

# 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: <a href="http://me-portland.civicplus.com/DocumentCenter/Home/View/1080">http://me-portland.civicplus.com/DocumentCenter/Home/View/1080</a>
Design Manual: <a href="http://me-portland.civicplus.com/DocumentCenter/View/2355">http://me-portland.civicplus.com/DocumentCenter/View/2355</a>
Technical Manual: <a href="http://me-portland.civicplus.com/DocumentCenter/View/2356">http://me-portland.civicplus.com/DocumentCenter/View/2356</a>

Planning Division
Fourth Floor, City Hall
389 Congress Street
p.m. (207) 874-8719
planning@portlandmaine.gov

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

## **PROJECT NAME:**

155 Sheridan Street

# PROPOSED DEVELOPMENT ADDRESS:

155 Sheridan Street Portland, Maine 04101

## **PROJECT DESCRIPTION:**

Redevelopment of an existing lot with a 1.5 story home into a 19 units 4-story building with green roof and first floor parking garage.

 CHART/BLOCK/LOT:
 012-Q-010 & 012-Q-012
 PRELIMINARY PLAN
 3/28/17 (date)

 FINAL PLAN
 (date)

# **CONTACT INFORMATION:**

Applicant – must be owner, Lessee or Buyer	Applicant Contact Information
Name: Bernie Saulnier	Work#: (207)571-4166
BD Sheridan, LLC Business Name, if applicable:	Home #:
Address: 1266 Furnace Brook Parkway	Cell #: Fax#:
Qunicy, MA 02169 City/State: Zip Code:	e-mail: saulnier04@yahoo.com
Owner – (if different from Applicant)	Owner Contact Information
Name:	Work #:
Address:	Home #:
City/State : Zip Code:	Cell #: Fax#:
	e-mail:
Agent/ Representative	Agent/Representative Contact information
Name: Acorn Engineering, Inc.	Work #: (207) 775-2655
Will Savage, P.E.  Address: 158 Danforth Street	Home #: (207)317-1884
City/State:Portland, ME <sub>Zip Code:</sub> 04102	Cell #: Fax#:
	e-mail: wsavage@acorn-engineering.com
Billing Information	Billing Contact Information
Name: (See Applicant Information)	Work #:
Address:	Home #:
City/State : Zip Code:	Cell #: Fax#:
	e-mail:

**Engineer Engineer Contact Information** Name: Acorn Engineering, Inc. Work#: (207)775-2655 Will Savage, P.E. Home #: Address: 158 Danforth Street Cell #: Fax#: City/State Portland, ME Zip Code: 04012 e-mail: wsavage@acorn-engineering.com **Surveyor Contact Information** Surveyor Home #: (207) 797-9199 Titcomb Associates Name: Rex Croteau, PLS Work #: Address: 133 Gray Road Cell #: Fax#: City/State: Falmouth, ME Zip Code: 04105 e-mail: RCroteau@titcombsurvey.com Architect **Architect Contact Information** Work#: (207)747-5159 Name: Ryan Senatore Architecture Address: Ryan Senatore, AIA Home #: 565 Congress St, Suite 304 Cell #: Fax#: City/State: Zip Code: Portland, ME 04101 e-mail: ryan@senatorearchitecture.com **Attorney Contact Information Attorney** Work #: (207) 774-6665 Name: Tom Jewell Address: 477 Congress St Home #: Suite 1104 Cell #: Fax#: City/State: Portland, ME Zip Code: 04101 e-mail: tjewell@jewellandbulger.com

