



## Level III – Preliminary and Final Site Plans 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 III: Preliminary or Final Site Plan. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

### Level III: Site Plan Development includes:

- New structures with a total floor area of 10,000 sq. ft. or more except in Industrial Zones.
- New structures with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- New temporary or permanent parking area(s) or paving of existing unpaved parking areas for more than 75 vehicles.
- Building addition(s) with a total floor area of 10,000 sq. ft. or more (cumulatively within a 3 year period) except in Industrial Zones.
- Building addition(s) with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- A change in the use of a total floor area of 20,000 sq. ft. or more in any existing building (cumulatively within a 3 year period).
- Multiple family development (3 or more dwelling units) or the addition of any additional dwelling unit if subject to subdivision review.
- Any new major or minor auto business in the B-2 or B-5 Zone, or the construction of any new major or minor auto business greater than 10,000 sq. ft. of building area in any other permitted zone.
- Correctional prerelease facilities.
- Park improvements: New structures greater than 10,000 sq. ft. and/or facilities encompassing 20,000 sq. ft. or more (excludes rehabilitation or replacement of existing facilities); new nighttime outdoor lighting of sports, athletic or recreation facilities not previously illuminated.
- Land disturbance of 3 acres or more (includes stripping, grading, grubbing, filling or excavation).

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

#### Planning Division

Fourth Floor, City Hall

389 Congress Street

p.m. (207) 874-8719

[planning@portlandmaine.gov](mailto:planning@portlandmaine.gov)

#### Office Hours

Monday thru Friday

8:00 a.m. – 4:30

**PROJECT NAME:**

218 - 220 Washington Avenue

**PROPOSED DEVELOPMENT ADDRESS:**

218 - 220 Washington Avenue

**PROJECT DESCRIPTION:**

45 Residential Condominiums in one building  
with parking under the building

**CHART/BLOCK/LOT:** MAP 10/BLOCK A/LOT 10  
AND 15

**PRELIMINARY PLAN** \_\_\_\_\_ (date)  
**FINAL PLAN** \_\_\_\_\_ (date)

**CONTACT INFORMATION:**

<p><b>Applicant – must be owner, Lessee or Buyer</b></p> <p>Name: <u>218 - 220 Washington Avenue LLC</u></p> <p>Business Name, if applicable:</p> <p>Address: <u>199 Elderberry Road</u></p> <p>City/State: <u>So. Portland ME</u> Zip Code: <u>04106</u></p>	<p><b>Applicant Contact Information</b></p> <p>Work #: <u>—</u></p> <p>Home #: <u>—</u></p> <p>Cell #: <u>207.749.0000</u> Fax#: <u>—</u></p> <p>e-mail: <u>mairetta@aol.com</u></p>
<p><b>Owner – (if different from Applicant)</b></p> <p>Name: <u>—</u></p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p><b>Owner Contact Information</b></p> <p>Work #: <u>—</u></p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail:</p>
<p><b>Agent/ Representative</b></p> <p>Name: <u>Sebago Technics Inc. / Will Conway</u></p> <p>Address: <u>75 John Roberts Road</u></p> <p>City/State <u>So. Portland ME</u> Zip Code: <u>04106</u></p>	<p><b>Agent/Representative Contact information</b></p> <p>Work #: <u>207.200.2055</u></p> <p>Home #: <u>—</u></p> <p>Cell #: <u>—</u> Fax#: <u>207.856.2206</u></p> <p>e-mail: <u>Wconway@sebagotechnics.com</u></p>
<p><b>Billing Information</b></p> <p>Name: <u>Sebago Technics</u></p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p><b>Billing Contact Information</b></p> <p>Work #: <u>Will Conway</u></p> <p>Home #: <u>207.200.2055</u></p> <p>Cell #: <u>—</u> Fax#:</p> <p>e-mail:</p>

