



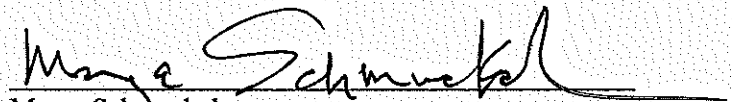
CITY OF PORTLAND

CERTIFICATE OF SETBACK REDUCTION

I, Marge Schmuckal, the Zoning Administrator for the City of Portland, Cumberland County and State of Maine, hereby certify that on the 9th day of May, 2013, the following setback reductions was granted pursuant to the provisions of Section 14-437 of the City of Portland's Code of Ordinances.

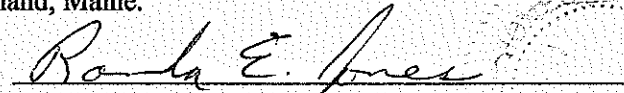
1. **Current Property Owner: Terri Maynard**
2. **Address and Assessor's Chart, Block and Lot of Subject Property:**
251 Virginia Street, Portland, ME CBL: 399-A-022
3. **Recordation: Cumberland County Registry of Deeds, Book: 30526 Page: 62**
Last recorded deed in chain of Title: April 3, 2013
4. **Setback Reduction Granted: This is to authorize an approximate five (5) foot side yard setback for the principal structure in the R-3 zones as provided for under section 14-437, instead of the minimum eight (8) foot required under section 14-90(d)3 of the Land Use Zoning Ordinance.**

In WITNESS WHEREOF, I have hereto set my hand and seal this 9th day of May, 2013


Marge Schmuckal,
Zoning Administrator

State of Maine
Cumberland, ss.

Then personally appeared above-named Marge Schmuckal and acknowledged the above certificate to be her free act and deed in her capacity as Zoning Administrator for the City of Portland, Maine.


Ronda E. Jones
Printed or typed name of Notary Public

RONDA E. JONES, NOTARY PUBLIC

STATE OF MAINE
MY COMMISSION EXPIRES 4/12/2018

This certificate must be recorded by the property owner in the Cumberland County Registry of Deeds with all required attachments for the setback reduction to be valid.



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

*Jeff Levine, AICP, Director
Marge Schmuckal, Zoning Administrator*

May 9, 2013

Terri Maynard
237 Greely Road
North Yarmouth, ME 04097

RE: 251 Virginia Street – 399-A-022 – R-3 Zone

Dear Ms. Maynard,

Please find attached Certificate of Setback Reduction for your single family dwelling located at 251 Virginia Street. This Certificate **must** be recorded in the Cumberland County Registry of Deeds within thirty (30) days for the setback reduction to be valid. Please send a copy of the recorded deed back to me to verify such required recording. If you have any questions regarding this matter, please do not hesitate to contact me at (207) 874-8695.

Very truly yours,

A handwritten signature in cursive script that reads "Marge Schmuckal".

Marge Schmuckal
Zoning Administrator
City of Portland



CITY OF PORTLAND, MAINE

SETBACK REDUCTION APPLICATION FOR EXISTING STRUCTURES

Applicant's name and address: Terri Maynard
237 Greedy Road North Yarmouth, ME 04097

Applicant's interest in property (e.g. owner, purchaser, etc.):

Owner

Owner's name and address (if different): _____

Address of property and Assessor's chart, block, and lot number:

251 Virginia Street ' 399 ' A ' 22

Zone: R3 Present Use: Single Family

Setback Reduction from: Section 14- 437 Future Use: Single Family

Please attach Plot Plan as outlined in Section 14-437. The required fee is \$50.00.

The undersigned hereby makes application for a setback reduction as above described, and certifies that all information herein supplied by him/her is true and correct to the best of his/her knowledge and belief.

Dated: 5-7-13

Terri Maynard
Signature of Applicant

AMENDMENT TO PORTLAND CITY CODE
§14-437 (ZONING ORDINANCE)
RE: SETBACK REDUCTIONS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORTLAND, MAINE
IN CITY COUNCIL ASSEMBLED AS FOLLOWS:

That Section 14-437 of the Portland City Code is hereby enacted,
said section to read as follows:

Sec. 14-437. Setback reductions.

