



**Level I – Minor Residential  
Development Review Application  
Portland, Maine**

Planning and Urban Development Department  
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level I: Minor Residential site plan and building permit.

**Level I: Minor Residential development includes:**

- Development of a single-family or a two-family building, excluding building additions, decks, or accessory structures, such development shall be deemed minor residential development for purposes of this article regardless of its size.
- The addition of any additional dwelling unit to a building initially reviewed as a two-family dwelling or multifamily structure, if the additional dwelling unit does not require subdivision review under Maine State Statutes and Portland's Subdivision Ordinance.

**As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)**

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](http://www.portlandmaine.gov), or contact the Inspections Office to have one mailed to you.

The Land Use Code (including Article V), the Technical Manual, and the Design Manual are available on the City's web site at <http://www.portlandmaine.gov/planning/default.asp> or copies may be purchased at the Planning Division Office.

**Inspection Division**  
Room 315, City Hall  
389 Congress Street  
(207) 874-8703

**Office Hours**  
Monday, Tuesday, Wednesday and Friday  
8:00 a.m. – 4:00 p.m.  
Thursday  
8:00 a.m. – 1:00 p.m.

**Planning Division**  
Fourth Floor, City Hall  
389 Congress Street  
(207) 874-8721

**Office Hours**  
Monday thru Friday  
8:00 a.m. – 4:30 p.m.

<b>Location/Address of Site:</b> 27 Dakota St - Port. ME		
<b>Total Square Footage of Proposed Structure/Area:</b> 1536	<b>Area of lot (total square feet):</b> 18,119	<b>Number of Stories:</b> 2
<b>Tax Assessor's Chart, Block &amp; Lot(s)</b> Chart# 407 Block # H Lot# a portion of 18	<b>Fees Paid: (for Office Use Only)</b> Site Plan _____ Building Permit _____ Inspection _____	<b>Cost of Work:</b> Work: \$ 110K C of O Fee \$ _____
<b>Current Legal Use:</b> Number of residential Units 1	<b>If vacant, previous use?</b> vacant land	<b>Is property part of a subdivision?</b> If yes, please name: NO
<b>Proposed Use and Project Description:</b> construct a single family home 24x32 colonial 1 BR 1 1/2 Bath 24x36 Garage		
<b>Applicant - must be owner, Lessee or Buyer</b> Name: Diversified Properties Business Name, if applicable: Address: POB 10127 City/State: Portland, ME Zip Code: 04104		<b>Applicant Contact Information</b> Work # 207 773-4988 Home# Cell # e-mail: jmw1@maine.rr.com
<b>Owner - (if different from Applicant)</b> Name: Brian Wolf + Terry Snow trustees of the James M Wolf Revocable Trust Address: POB 275 City/State: Cumberland ME Zip Code: 04021		<b>Owner Contact Information</b> Work # 207-829-6363 Home# Cell # e-mail: TSnow14lw@maine.rr.com
<b>Agent/ Contractor</b> Glenn Gervais Name: Custom Built Homes of ME Address: 123 Christopher Rd City/State: N Yarmouth, ME Zip Code:		<b>Agent/Contractor Contact Information</b> Work # Home# Cell # 207-650-6989 e-mail: CBHM@maine.rr.com
<b>Billing Information</b> Name: same as owner Address: City/State: Zip Code: Phone Number:		<b>Contact when Building Permit is Ready:</b> Name: Lynda Portek Address: POB 10127 City/State: Portland Zip Code: 04104 Phone Number: 773-4988

**DEVELOPMENT REVIEW FEES:**

Check all reviews that apply. Payment may be made in cash or check to the City of Portland.

Level I Minor Residential Site Plan	Fees Paid (office use)	
___ Application Fee (\$300.00 flat fee)	___	
___ Inspection Fee (\$100.00 flat fee) (for an inspection conducted by the Planning Division)	___	
The City invoices separately for the following: <ul style="list-style-type: none"><li>• Notices (\$.75 each)</li></ul>		
<b>Performance Guarantee</b>	Exempt except for those projects that complete construction in the winter and the site work is incomplete.	
<b>Building Permit Fee</b>	\$30 for the first \$1,000 construction cost, \$10 per additional \$1,000 cost.	

