



Tuck O'Brien
City Planning Director, Planning Division

June 30, 2016

Gordon Walls
AAA Northern New England
68 Marginal Way; PO Box 3544
Portland, ME 04104-3544

Stephen R. Bushey, PE
Stantec Consulting Services, Inc.
482 Payne Road
Scarborough, ME 04074

Project Name: **4 Bay Vehicle Canopy – AAA Northern NE Building**
Project ID: #2016-116
Address: 89 Cove Street
CBL: 009 A002001
Applicant: AAA Northern New England- Gordon Walls
Planner: Jean Fraser

Dear Sirs:

On June 30, 2016, the Planning Authority approved with conditions a Level II site plan for the construction of a 4 - Bay Vehicle Canopy at the rear of 89 Cove Street. The decision is based upon the application, documents and plans as submitted by the applicant and prepared by Stantec Consulting Services Inc. (C-1 to C-4 dated April 2016) and Elevation as attached to this letter. The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

SITE PLAN REVIEW

The Planning Authority found the plan is in conformance with the Site Plan Standards of the Land Use Code subject to the following conditions of approval and the standard conditions of approval:

1. That the Planning Authority, with the support of the Department of Public Works, acknowledges that the provision of a sidewalk and curbing along the frontage of this site is impractical at this time and is not required in connection with the proposed canopy structure development, subject to the following:
 - a. That the applicant shall provide an alternative walking route along the rear of the site, to complete a trail connection to the Bayside Trail, by finalizing the submitted easement for the trail connection over the subject property and submitting a copy of the recorded document prior to the issuance of a certificate of occupancy.
2. That the applicant shall install bicycle parking to accommodate two bikes on the site, and screen the dumpster, both in accordance with the City's Technical Manual (Sections 1.15 and 4.5.2 respectively); and

3. That the owner and applicant shall note, and inform any buyer or lessor of the property, that frontage improvements (eg narrowing of the curb cut, sidewalks, landscape etc) are likely to be required in the future as part of any redevelopment/ intensification of the site and/or during redesign/reconstruction of Cove Street; and
4. That separate permits from the Permitting and Inspections Department shall be required for any new or revised signage.

The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

STANDARD CONDITIONS OF APPROVAL

Please note the following standard conditions of approval and requirements for all approved site plans:

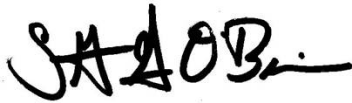
1. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
2. **Separate Building Permits Are Required** This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Permitting and Inspection Department.
3. **Site Plan Expiration** The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
4. **Performance Guarantee and Inspection Fees** The proposal does not include site work, so a performance guarantee is not required. The proposals include limited installation of specified items and an inspection fee payment of \$300 is required, prior to the release of the building permit. Three (3) final sets of plans must be submitted to and approved by the Planning Division and Public Works Department prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
5. **Preconstruction Meeting** Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held with the contractor, Development Review Coordinator, Public Work's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the Development Review Coordinator will confirm that the contractor is working from the approved site plan. The site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.
6. **Department of Public Works Permits** If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, a street opening permit(s) is required for your site. Please contact Carol Merritt at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)

7. **As-Built Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.

The Development Review Coordinator must be notified five (5) working days prior to the date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. All site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact Jean Fraser at (207) 874- 8728, or at jf@portlandmaine.gov .

