconformity as to number of dwelling units.

(a) Purpose. The purpose of this provision is to establish a process whereby certain dwellings which contain more dwelling units than the number permitted by the applicable provisions of the Land Use Code may be recognized as legal, nonconforming uses. This provision shall not apply to rooming units.

(b) Approval by Zoning Administrator.

1. Application. Application for validation of such non-conforming dwelling units shall be on a form provided by the Division of Housing and Neighborhood Services, Inspection Services Office. The application fee will be \$300.00 for each dwelling unit which is the subject of the application, and will be accompanied by: (i) a plan, drawn to scale, which shows the location of the building(s) on the lot, parking, easements, dumpsters, fencing, public ways and any other significant feature and (ii) a floor plan for each unit in the dwelling, whether or not it is the subject of the application.

(c) Eligibility. In order for a nonconforming dwelling unit to be validated by administrative action of the Zoning Administrator as authorized herein, the Zoning Administrator must find, based on competent evidence, supported by public records, that:

1. The nonconforming dwelling units were either in existence April 1, 1995, or the structure in which they are located was originally designed to accommodate more than the number of such units presently in use.
2. The applicant neither constructed nor established the non-conforming dwelling units.
3. The nonconforming dwelling units comply with or can be made to comply with current standards of the National Fire Protection Association Life Safety Code (§16-1) and the National Fire Protection Association 1: Fire Prevention Code (§10-16), as amended.
4. Each of the nonconforming dwelling units complies with provisions of the City's Housing Code or can be made to conform with, as amended, including, but not limited to, the requirements of §6-110, Minimum Standards for Space and Occupancy and §6-111, Minimum Plumbing Standards, and §6-112 Minimum Ventilation Standards.
5. The structure containing the nonconforming dwelling units is located in the R-3, R-4, R-5, R-6 or R-7 Zones; or the B-1, B-1(b), B-2, B-2(b) or B-3 Zones.



City of Portland Land Use, Code of Ordinances Chapter 14

Sec. 14-391. Nonconformity as to number of dwelling units. (continued)

(g) Action by Board of Appeals. The Board of Appeals shall treat applications filed under this section as an application for a conditional use (§14-474) applying the standards applicable to conditional uses as well as the requirements of this section.

(h) Dimensional and Parking Requirements. In marking decisions under this section neither the Zoning Administrator nor the Board of Appeals shall apply the dimensional or parking requirements which would otherwise apply in the zones where

(i) Exclusions.

1. The provisions of this section shall not apply to rooming units (§14-47), but shall apply to efficiency apartments (§6-110(b)).

2. The Board of Appeals is without jurisdiction to grant any relief (including, but not limited to, variances) which would recognize the particular dwelling units which are the subject of this section as legal, nonconforming uses, except in strict compliance with each requirement of this section.

(j) Prior Judicial and Administrative Action. Decisions of any court or administrative body, including but not limited to, the Zoning Administrator, the Planning Board or the Board of Appeals made prior to the effective date of this section and which addressed the number of nonconforming dwelling units in a particular structure, will not bar relief under this section.

(Ord. No. 153-03/04, 02/23/04)

*Editor's note—Section 4 of Ord. No. 354-85, adopted Jan. 7, 1985, repealed the pre-2004 version of § 14-391, relative to the Board of Appeals permitting temporary nonconforming uses, which derived from Code 1968, § 602.17.K.