**Application Check List:**

As of December 1, 2010, all site plans and written application materials must be uploaded to a website for review. At the time of application, instructions for uploading the plans will be provided to the applicant. One paper set of the plans, written materials and application fee must be submitted to the Inspections Division to start the review process.

**Refer to the application checklist for a detailed list of submittal requirements.**

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521). Portland's Land Use Code is on the City's web site: [www.portlandmaine.gov](http://www.portlandmaine.gov) Copies of the ordinances may be purchased through the Planning Division. All of the information on the checklist must be submitted for review. The applicant must check off the items contained in the application package to ensure the application is complete.

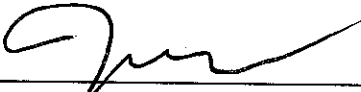
**Property Taxes:**

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 a permit of any kind is accepted.

**Separate Permits:**

Separate permits are required for internal and external plumbing, HVAC, and electrical installations.

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 Planning Authority and Code Enforcement'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 of Applicant:</b> 	<b>Date:</b> 7-7-01
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**This is not a permit; you may not commence any work until the permit is issued.**

General Submittal Requirements – Level I Minor Residential			
Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Completed application form and check list.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Application fees.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Evidence of right, title and interest.
<i>N/A</i>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Copies of required state and/or federal permits.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Written Description of existing and proposed easements or other burdens. <i>on enclosed survey</i>
<i>N/A</i>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Written requests for waivers from individual site plan and/or technical standards.
<input type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Evidence of financial and technical capacity.
<input type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Written summary of fire safety (referencing NFPA fire code and Section 3 of the City of Portland Technical Manual). Refer to Fire Department Checklist on page 6 of this application.

Site Plans and Boundary Survey Requirements – Level I Minor Residential			
Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Boundary survey meeting the requirements of section 13 of the City of Portland Technical Manual with the site plan information listed below shown on the plan, including a north arrow and a scale greater than or equal to 1"=20'. (Photocopies of the plat or hand drawn building footprints will not be accepted.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone &/or Stream Protection Zone.
<i>N/A</i>	<input type="checkbox"/>		▪ Existing and proposed structures (including location of proposed piers, docks or wharves if in Shoreland Zone).
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Location and dimension of existing and proposed paved areas.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Proposed ground floor area of building.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Finish floor elevation (FEE) or sill elevation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Exterior building elevations (show all 4 sides).
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed utilities (or septic system, where applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed grading and contours.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Proposed stormwater management and erosion controls.

<input type="checkbox"/>	<input type="checkbox"/>	▪ Total area and limits of proposed land disturbance.
<input type="checkbox"/>	<input type="checkbox"/>	▪ Proposed protections to or alterations of watercourses.
<input type="checkbox"/>	<input type="checkbox"/>	▪ Proposed wetland protections or impacts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	▪ Existing vegetation to be preserved and proposed site landscaping and street trees (2 trees per unit for a single or two-family house).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	▪ Existing and proposed curb and sidewalk, except for a single family home.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	▪ Existing and proposed easements or public or private rights of way.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	▪ Show foundation/perimeter drain and outlet.
<input type="checkbox"/>	<input type="checkbox"/>	▪ Additional requirements may apply for lots on unimproved streets.
<input type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)
		Three sets of the reduced boundary survey/site plan is required if original is larger than 11'x17'

**Building Permit Submittal Requirements –Level I: Minor Residential Development**

Applicant Checklist	Planner Checklist (Internal)	Number of Copies	Submittal Requirement
		<b>1</b>	<b>One (1) complete set of construction drawings must include:</b>
<input type="checkbox"/>	<input type="checkbox"/>		▪ Cross section with framing details
<input type="checkbox"/>	<input type="checkbox"/>		▪ Floor plans and elevations to scale
<input type="checkbox"/>	<input type="checkbox"/>		▪ Stair details including dimensions of : rise/run, head room, guards/handrails, baluster space
<input type="checkbox"/>	<input type="checkbox"/>		▪ Window and door schedules
<input type="checkbox"/>	<input type="checkbox"/>		▪ Foundation plans w/required drainage and damp proofing , if applicable
<input type="checkbox"/>	<input type="checkbox"/>		▪ Detail egress requirements and fire separation, if applicable
<input type="checkbox"/>	<input type="checkbox"/>		▪ Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IECC 2003
<input type="checkbox"/>	<input type="checkbox"/>		▪ Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
<input type="checkbox"/>	<input type="checkbox"/>		▪ As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)
<input type="checkbox"/>	<input type="checkbox"/>		▪ Reduced plans or electronic files in pdf format are also required if original plans are larger than 11X17"

**Reminder:** Separate permits are required for internal and external plumbing, HVAC, and electrical installations. Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused. The Planning and Urban Development Department may request additional information prior to the issuance of a permit.

