

(A CD or PDF (e-mailed to buildinginspections@portlandmaine.gov) of the entire application, including all plans, must be submitted with the application.)

General Submittal Requirements – Level I Minor Residential

Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
✓		2	Completed application form and check list.
✓		1	Application fees.
✓		2	Evidence of right, title and interest.
✓		2	Copies of required state and/or federal permits.
-		2	Written Description of existing and proposed easements or other burdens.
-		2	Written requests for waivers from individual site plan and/or technical standards.
✓		2	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
✓		3	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.)
✓			<ul style="list-style-type: none"> ▪ Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone &/or Stream Protection Zone.
✓			<ul style="list-style-type: none"> ▪ Existing and proposed structures (including location of proposed piers, docks or wharves if in Shoreland Zone).
✓			<ul style="list-style-type: none"> ▪ Location and dimension of existing and proposed paved areas.
✓			<ul style="list-style-type: none"> ▪ Proposed ground floor area of building.
✓			<ul style="list-style-type: none"> ▪ Finish floor elevation (FEE) or sill elevation.
✓			<ul style="list-style-type: none"> ▪ Exterior building elevations (show all 4 sides).
✓			<ul style="list-style-type: none"> ▪ Existing and proposed utilities (or septic system, where applicable)
✓			<ul style="list-style-type: none"> ▪ Existing and proposed grading and contours.
✓			<ul style="list-style-type: none"> ▪ Proposed stormwater management and erosion controls.
✓			<ul style="list-style-type: none"> ▪ Total area and limits of proposed land disturbance.
✓			<ul style="list-style-type: none"> ▪ Proposed protections to or alterations of watercourses.
✓			<ul style="list-style-type: none"> ▪ Proposed wetland protections or impacts.
✓			<ul style="list-style-type: none"> ▪ Existing vegetation to be preserved and proposed site landscaping and street trees (2 trees per unit for a single or two-family house).