(a) *Authority.* The zoning administrator may grant setback reductions to the extent provided by this section.

(b) *Procedure.* Application for a setback reduction shall be submitted to the building inspections division. A payment of a nonrefundable application fee, as established from time to time by order of the City Council to cover administrative costs, shall accompany each application. The application shall be in such form as prescribed by the zoning administrator and shall contain at least the following information and documentation:

- (1) The name and address of the applicant and his or her interest in the subject property;
- (2) The name and address of the owner, if different from the applicant;
- (3) The address or location and the city assessor's chart, block and lot number of the subject property;
- (4) The present use and zoning classification of the subject property;
- (5) Plot plan showing sufficient monumentation to indicate the location of all structures existing and proposed in relation to the lot lines. Such a plan must be prepared by a State of Maine Registered Land Surveyor. If, in the opinion of the surveyor, sufficient monumentation is not available, then a standard boundary survey will be necessary to meet the requirements of this section.

(c) *Purpose.* The purpose of setback reductions is to validate the situs of mislocated single-family, owner-occupied residential structures and those structures accessory thereto,

which are not otherwise legally sited and which were in existence on (date of passage). *November 15, 1993*

(d) *Conditions for setback reductions.* Setback reductions which may be granted by the zoning administrator are subject to the following conditions:

- (1) The sole use of the property is (and, if the application should be granted, will remain) as a single-family detached dwelling.
- (2) The property is located in R-1, R-2, R-3, R-4, R-5, R-6, IR-1, IR-2, IR-3 or RP zones.
- (3) The reduction sought can not be reduced by more than the following:

IR-1, IR-2, IR-3, R-3, RP, R-1 R-2, R-4 and R-5 zones:

Front yard: Ten (10) feet

Rear yard: Ten (10) feet

Side yard: Five (5) feet

R-6 zone:

Front yard: Five (5) feet

Rear yard: Ten (10) feet

Side yard: Five (5) feet

- (4) No relief may be granted under this section in cases where the building authority determines that the setback violation was the result of a willful act by either the applicant or a prior owner.
- (5) This section shall only apply to the inadvertent misplacement of a structure.
- (6) *Recording of setback reduction.* The zoning administrator shall provide a signed instrument in recordable form, indicating any setback reduction granted under the terms of this section. The applicant for such reduction shall be responsible for recording this instrument in the Cumberland County Registry of Deeds. The abuttor's affidavit will also be recorded.

THIS IS NOT A BOUNDARY SURVEY

This copyrighted document expires 07-29-13. Reproduction and/or dissemination after this date is unauthorized.

