



PORTLAND MAINE

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Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

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 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 opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: *Peter B. Biesel*
(Agent - Land Design Solutions)

Date: *5/17/13*

I have provided digital copies and sent them on:

Date: *5/17/13*

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



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, 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.

Project Address: 1062 Ocean Avenue

Total Square Footage of Proposed Structure/Area:
Living Space 1,106

Area of lot (total sq. ft.): 25,427

Garage: Yes No

821.5 s.f. Attached

1,016 s.f. Detached

Sq. Ft.: 1840.5

Number of Stories: 2

Number of Bathrooms: 2

Number of Bedrooms: 2

Tax Assessor's Chart, Block & Lot(s):
Chart# Block # Lot #

415-A-1

Current legal use: single family residential

Number of Residential Units 1

If vacant, what was the previous use? multi family residential

Is property part of a subdivision? yes If yes, please name Old Barn Estates (2012-584)

Project Description: Demolition of existing house and detached garage and construction of new house 7 septic system, and garage on existing garage foundation.

APPLICANT – (must be owner, Lessee or Buyer)

Name: TPO Properties LLC (Tim O'Donovan)

Business Name, if applicable:

Address:

City/State : Zip Code: 04105

Work # (207) 450-7890

Home#

Cell # (207) 450-7890

e-mail: ocpminc@maine.rr.com

OWNER INFORMATION – (if different from Applicant)

Name: Richmond Properties LLC / TPO Properties (Tim O'Donovan)

Address: 30 Ledgewood Drive

City/State : Falmouth, ME Zip Code: 04105

Work # same as above

Home#

Cell #

e-mail:

CONTRACTOR INFORMATION:

Name: Tim O'Donovan

Address: 30 Ledgewood Drive

City/State : Falmouth, ME Zip Code: 04105

Phone Number: (207) 450-7890

Contact when Building Permit is Ready:

Name: Tim O'Donovan

Phone Number: (207) 450-7890