## Site Plan Standards for Review of Level I: Minor Residential

Level I: Minor Residential site plan applications are subject to the following site plan standards\*, as contained in section 14-526 of Article V, Site Plan:

- 14-526 (a) **Transportation Standards:** 2.a.(i) and (ii);  
2.c (if the site plan is a two-family or multi-family building);  
4.a.(i) and (iv)
- 14-526 (b) **Environmental Quality Standards:** 1  
2.a.  
2.b.(iii)  
3.a., c. and d. and e.
- 14-526 (c) **Public Infrastructure and Community Safety Standards:** 1. and 3.a through e.
- 14-526 (d) **Site Design Standards:** 5. and 9.

*\*Except as provided in Article III of the City Code, or to conditions imposed under Section 14-526(e) only, or to those submission requirements set forth in section 14-527 as relate solely thereto.*



### PORTLAND FIRE DEPARTMENT SITE REVIEW FIRE DEPARTMENT CHECKLIST



A separate drawing[s] shall be provided to the Portland Fire Department for all site plan reviews.

1. Name, address, telephone number of applicant.
2. Name address, telephone number of architect
3. Proposed uses of any structures [NFPA and IBC classification]
4. Square footage of all structures [total and per story]
5. Elevation of all structures
6. Proposed fire protection of all structures
  - **As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)**
7. Hydrant locations

**Burnside Avenue – Diversified Properties, Inc.  
Stormwater Narrative**

**I. Overview**

The proposed project consists of two single family dwellings located on Burnside Avenue. Parcel A is approximately 18,119 square feet. Parcel B is approximately 38,061 square feet. The site is currently undeveloped.

**II. Development Description**

The project area consists of two parcels of approximately 1.29 acres of undeveloped land off of Burnside Avenue/Dakota Street. The proposed development includes the construction of two 24' by 32' two story structures which will be single family residences.

The majority of the existing parcels slope from east to west, with runoff directed towards Maine Avenue. The easterly portion of parcel B slopes from west to east towards the former Michigan Avenue.

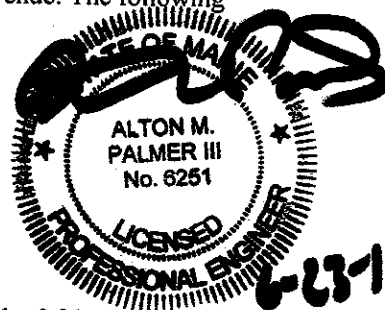
**III. Stormwater**

In the predevelopment condition stormwater runoff from approximately 0.77 acres flows overland towards Maine Avenue.

In the post development condition the proposed construction of two house lots occurs within the watershed which contributes runoff towards Maine Avenue. In order to limit the increase in runoff caused by residential construction, the parcels will be graded to direct post development runoff from the impervious surfaces toward the former Michigan Avenue. A roof gutter will be installed on the westerly side of each residence in order to direct roof runoff toward the former Michigan Avenue.

The grading of the proposed parcels reduces the tributary area to Maine Avenue. The following Table presents the pre vs. post tributary area to Maine Avenue

TABLE 1	
Maine Avenue Tributary Area	
Predevelopment	Post development
0.77 acres	0.46 acres



**IV. Conclusion**

As shown in Table 1, the tributary area to Maine Avenue has been reduced by 0.31 acres or by 40%. The developed area which is tributary will consist primarily of lawn. The development's impervious area is directed towards the wooded land of the former Michigan Avenue. The development's impacts on Maine Avenue have been reduced by directing runoff from post development impervious areas towards the former Michigan Avenue and by grading the lots to reduce the tributary area.