# Designated person/person(s) for uploading to e-Plan:

Name: Olivia Dawson

e-mail: odawson@acorn-engineering.com

Name: William Savage

e-mail: wsavage@acorn-engineering.com

Name: Patrick Venne Bernie Saulnier

e-mail: patrickjvenne@gmail.com saulnier04@yahoo.com

#### **APPLICATION FEES:**

Level III Development (check applicable reviews)	Other Reviews (check applicable reviews)
<u>X</u> Less than 50,000 sq. ft. (\$750.00)	
50,000 - 100,000 sq. ft. (\$1,000)	Traffic Movement (\$1,500)
100,000 – 200,000 sq. ft. (\$2,000)	X Stormwater Quality (\$250)
200,000 – 300,000 sq. ft. (\$3,000)	<u>x</u> Subdivisions (\$500 + \$25/lot)
over 300,00 sq. ft. (\$5,000)	# of Lots $\frac{19}{x}$ \$25/lot = $\frac{475}{x}$ (\$925 TOTAL)
Parking lots over 11 spaces (\$1,000)	Site Location (\$3,500, except for
After-the-fact Review (\$1,000.00 plus	residential projects which shall be
applicable application fee)	\$200/lot)
	# of Lotsx \$200/lot =
Plan Amendments (check applicable reviews)	Other
Planning Staff Review (\$250)	Change of Use
Planning Board Review (\$500)	Flood Plain
	Shoreland
The City invoices separately for the following:	Design Review
<ul> <li>Notices (\$.75 each)</li> </ul>	Housing Replacement
<ul> <li>Legal Ad (% of total Ad)</li> </ul>	Historic Preservation
<ul> <li>Planning Review (\$50.00 hour)</li> </ul>	
<ul> <li>Legal Review (\$75.00 hour)</li> </ul>	
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.	

#### **INSTRUCTIONS FOR ELECTRONIC SUBMISSION:**

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

- Fill out the application completely and e-mail the application only to 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-mail to you. Payments can be made on-line at <a href="Pay Your Invoice">Pay Your Invoice</a>, 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 <a href="mailto:eplan@portlandmaine.gov">eplan@portlandmaine.gov</a> 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.

to obtain.		
Signature of Applicant:	Date:	Brigge to Recognize the party.
13/	3-27-17	7

# **PROJECT DATA**

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

Total Area of Site	18,140 sq. ft.	
Proposed Total Disturbed Area of the Site	18,140 sq. ft.	
If the proposed disturbance is greater than one acre, then the applic		
(MCGP) with DEP and a Stormwater Management Permit, Chapter 5	00, with the City of Portland.	
Impervious Surface Area		
Impervious Area (Total Existing)	1,287 sq. ft.	
Impervious Area (Total Proposed)	11,070 sq. ft.	
Building Ground Floor Area and Total Floor Area		
Building Footprint (Total Existing)	640 sq. ft.	
Building Footprint (Total Proposed)	9,708 sq. ft.	
Building Floor Area (Total Existing)	1,280 sq. ft.	
Building Floor Area (Total Proposed)	34,555 sq. ft.	
Zoning		
Existing	R-6	
Proposed, if applicable	R-6	
	N O	
Land Use		
Existing	RESIDENTIAL	
Proposed	RESIDENTIAL	
Residential, If applicable		
# of Residential Units (Total Existing)	1	
# of Residential Units (Total Proposed)	19	
# of Lots (Total Proposed)	19	
# of Affordable Housing Units (Total Proposed)	1	
Duamanad Dadwaam Miss		
# of Efficiency Units (Total Proposed)	0	
# of One-Bedroom Units (Total Proposed)	0 14	
# of Two-Bedroom Units (Total Proposed)	5	
# of Three-Bedroom Units (Total Proposed)	0	
# of finee-bedroom omis (fotal Proposed)	U	
Parking Spaces		
# of Parking Spaces (Total Existing)	1	
# of Parking Spaces (Total Proposed)	19	
# of Handicapped Spaces (Total Proposed)	1	
Bicycle Parking Spaces		
# of Bicycle Spaces (Total Existing)	0	
# of Bicycle Spaces (Total Existing) # of Bicycle Spaces (Total Proposed)	8	
Estimated Cost of Project	\$ 5,000,000	

PRELIMINARY PLAN (Optional) - Level III Site Plan					
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST		
Х		1	Completed Application form		
Χ		1	Application fees		
Χ		1	Written description of project		
Χ		1	Evidence of right, title and interest		
N/A		1	Evidence of state and/or federal approvals, if applicable		
Х		1	Written assessment of proposed project's compliance with applicable zoning requirements		
X		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site		
Χ		1	Written requests for waivers from site plan or technical standards, if applicable.		
Χ		1	Evidence of financial and technical capacity		
Х		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)		
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST		
Х		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual		
Х		1	Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)		
Χ		Proposed	grading and contours;		
Х	X Existing structures with distances from propertyline;				
Х	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;				
Х		Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);			
Χ		Preliminary infrastructure improvements;			
Χ		Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;			
N/A	N/A  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);				
N/A		Proposed buffers and preservation measures for significant natural features, as defined in Section 14-526 (b) (1);			
Х	Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed;				
Χ	_	Exterior b	uilding elevations.		

	FINAL PLAN - Level III Site Plan			
Applicant	Planner	# of	GENERAL WRITTEN SUBMISSIONS CHECKLIST	
Checklist	Checklist	Copies	(* 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, publicor 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	
		1	Manufacturer's verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.	