<b>Engineer</b> Name: <i>Sebago Technics</i> Address: City/State :                      Zip Code:	<b>Engineer Contact Information</b> Work #: <i>Will Conway</i> Home #: Cell #:                      Fax#: e-mail:
<b>Surveyor</b> Name: <i>Sebago Technics</i> Address: City/State :                      Zip Code:	<b>Surveyor Contact Information</b> Home #: <i>Will Conway</i> Work #: Cell #:                      Fax#: e-mail:
<b>Architect</b> Name: <i>Archetype / Bill Hopkins</i> Address: <i>48 Union Wharf</i> City/State <i>Portland ME</i> Zip Code: <i>04101</i>	<b>Architect Contact Information</b> Work #: <i>207. 772. 6022</i> Home #: <i>—</i> Cell #: <i>—</i> Fax#: <i>—</i> e-mail: <i>hopkins @ archetypepa . com</i>
<b>Attorney</b> Name: <i>—</i> Address: City/State :                      Zip Code:	<b>Attorney Contact Information</b> Work #: <i>—</i> Home #: Cell #:                      Fax#: e-mail:
<b>Designated person/person(s) for uploading to e-Plan:</b> Name: <i>Will Conway</i> e-mail: <i>wconway @ sebago technics . com</i>  Name: e-mail:  Name: e-mail:	

**APPLICATION FEES:**

<p><b>Level III Development (check applicable reviews)</b></p> <p><input checked="" type="checkbox"/> Less than 50,000 sq. ft. (\$750.00)</p> <p><input checked="" type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000)</p> <p><input type="checkbox"/> 100,000 – 200,000 sq. ft. (\$2,000)</p> <p><input type="checkbox"/> 200,000 – 300,000 sq. ft. (\$3,000)</p> <p><input type="checkbox"/> over 300,00 sq. ft. (\$5,000)</p> <p><input type="checkbox"/> Parking lots over 11 spaces (\$1,000)</p> <p><input type="checkbox"/> After-the-fact Review (\$1,000.00 plus applicable application fee)</p> <p><b>Plan Amendments (check applicable reviews)</b></p> <p><input type="checkbox"/> Planning Staff Review (\$250)</p> <p><input type="checkbox"/> Planning Board Review (\$500)</p> <hr/> <p>The City invoices separately for the following:</p> <ul style="list-style-type: none"> <li>• Notices (\$.75 each)</li> <li>• Legal Ad (% of total Ad)</li> <li>• Planning Review (\$50.00 hour)</li> <li>• Legal Review (\$75.00 hour)</li> </ul> <p>Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.</p>	<p><b>Other Reviews (check applicable reviews)</b></p> <p><input checked="" type="checkbox"/> Traffic Movement (\$1,500)</p> <p><input checked="" type="checkbox"/> Stormwater Quality (\$250)</p> <p><input type="checkbox"/> Subdivisions (\$500 + \$25/lot)</p> <p><input type="checkbox"/> # of Lots <u>45</u> x \$25/lot = <u>\$ 1625</u> (units)</p> <p><input type="checkbox"/> Site Location (\$3,500, except for residential projects which shall be \$200/lot)</p> <p><input type="checkbox"/> # of Lots ___ x \$200/lot = _____</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Change of Use</p> <p><input type="checkbox"/> Flood Plain</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Design Review</p> <p><input type="checkbox"/> Housing Replacement</p> <p><input type="checkbox"/> Historic Preservation</p>
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**INSTRUCTIONS FOR ELECTRONIC SUBMISSION:**

**Please refer to the application checklist (attached) for a detailed list of submission requirements.**

1. Fill out the application completely and e-mail the **application only** to [planning@portlandmaine.gov](mailto:planning@portlandmaine.gov) (Please be sure to designate a person who will be responsible for uploading documents and drawings.) This step will generate the project ID number for your project.
2. An invoice for the application fee will be e-mailed to you. Payments can be made on-line at [Pay Your Invoice](#), by mail or in person at City Hall, 4<sup>th</sup> Floor. Please reference the Application Number when submitting your payment which is located in the upper left hand corner of the invoice.
3. The designated person responsible for uploading documents and drawings will receive an email from [epplan@portlandmaine.gov](mailto:epplan@portlandmaine.gov) with an invitation into the project. At this time, you will upload all corresponding documents and plans into the project. For first time users you will receive a temporary password which you must change on entry. Make note of your username and password for any future projects.