MORTGAGE INSPECTION OF: DEED BOOK 18902 PAGE 62 COUNTY Cumberland
 PLAN BOOK 17 PAGE 7 LOT 1666, 1667, 1668

ADDRESS: 251 Virginia Street, Portland, Maine

Job Number: 776-19

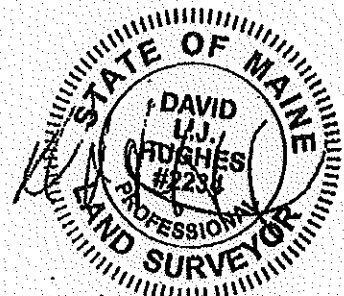
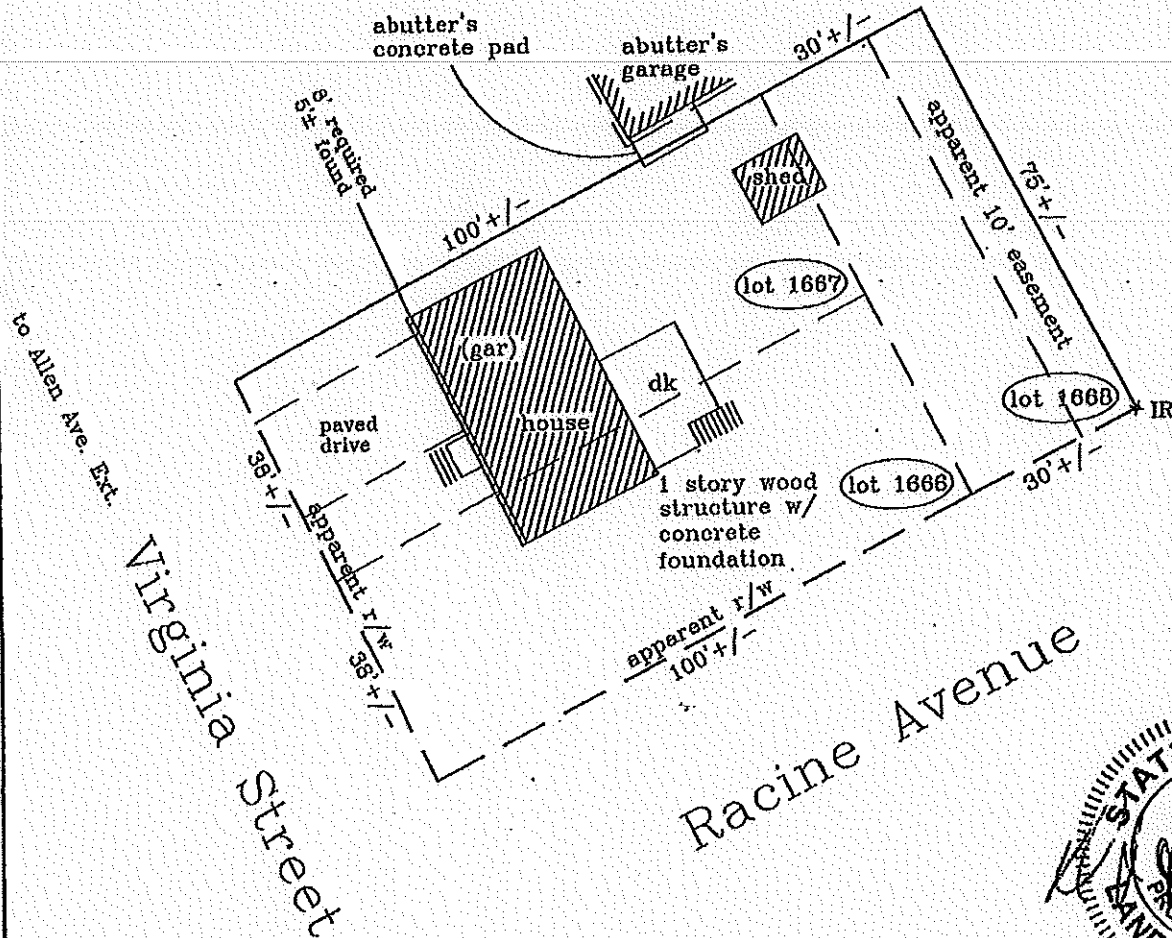
Buyers: Alison R. & William J. McCue

Inspection Date: 4-29-13

Scale: 1" = 30'

Seller: Terri Maynard

Client File #: 0213-00369



I HEREBY CERTIFY TO: Market Street Settlement Group, LLC; NE Moves Mortgage, LLC and its title insurer.

APPARENT EASEMENTS AND RIGHTS OF WAY ARE SHOWN. OTHER ENCUMBRANCES, RECORDED OR NOT, MAY EXIST. THIS SKETCH WILL NOT REVEAL ABUTTING DEED CONFLICTS, IF ANY.

- Monuments found did not conflict with the deed description.
- The dwelling setbacks do ~~not~~ violate town zoning requirements.
- As delineated on the Federal Emergency Management Agency Community Panel 230051-0002 C :
- The structure does not fall within the special flood hazard zone.
- The land does not fall within the special flood hazard zone.
- A wetlands study has not been performed.