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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	Final Site Plans including the following:	
		_	and proposed structures, as applicable, and distance from propertyline g location of proposed piers, docks or wharves if in Shoreland Zone);	
		Existing a	and proposed structures on parcels abutting site;	
			s and intersections adjacent to the site and any proposed geometric tions to those streets or intersections;	
			, dimensions and materials of all existing and proposed driveways, vehicle estrian access ways, and bicycle access ways, with corresponding curb	
		•	ed construction specifications and cross-sectional drawings for all driveways, paved areas, sidewalks;	
		Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;		
		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);		
		Location	and proposed alteration to any watercourse;	
		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 s	soil conditions and location of test pits and test borings;	
		_	vegetation to be preserved, proposed site landscaping, screening and distrect trees, as applicable;	
		A stormy	vater management and drainage plan, in accordance with Section 5 of the l Manual;	
		Grading		
			water protection measures;	
		Existing a	and proposed sewer mains and connections;	

- Continued on next page -

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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;
A shadow analysis as described in Section 11 of the Technical Manual, ifapplicable;
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;
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 ofway, both existing and proposed.

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# CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Department of Public Services, 55 Portland Street, Portland, Maine 04101-2991





Bradley Roland, P.E. Water Resources Division

1. Please, Submit Utility, Site, and Loc Site Address: 155 SHERIDAN STREET	
	Chart Block Lot Number: 12-Q-10, 12-Q-12
<i>-</i>	Other (specify)
Clearly, indicate the proposed connections, on the su  2. Please, Submit Contact Information	i.
City Planner's Name: (not yet assigned Owner/Developer Name: BD SHE	f) Phone:
	IRNACE BROOK PARKWAY QUINCY, MA 02169
Phone: (207) 571-4166 Fax:	E-mail: BERNIE@SAULNIERDEVELOPMENT.COM
<del></del>	ORN ENGINEERING, INC WILLIAM H. SAVAGE
Engineering Consultant Address: 15	8 DANFORTH STREET PORTLAND, ME 04102
Phone: (207) 775-2655 Fax:	E-mail: WSAVAGE@ACORN-ENGINEERING.COM
Note: Consultants and Developers should allow +/- in the state of the	5 days, for capacity status, prior to Planning Board Review.
Estimated Domestic Wastewater Flow Gene	
	RESIDENTIAL FLOW PATTERN
	e. "Handbook of Subsurface Wastewater Disposal in lation Manual," Portland Water District Records,
	CE WASTEWATER DISPOSAL RULES, EFFECTIVE 8/3/15

Note: Please submit calculations showing the derivation of your design flows, either on the following page, in the space provided, or attached, as a separate sheet.

4. Please, Submit External Grease Interceptor Calc Total Drainage Fixture Unit (DFU) Values:	culations.		
Size of External Grease Interceptor:  Retention Time:			
Peaking Factor/ Peak Times:			
Note: In determining your restaurant process water flows, and the size Uniform Plumbing Code. Note: In determining the retention time, sixt Note: Please submit detailed calculations showing the derivation of yo please submit detailed calculations showing the derivation of the size of space provided below, or attached, as a separate sheet.	ty (60) minutes is the minutes is the minutes is the minutes wa	iimum reten ter design fl	tion time. lows, and
5. Please, Submit Industrial Process Wastewater F	low Calculations		
Estimated Industrial Process Wastewater Flows Generated:	N/A		GPD
Do you currently hold Federal or State discharge permits?		Yes	No
Is the process wastewater termed categorical under CFR 40	?	Yes	No
OSHA Standard Industrial Code (SIC):	(http://www.o.	sha.gov/oshs	stats/sicser.html)
Peaking Factor/Peak Process Times:			
Note: On the submitted plans, please show where the building's domes industrial-commercial process wastewater sewer laterals exits the facilienter the city's sewer. Finally, show the location of the wet wells, contlocations of filters, strainers, or grease traps.	lity. Also, show where the	ese building	sewer laterals
Note: Please submit detailed calculations showing the derivation of you attached, as a separate sheet.	ur design flows, either ir	ı the space p	provided, or

Estimate of Anticipated Design Flows							
Development	lopment Unit Size Number of Units Gallons per Day per Unit Total Gallons per D						
	Existi	ng flow to be ren	noved				
Single Family	1 Bedroom	0	180	0			
Residential Units	2 Bedroom	1	180	180			
				180			
		Proposed flow					
Attached Single Family	1 Bedroom	14	180	2,520			
Residential Units	2 Bedroom	5	180	900			
				3,420			
Net Change 3,240							
*Values based on STATE OF MAINE: SUBSURFACE WASTEWATER DISPOSAL RULES, most recent edition							