**Reminder: Before the project can move forward, the application fee shall be paid in full and all required documents and drawings shall be uploaded into e-plan correctly.**

4. Follow the link below (Applying Online Instructions) for step by step instructions on how to do the following:
  - Tab 1 - Setting up the appropriate compatibility settings for your PC and getting started in e-plan.
  - Tab 2 - Preparing your drawings, documents and photos for uploading using the correct naming conventions
  - Tab 3 - Preparing and uploading revised drawings and documents

[Applying Online Instructions](#)

5. When ready, upload your files and documents into the following folders:
  - "Application Submittal – Drawings"
  - "Application Submittal – Documents"

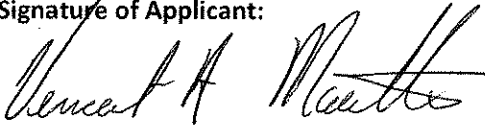
6. Once a preliminary check has been made of the submittal documents and drawings, staff will move them to permanent folders labeled Drawings and Documents. As the process evolves you will be able to log in and see markups, comments and upload revisions as requested into these folders.

**APPLICANT SIGNATURE:**

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.

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.

**This application is for a Level III Site Plan review. It is not a permit to begin construction. An approved site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.**

Signature of Applicant: 	Date: 12/12/16
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## PROJECT DATA

The following information is required where applicable, in order to complete the application.

<b>Total Area of Site</b>	28,382	sq. ft.
<b>Proposed Total Disturbed Area of the Site</b>	22,532	sq. ft.
If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland.		
<b>Impervious Surface Area</b>		
Impervious Area (Total Existing)	2375	sq. ft.
Impervious Area (Total Proposed)	22,532	sq. ft.
<b>Building Ground Floor Area and Total Floor Area</b>		
Building Footprint (Total Existing)	1100	sq. ft.
Building Footprint (Total Proposed)	13,751	sq. ft.
Building Floor Area (Total Existing)	2200	sq. ft.
Building Floor Area (Total Proposed)	69,459	sq. ft.
<b>Zoning</b>		
Existing	B1h	
Proposed, if applicable	B1h	
<b>Land Use</b>		
Existing	RESIDENTIAL / UNDEVELOPED	
Proposed	RESIDENTIAL	
<b>Residential, if applicable</b>		
# of Residential Units (Total Existing)	1	
# of Residential Units (Total Proposed)	45	
# of Lots (Total Proposed)	1 (CONDO)	
# of Affordable Housing Units (Total Proposed)	0	
<b>Proposed Bedroom Mix</b>		
# of Efficiency Units (Total Proposed)	0	
# of One-Bedroom Units (Total Proposed)	22	
# of Two-Bedroom Units (Total Proposed)	23	
# of Three-Bedroom Units (Total Proposed)	0	
<b>Parking Spaces</b>		
# of Parking Spaces (Total Existing)	3	
# of Parking Spaces (Total Proposed)	45	
# of Handicapped Spaces (Total Proposed)	2	
<b>Bicycle Parking Spaces</b>		
# of Bicycle Spaces (Total Existing)	0	
# of Bicycle Spaces (Total Proposed)	18	
<b>Estimated Cost of Project</b>	\$ 13.0 M	

**PRELIMINARY PLAN (Optional) - Level III Site Plan**

Applicant Checklist	Planner Checklist	# of Copies	<b>GENERAL WRITTEN SUBMISSIONS CHECKLIST</b>
✓		1	Completed Application form
✓		1	Application fees
✓		1	Written description of project
✓		1	Evidence of right, title and interest
✓		1	Evidence of state and/or federal approvals, if applicable
✓		1	Written assessment of proposed project's compliance with applicable zoning requirements
✓		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site
✓		1	Written requests for waivers from site plan or technical standards, if applicable.
✓		1	Evidence of financial and technical capacity
✓		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
Applicant Checklist	Planner Checklist	# of Copies	<b>SITE PLAN SUBMISSIONS CHECKLIST</b>
✓		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
✓		1	<b>Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)</b>
✓			Proposed grading and contours;
✓			Existing structures with distances from property line;
✓			Proposed site layout and dimensions for all proposed structures (including piers, docks or wharves in Shoreland Zone), paved areas, and pedestrian and vehicle access ways;
✓			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
✓			Preliminary infrastructure improvements;
✓			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;
✓			Location of significant natural features (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features) located on the site as defined in Section 14-526 (b)(1);
✓			Proposed buffers and preservation measures for significant natural features, as defined in Section 14-526 (b)(1);
✓			Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed;
✓			Exterior building elevations.