Livingston-Hughes
 Professional Land Surveyors
 88 Guinea Road
 Kennebunkport, Maine 04046
 207-967-9761 phone 207-967-4831 fax
 www.livingstonhughes.com

THIS SKETCH IS FOR MORTGAGE PURPOSES ONLY

Doc#: 12902 Bk:30526 Pg: 62

5/8/13

**DEED OF DISTRIBUTION BY PERSONAL REPRESENTATIVE
(Testate)
Maine Statutory Short Form**

KNOW ALL MEN BY THESE PRESENTS THAT I, Terri Maynard, of North Yarmouth, County of Cumberland, State of Maine, duly appointed and acting personal representative of the Estate of Richard A. Ward, deceased, whose will was duly admitted to probate in the Probate Court (Docket No. 2012-0062) for the County of Cumberland, Maine, by the power conferred by law, and every other power, (in distribution of the estate) grants to Terri Maynard, of North Yarmouth, County of Cumberland, State of Maine, whose mailing address is 237 Greely Road, North Yarmouth, Maine 04097, being the person entitled to distribution, the real property in Portland, County of Cumberland, State of Maine, and being by particularly described as follows:

A certain lot or parcel of land, together with the buildings thereon, situated at The Pines, so called, in the City of Portland, County of Cumberland, and State of Maine:

Being lots numbered sixteen hundred sixty-six (1666) and sixteen hundred sixty-seven (1667) on Virginia Street, so-called, as shown on plan of O.E. Stephenson, Civil Engineer, date June 1926, and recorded in the Cumberland County Registry of Deeds in Plan Book 17, Page 7.

Also, another lot or parcel of land together with any buildings situated in Portland, County of Cumberland, and State of Maine, and being lot #1668 as shown on plan of "The Pines", so-called, made by O.E. Stephenson, C.E., dated June 1926 and recorded in the Cumberland County Registry of Deeds in Plan Book 17, Page 7.

Meaning and intending to describe and convey the same premises conveyed to Richard A. Ward by Warranty Deed of William F. Hughes and Lewanne W. Hughes dated

Doc#: 18902 Bk:30526 Pg: 63

July 26, 1988 and recorded in the Cumberland County Registry of Deeds in Book 8398, Page 0114.

Also subject to an Easement Agreement dated November 15, 1989 and recorded in the Cumberland County Registry of Deeds in Book 8996, Page 0001.

IN WITNESS WHEREOF, the said Terri Maynard has caused this instrument to be signed and sealed this 3 day of April, 2013.

**SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:**

Witness, Brandie UMain
Print Name Brandie UMain

Terri Maynard
Terri Maynard, Personal Representative
for the Estate of Richard A. Ward

STATE OF MAINE
County of Cumberland

April 3, 2013

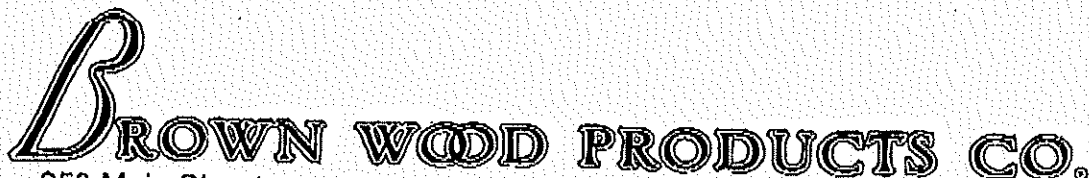
Then personally appeared the above-named Terri Maynard in her said capacity and acknowledged the foregoing instrument to be her free act and deed, before me.

Patricia A. Adams
Notary Public/Attorney-at-Law
Printed name: _____
My commission expires: _____

**PATRICIA A. ADAMS, Notary Public
State of Maine**
My commission expires: 9/12/16

SEAL

Received
Recorded Register of Deeds
Apr 03, 2013 03:24:24P
Cumberland County
Pamela E. Lovley

The logo for Brown Wood Products Co. features a large, stylized letter 'B' on the left. To its right, the words 'BROWN WOOD PRODUCTS CO.' are written in a bold, serif, all-caps font. The 'B' is significantly larger than the other letters, and the entire logo is rendered in a dark, textured style.