**SPACE AND BULK REQUIREMENTS - R-3 ZONE**

- MINIMUM LOT SIZE: 6,000 S.F.
- MINIMUM FRONT SETBACK: 30 FT.
- MINIMUM SIDE SETBACK: 10 FT.
- MINIMUM REAR SETBACK: 10 FT.
- MINIMUM FRONT YARD SETBACK: 10 FT.
- MINIMUM SIDE YARD SETBACK: 5 FT.
- MINIMUM REAR YARD SETBACK: 5 FT.
- MINIMUM FRONT SETBACK: 10 FT.
- MINIMUM SIDE SETBACK: 5 FT.
- MINIMUM REAR SETBACK: 5 FT.

\* THE HEIGHT OF ONE (1) SIDE YARD MAY BE REDUCED ONE (1) FOOT FOR EACH SIDE YARD THAT IS 10 FEET WIDE OR MORE. HEIGHTS SHALL NOT EXCEED 35 FEET.

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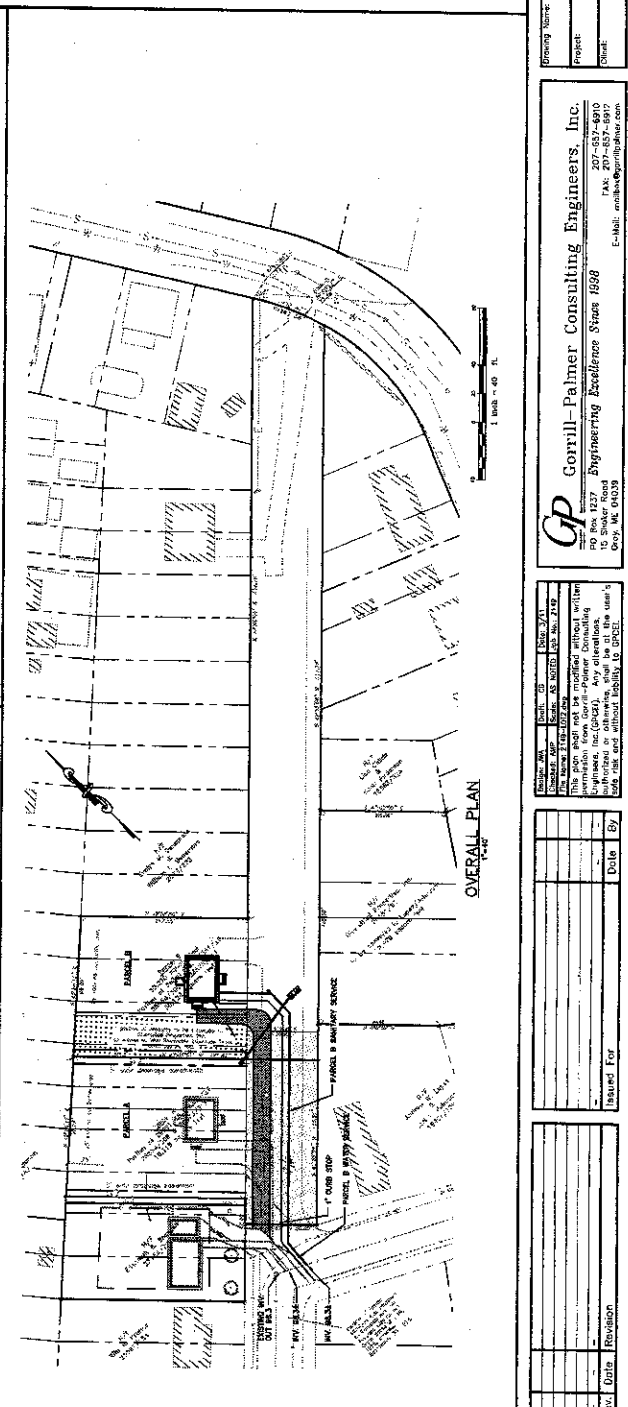
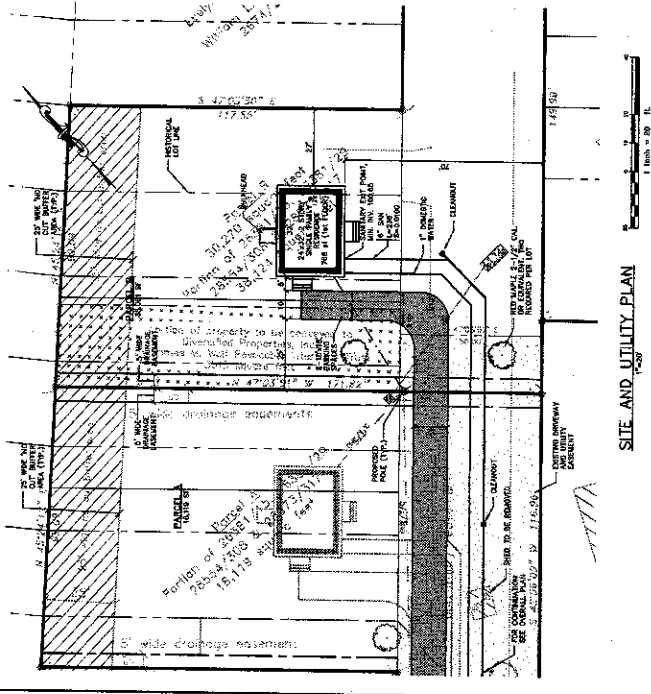
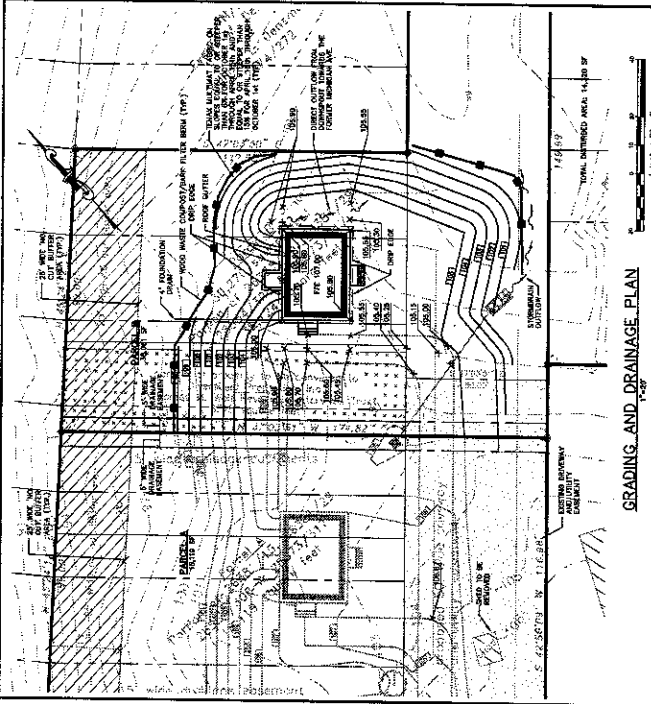
**GRADING AND DRAINAGE NOTES.**