FINAL PLAN - Level III Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
✓		1	* Completed Application form
✓		1	* Application fees
✓		1	* Written description of project
✓		1	* Evidence of right, title and interest
✓		1	* Evidence of state and/or federal permits
✓		1	* Written assessment of proposed project's specific compliance with applicable Zoning requirements
✓		1	* Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site
✓		1	* Evidence of financial and technical capacity
✓		1	Construction Management Plan
✓		1	A traffic study and other applicable transportation plans in accordance with Section 1 of the technical Manual, where applicable.
✓		1	Written summary of significant natural features located on the site (Section 14-526 (b) (a))
✓		1	Stormwater management plan and stormwater calculations
✓		1	Written summary of project's consistency with related city master plans
✓		1	Evidence of utility capacity to serve
✓		1	Written summary of solid waste generation and proposed management of solid waste
✓		1	A code summary referencing NFPA 1 and all Fire Department technical standards
✓		1	Where applicable, an assessment of the development's consistency with any applicable design standards contained in Section 14-526 and in City of Portland Design Manual
Request Waiver		1	Manufacturer's verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.



Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
✓		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
✓		1	<b>Final Site Plans including the following:</b>
✓			Existing and proposed structures, as applicable, and distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone);
✓			Existing and proposed structures on parcels abutting site;
✓			All streets and intersections adjacent to the site and any proposed geometric modifications to those streets or intersections;
✓			Location, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways, and bicycle access ways, with corresponding curb lines;
✓			Engineered construction specifications and cross-sectional drawings for all proposed driveways, paved areas, sidewalks;
			Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;
N/A			Existing and proposed public transit infrastructure with applicable dimensions and engineering specifications;
✓			Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;
			Location of all snow storage areas and/or a snow removal plan;
			A traffic control plan as detailed in Section 1 of the Technical Manual;
			Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);
N/A			Location and proposed alteration to any watercourse;
N/A			A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;
			Proposed buffers and preservation measures for wetlands;
			Existing soil conditions and location of test pits and test borings;
✓			Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;
✓			A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;
✓			Grading plan;
			Ground water protection measures;
✓			Existing and proposed sewer mains and connections;

- Continued on next page -

✓		Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
✓		Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;
		Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
✓		Location and size of all on site solid waste receptacles, including on site storage containers for recyclable materials for any commercial or industrial property;
✓		Plans showing the location, ground floor area, floor plans and grade elevations for all buildings;
N/A		A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
N/A		A note on the plan identifying the Historic Preservation designation and a copy of the Application for Certificate of Appropriateness, if applicable, as specified in Section Article IX, the Historic Preservation Ordinance;
REQUEST WAIVER		Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening, where applicable;
		An exterior lighting plan in accordance with Section 12 of the Technical Manual;
		A signage plan showing the location, dimensions, height and setback of all existing and proposed signs;
✓		Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.



# Conditional Use for Ensuring Workforce Housing Inclusionary Zoning Planning Board Review Application Portland, Maine

Planning and Urban Development Department  
Planning Division and Housing and Community Development

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 Conditional Use review of applications to ensure workforce housing in development projects that create ten or more new dwelling units. The units may be for rent or for sale and created through new construction, substantial rehabilitation of existing structures, adaptive reuse or conversion of a non-residential use to residential use, or any combination of these elements. At least ten percent (10%) of the units in the project shall meet the definition of workforce housing unit for sale or rent. All developments of ten units or more a conditional uses subject to Planning Board review on the condition that they comply with the requirements of section 14-487.

## A. Ensuring Workforce Housing: Standards -Section 14-484

**(d) Workforce Housing Minimum** At least ten percent (10%) of the units in the project shall meet the definition of workforce housing unit for sale or for rent. The number of units required is rounded down to a whole number if providing units on- or off-site, or shall include a fractional value in cases where a project prefers to pay a fee-in-lieu as per (e)3. below.