253 Main Street

Yarmouth, Maine 04096

E-mail: loliver@brownwoodinc.com

tmaynard@brownwoodinc.com

Phone: 207-846-0640

Fax: 207-846-0617

Toll Free: 800-671-8620

FAX MESSAGE

To: **Attn: Marge**

Company:

Fax NO: 874-8716

From: Terri Maynard

Date: 5/8/2013 3:31 PM

Subject/Inquiry No:

THANKS FOR ALL YOUR HELP MARGE☺

Terri

Assessor's Office | 389 Congress Street | Portland, Maine 04101 | Room 115 | (207) 874-8486

[City](#) [Home](#) [Departments](#) [City Council](#) [E-Services](#) [Calendar](#) [Jobs](#)

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

Current Owner Information:

Services

- Applications
- Doing Business
- Haps
- Tax Relief

CBL 399 A022001
Land Use Type SINGLE FAMILY
Verify legal use with Inspections Division
Property Location 251 VIRGINIA ST
Owner Information WARD RICHARD A KW VET
 251 VIRGINIA ST
 PORTLAND ME 04103
Book and Page
Legal Description 399-A-22
 VIRGINIA ST 249-253
 RACINE ST
 9750 SF
Acres 0.1722

- Tax Roll
- Q & A

Current Assessed Valuation:

- [browse city services a-z](#)
- [browse facts and links a-z](#)

TAX ACCT NO. 40982 **OWNER OF RECORD AS OF APRIL 2012**
 WARD RICHARD A KW VET
LAND VALUE \$67,100.00 **251 VIRGINIA ST**
BUILDING VALUE \$106,600.00 **PORTLAND ME 04103**
HOMESTEAD EXEMPTION (\$10,000.00)
POST WORLD WAR I VETERAN (\$6,000.00)
NET TAXABLE - REAL ESTATE \$157,700.00
TAX AMOUNT \$2,967.92



Any information concerning tax payments should be directed to the Treasury office at 874-8490 or e-mailed.

Building Information:

Best viewed at 800x600, with Internet Explorer

Building 1980
Style/Structure Type SPLIT-LEVEL
Stories 1
Units 1
Bedrooms 2
Full Baths 1
Total Rooms 6
Attic NONE
Basement FULL
Square Feet 1308

[View Sketch](#) [View Map](#) [View Picture](#)



Outbuildings/Yard Improvements:

Building 1
Year Built 1988
Structure SHED-FRAME
Size 10X12
Units 1
Grade C
Condition A

[New Search](#)

CITY OF PORTLAND
DEPARTMENT OF PLANNING & URBAN DEVELOPMENT

389 Congress Street
 Portland, Maine 04101

RECEIPT OF FEES

Application No: 0000-1704	Applicant: WARD RICHARD A KW VET
Project Name: 251 VIRGINIA ST	Location: 251 VIRGINIA ST
CBL: 399 A022001	Application Type: Determination Letter
Invoice Date: 05/07/2013	

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

Previous Balance **\$0.00**

<u>Fee Description</u>	<u>Qty</u>	<u>Fee/Deposit Charge</u>		
Zoning Determinations	1	\$50.00		
		<u>\$50.00</u>		
		Total Current Fees:	+	\$50.00
		Total Current Payments:	-	\$50.00
		Amount Due Now:		\$0.00

CBL 399 A022001
Bill to: WARD RICHARD A KW VET
 251 VIRGINIA ST
 PORTLAND, ME 04103

Application No: 0000-1704
Invoice Date: 05/07/2013
Invoice No: 40997
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.

Ann Machado - Terri Maynard - Setback Reduction Application

From: "Terri Maynard" <tmaynard@brownwoodinc.com>
To: <amachado@portlandmaine.gov>
Date: 5/7/2013 10:00 AM
Subject: Terri Maynard - Setback Reduction Application
CC: "tmaynard@brownwoodinc.com" <tmaynard@brownwoodinc.com>
Attachments: Terri Maynard - Setback Reduction Application for Existing Structures.jpeg

Hi Ann

Thanks very much for your help this morning.

Attached is my application for the Setback Reduction.

We are supposed to close on the property next week – **can you tell me how long it usually takes to get this through?**

Also – I can be reached at 846-0640 so I can put the \$50.00 payment on my credit card.

Thanks again😊😊

Terri

Terri Maynard
Brown Wood Inc.
253 Main Street
Yarmouth, ME 04096

1-800-671-8620
fax 1-207-846-0617
www.brownwoodinc.com