1. ALL UTILITIES ARE TO BE DEEPER THAN THE PROPOSED GRADE.
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10. ALL UTILITIES ARE TO BE DEEPER THAN THE PROPOSED GRADE.

**GENERAL NOTES.**

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF PORTLAND AND THE PORTLAND PLANNING AND DEVELOPMENT DEPARTMENT.
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NOTE: THIS PLAN SET IS ISSUED FOR PERMITTING PURPOSES AND SHALL NOT BE USED FOR CONSTRUCTION.



Drawing No. **1**

**Site, Utility, Grading and Drainage Plans**

**Parcel B - Single Family Residence**  
Burdess Avenue/Seward Street, Portland, Maine  
Overland Properties  
P.O. Box 10127, Portland, Maine 04101

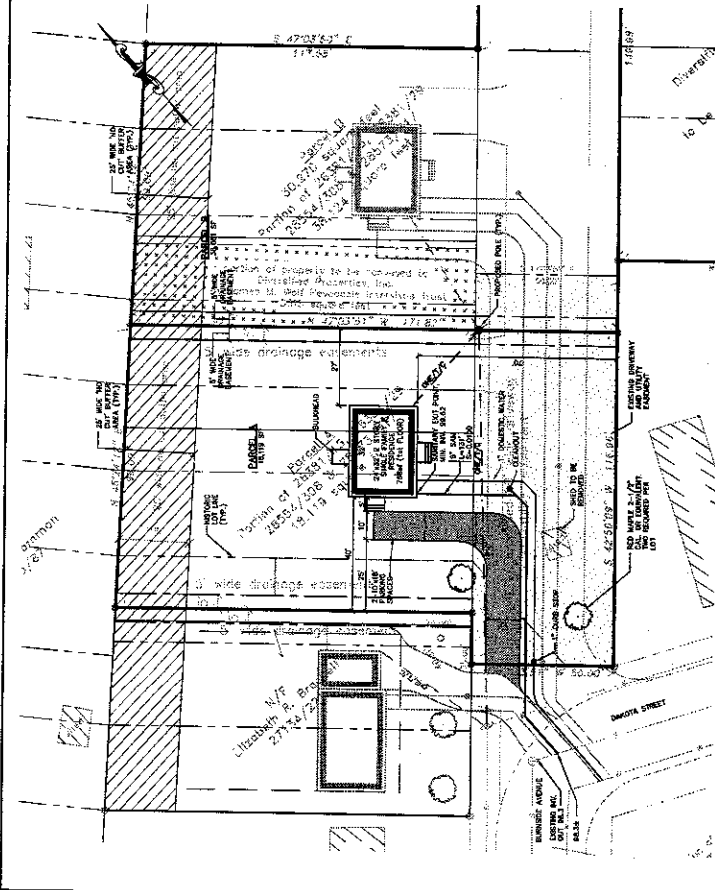
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**Gorrill-Palmer Consulting Engineers, Inc.**  
Engineering Excellence Since 1958  
207-857-4910  
144 Main Street, Portland, ME 04101  
E-Mail: enb@gpce.com

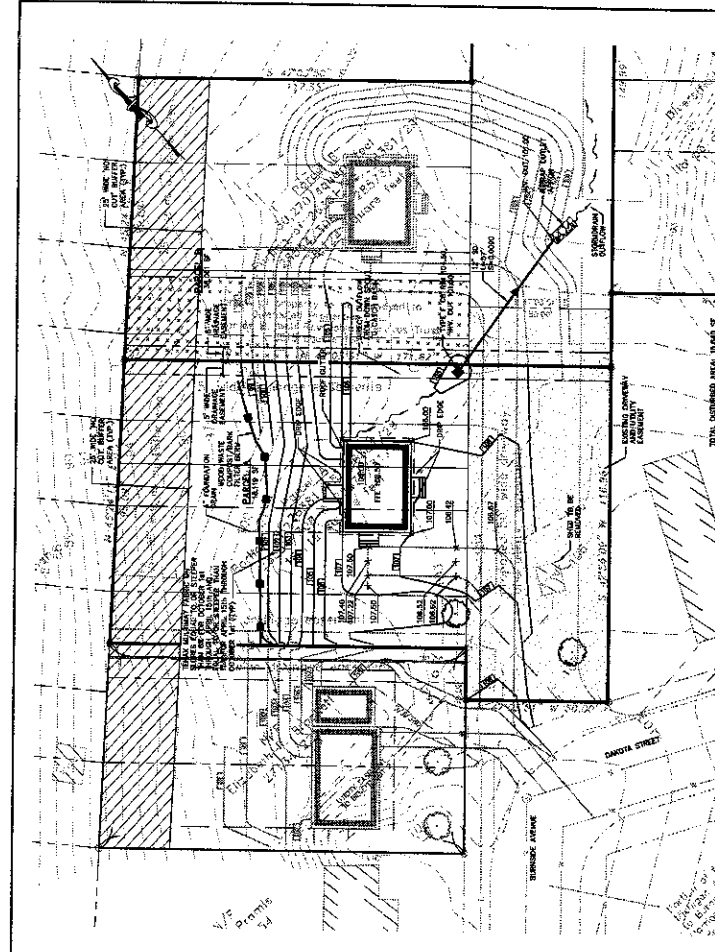
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Rev.	Date	Revision	By





**SITE AND UTILITY PLAN**



**GRADING AND DRAINAGE PLAN**

**SPACE AND BULK REQUIREMENTS - R-3 ZONE**

- MINIMUM LOT SIZE: 6,000 SQ. FT.
- MINIMUM FRONTAGE: 50 FT.
- MINIMUM FRONT YARD SETBACK: 25 FT.
- MINIMUM SIDE YARD SETBACK: 5 FT.
- MINIMUM REAR YARD SETBACK: 5 FT.
- MINIMUM LOT WIDTH: 30 FT.
- MINIMUM LOT DEPTH: 60 FT.