### **(e) Standards**

1. Projects shall not be segmented or phased to avoid compliance with these provisions. In cases where projects are completed in phases, affordable units shall be provided in proportion to the development of market rate units unless otherwise permitted through regulations.
2. Workforce units are encouraged to be integrated with the rest of the development, should use a common entrance and should provide no indications from common areas that these units are workforce housing units.
3. Workforce units need not be the same size as other units in the development but the number of bedrooms in such units, either on- or off-site, shall be 10 percent of the total number of bedrooms in the development. For the purposes of this section, for every 400 square feet in a market rate unit will count as a bedroom if the actual number of bedrooms in the unit is lower.
4. As an alternative to providing workforce housing units, projects may pay a fee in lieu of some or all of the units. In-lieu fees shall be paid into the Housing Trust Fund as defined in Sec. 14-489. The fee for affordable units not provided shall be \$100,000 per unit, adjusted annually in the same way as the fee under Division 29 for Housing Replacement.
5. Workforce housing units for sale, if converted to workforce housing units for rent, shall become subject to the income limits and other requirements of such units.
6. If at least 33 percent of the units in a development are workforce units, the development is eligible for subsidy through an Affordable Housing TIF, subject to City Council approval.

7. The term of affordability for the required 10 percent workforce units provided shall be defined as follows:

Percentage of Workforce Units Provided	Minimum Term of Affordability for Required Workforce Units
10%	Longest term permitted under federal, state and local laws and ordinances
25%	30 years
50%	20 years
100%	10 years

***(f) Implementing Regulations.*** Regulations to further specify the details of this section shall be developed, including, but not limited to:

1. Specific methodology for income verification;
2. Situations where less than permanent affordability might be considered; and
3. Guidelines for meeting the requirement that off-site units be “in the same neighborhood”.

**B. Site Plan Application: Please submit the Conditional Use Application in addition to the applicable Site Plan Application.**

Portland’s development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

**Planning Division**  
Fourth Floor, City Hall  
389 Congress Street  
(207)874-8719

**Housing and Community Development**  
Room 313, Third Floor, City Hall  
389 Congress Street  
(207)482-5028

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

PROJECT NAME:

218 - 220 Washington Avenue

PROPOSED DEVELOPMENT ADDRESS:

218 - 220 Washington Avenue

CHART/BLOCK/LOT (s): MAP 10 / BLOCK A / LOT 10 AND 15

Applicable Zone: B1b

CONTACT INFORMATION:

<p><b>Applicant – must be owner, Lessee or Buyer</b></p> <p>Name: 218 - 220 Washington Avenue LLC</p> <p>Business Name, if applicable:</p> <p>Address: 199 Elderberry Road</p> <p>City/State: So. Portland, ME Zip Code: 04106</p>	<p><b>Applicant Contact Information</b></p> <p>Work # —</p> <p>Home# —</p> <p>Cell # 207.749.0000 Fax#</p> <p>e-mail: Maietta @ aol.com</p>
<p><b>Owner – (if different from Applicant)</b></p> <p>Name: —</p> <p>Address:</p> <p>City/State: Zip Code:</p>	<p><b>Owner Contact Information</b></p> <p>Work # —</p> <p>Home#</p> <p>Cell # Fax#</p> <p>e-mail:</p>
<p><b>Billing Information</b></p> <p>Name: Sebago Technics</p> <p>Address: 75 John Roberts Road</p> <p>City/State: So. Portland, ME Zip Code: 04106</p>	<p><b>Billing Information</b></p> <p>Work # Will Conway</p> <p>Cell # 207.200.2055 Fax#</p> <p>e-mail:</p>
<p><b>Designated person/person(s) for uploading to e-Plan:</b></p> <p>Name: WILL CONWAY</p> <p>e-mail: wconway @ sebago technics.com</p> <p>Name:</p> <p>e-mail:</p> <p>Name:</p> <p>e-mail:</p>	

**RIGHT, TITLE OR INTEREST:**

SEE SITE PLAN APPLICATION

(Please identify the status provide documentary evidence, attached to this application, of the applicant's right, title, or interest in the subject property (ex: deed, option or contract to purchase or lease the property.)