Sincerely,



Stuart O'Brien
Planning Division Director

Attachment: 1. Proposed structure – approved re height & footprint re site plan

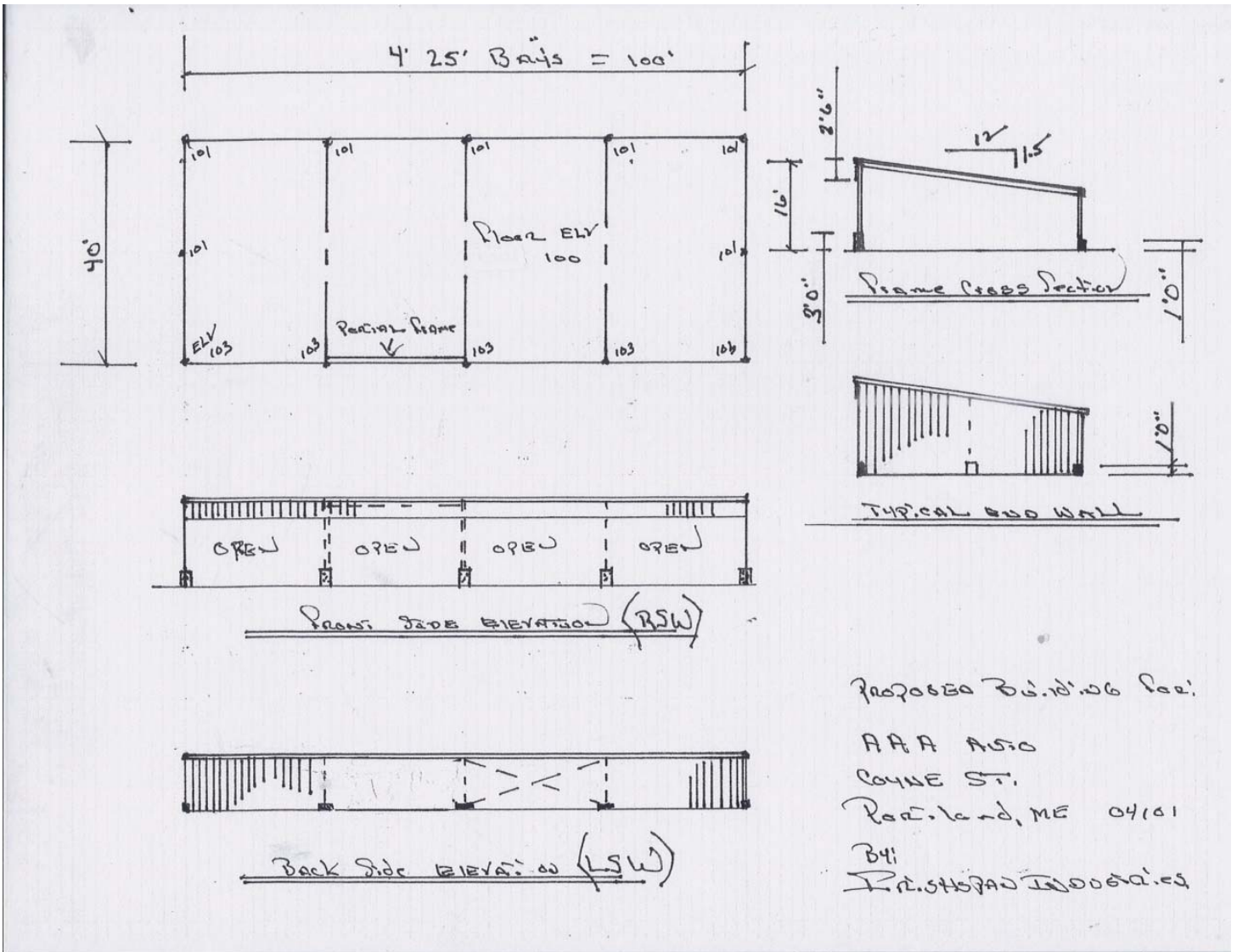
Electronic Distribution:

cc

Jeff Levine, AICP, Director of Planning and Urban Development
Stuart O'Brien, Planning Division Director
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Jonathan Rioux, Inspections
Jeanie Bourke, Plan Reviewer/CEO, Inspections
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Jeremiah Bartlett, Public Works
Keith Gautreau, Fire Department
Thomas Errico, P.E., TY Lin Associates
David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File

Attachment 1
 (Approved re height and footprint re site plan review)



Proposed Building Per:
 AAA Auto
 Coyne St.
 Portland, ME 04101
 BY:
 Kristijan J. Jovanovic