**GRADING AND DRAINAGE NOTES:**

1. ALL PROPOSED AREAS MUST BE GRADABLE TO A MINIMUM OF 1% GRADE.
2. CONCRETE FOUNDATIONS SHALL BE SET ON A MINIMUM OF 12" OF GRADE.
3. ALL FOUNDATIONS SHALL BE SET ON A MINIMUM OF 12" OF GRADE.
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**GENERAL NOTES**

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Rev.	Date	Revision	Issued For

Check	Date	By	Notes

THIS PLAN SET IS INTENDED FOR PERMITTING PURPOSES AND SHALL NOT BE USED FOR CONSTRUCTION.

**Gorrill-Palmer Consulting Engineers, Inc.**  
 190 Box 1237  
 Engineering Excellence Since 1898  
 P.O. Box 207-457-6912  
 G.P.E. Inc. 207-457-6912  
 E-Mail: info@gorrillpalmer.com

**Site, Utility, Grading and Drainage Plans**  
**Parcel A - Single Family Residence**  
 Burnside Avenue/Dickola Street, Portland, Maine  
 Client: **Dynamical Properties, Inc. & Trustees of the James M. Hoff Revocable Inter vivos Trust**  
 P.O. Box 10127, Portland, Maine 04101

Drawing No. **1**



MAINE REAL ESTATE TAX PAID

**QUITCLAIM DEED**

**Deutsche Bank National Trust Company, as Trustee under the pooling and Servicing Agreement Series ITF LOT LOANS 2005-11, having its usual place of business at 1761 E. St. Andrews Place, Santa Ana, CA 92705**

for consideration paid, and in full consideration of **Ten Thousand Dollars and Zero Cents (\$10,000.00)**

grants to Alan E. Wolf and Terry N. Snow, as Trustees of the James M. Wolf Revocable Intervivos Trust, u/d/t dated November 13, 2007, with an address of 294 Main Street, Cumberland, ME 04021.

with **QUITCLAIM COVENANTS**

the land in Portland, ME

(Description and encumbrances, if any)

The land with the buildings thereon situated at Burnside Avenue, City of Portland, County of Cumberland, Maine as described in EXHIBIT "A" attached hereto and made a part hereof.

**IN WITNESS WHEREOF**, the said **Deutsche Bank National Trust Company**, as Trustee under the pooling and Servicing Agreement Series ITF LOT LOANS 2005-11, has caused its seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by Tim Readwell its Vice President hereto duly authorized, this 21<sup>st</sup> day of September, 2008:

Signed and sealed in the presence of

*Quon Archa*  
Witness

( *Tim Beadnell*  
( by Tim Beadnell  
( Vice President  
( HLS-REO

Deutsche Bank National Trust Company, as  
Trustee under the pooling and Servicing  
Agreement Series ITF LOT LOANS 2005-11, by  
IndyMac Federal Bank, F.S.B., as it Attorney-in-  
Fact, under limited Power of Attorney dated  
July 29, 2008

SEAL

STATE OF Texas

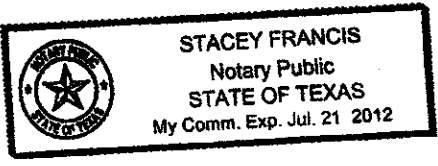
County of Williamson, ss

September 29, 2008

Than personally appeared the above named (name of the officer who signed the deed, with his title), and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of said corporation

Before me,

*Stacey Francis*  
Notary Public  
My commission expires: 7-21-2012 (Seal)



## Exhibit A

A certain lot or parcel of land situated on the northwesterly side of Burnside Avenue in the City of Portland, County of Cumberland and State of Maine, being Parcel One as shown on plan entitled "Standard Boundary Survey at Burnside Avenue for REV, Inc./Record Owner: The Burnside Real Estate Trust by Back Bay Boundary, Inc." dated October 25, 2004, revised through November 19, 2004, and recorded in the Cumberland County Registry of Deeds in Plan Book 204, Page 848.

Also conveying an easement for ingress, egress and the installation and maintenance of utilities in, over, under and along Burnside Avenue as shown on said Plan.

For Title see Foreclosure Deed dated June 3, 2008, and recorded in the Cumberland County Registry of Deeds in Book 26202, Page 207.

Received  
Recorded Register of Deeds  
Oct 06, 2008 03:33:22P  
Cumberland County  
Pamela E. Lovles