**EXISTING USE:** Describe the existing use of the subject property.

1 SINGLE FAMILY HOME

**PROJECT DESCRIPTION:**

45 RESIDENTIAL CONDOMINIUM UNITS

INCLUSIONARY ZONING:	
# IZ Units	
On-Site IZ Units	
Off-Site IZ Units	
# IZ Homeownership Units	
# IZ Rental Units	
# IZ Efficiencies	
# IZ 1-Beds	
# IZ 2-Beds	
# IZ 3-Beds	
IZ Fee In-Lieu	

**APPLICATION FEES:**

<p><input type="checkbox"/> Conditional Use Review to Ensure Workforce Housing (\$100.00)</p> <p>(Please submit a separate application for the applicable site plan review. Fees and charges are listed within the application)</p>	<p>The City invoices separately for the following:</p> <ul style="list-style-type: none"><li>• Notices (\$.75 each)</li><li>• Legal Ad (% of total Ad)</li><li>• Planning Review (\$50.00 hour)</li><li>• Legal Review (\$75.00 hour)</li></ul> <p>Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.</p>
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**INSTRUCTIONS FOR ELECTRONIC SUBMISSION:**

Please refer to the application checklist (attached) for a detailed list of submission requirements.

1. Fill out the application completely and e-mail the **application only** to [planning@portlandmaine.gov](mailto:planning@portlandmaine.gov) (Please be sure to designate a person who will be responsible for uploading documents and drawings.) This step will generate the project ID number for your project.
2. An invoice for the application fee will be e-mailed to you. Payments can be made on-line at [Pay Your Invoice](#), by mail or in person at City Hall, 4<sup>th</sup> Floor. Please reference the Application Number when submitting your payment which is located in the upper left hand corner of the invoice.
3. The designated person responsible for uploading documents and drawings will receive an email from [eplan@portlandmaine.gov](mailto:eplan@portlandmaine.gov) with an invitation into the project. At this time, you will upload all corresponding documents and plans into the project. For first time users you will receive a temporary password which you must change on entry. Make note of your username and password for any future projects.

**Reminder: Before the project can move forward, the application fee shall be paid in full and all required documents and drawings shall be uploaded into e-plan correctly.**

4. Follow the link below (Applying Online Instructions) for step by step instructions on how to do the following:  
 Tab 1 - Setting up the appropriate compatibility settings for your PC and getting started in e-plan.  
 Tab 2 - Preparing your drawings, documents and photos for uploading using the correct naming conventions  
 Tab 3 - Preparing and uploading revised drawings and documents

Applying Online Instructions

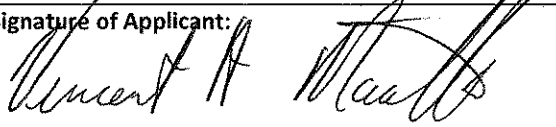
5. When ready, upload your files and documents into the following folders:  
 "Application Submittal – Drawings"  
 "Application Submittal – Documents"
6. Once a preliminary check has been made of the submittal documents and drawings, staff will move them to permanent folders labeled Drawings and Documents. As the process evolves you will be able to log in and see markups, comments and upload revisions as requested into these folders.

Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
✓		1	Completed Application Form
		1	Cover letter stating the nature of the project.
✓		1	Evidence of right, title and interest.
		1	Written Submittals that address the conditional use standards of Sec. 14-484, including unit size and bedroom count
		1	Draft Workforce Housing Agreement
		1	Proposed Marketing Strategy
		1	Written Proposal for providing workforce units on-site, off-site, or payment of fee-in-lieu.
		1	If the project is to be phased, provide written description of project phasing and accommodation of workforce units.
			<b>Plans and Construction Details Submission Checklist</b>
✓		1	An accompanying site plan application, as applicable.
		1	Floor Plans of all units and identifying proposed designated workforce housing units
		1	Interior Standards for Units for market rate and workforce housing units, including kitchen, bathroom, flooring and closet amenities
		1	If workforce units are proposed off-site, provide vicinity map with project location and workforce unit locations within the applicable census block group map or within 1500 feet of the project.

**APPLICANT SIGNATURE:**

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.

**This application is for a Conditional Use IZ Review. It is not a permit to begin construction. An approved site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.**

Signature of Applicant: 	Date: 12/12/16
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