



Application for Exemption from Site Plan Review

Portland, Maine

Department of Planning and Urban Development, Planning Division and Planning Board

PROJECT NAME: Art Girard - Office Building

PROJECT ADDRESS: 107 Washington Ave.

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of Proposal/Development)
Excavate a 10' x 90' area for snow storage - Build a concrete block retaining wall 2' wide x 4' high x 100' long +/-.

CHART/BLOCK/LOT: 012 P 018001

CONTACT INFORMATION:

OWNER/APPLICANT

Name: Art Girard
Address: 120 Exchange Str.
Portland, ME
Zip Code: 04101
Work #: 828-4650
Home #: _____
Fax #: _____
E-mail: _____

CONSULTANT/AGENT

Name: Dave Chapman
Address: 381 County Rd.
Scarborough, ME
Zip Code: 04074
Work #: 839-6987
Home #: _____
Fax #: _____
E-mail: _____

RECEIVED

SEP - 2 2009

City of Portland
Planning Division

Criteria for Exemptions:

(See Section 14-523 (4) on page 2 of this application)

- a) Is the proposal within existing structures?
- b) Are there any new buildings, additions, or demolitions?
- c) Is the footprint increase less than 500 sq. ft.?
- d) Are there any new curb cuts, driveways or parking areas?
- e) Are the curbs and sidewalks in sound condition?
- f) Do the curbs and sidewalks comply with ADA?
- g) Is there any additional parking?
- h) Is there an increase in traffic?
- i) Are there any known stormwater problems?
- j) Does sufficient property screening exist?
- k) Are there adequate utilities?

Applicant's Assessment Y(yes), N(no), N/A	Planning Division Use Only
<u>N/A</u>	<u>N/A</u>
<u>NO</u>	<u>no</u>
<u>N/A</u>	<u>no</u>
<u>NO</u>	<u>no</u>
<u>YES</u>	<u>yes</u>
<u>YES</u>	<u>yes</u>
<u>NO</u>	<u>no</u>
<u>NO</u>	<u>no</u>
<u>NO</u>	<u>no</u>
<u>YES</u>	<u>yes</u>
<u>YES</u>	<u>yes</u>

SEP 10 2009

Planning Division Use Only

Exemption Granted with conditions Partial Exemption Exemption Denied

The applicant shall confirm with the Inspection Division whether a building permit is required for the retaining wall.

Planner's Signature Barbara Barbydt Date Sept. 9, 2009

**PROVISION OF PORTLAND CITY CODE
14-523 (SITE PLAN ORDINANCE)
RE: EXEMPTIONS FROM SITE PLAN REVIEW**

Sec. 14-523. Approval required.

No person shall undertake any development without obtaining approval therefore under this article.

- (4) The Planning authority shall exempt from review under all standards in this article developments that meet all of the following requirements:
- a. The proposed development will be located within existing structures, and there will be no new buildings, demolitions, or building additions other than those permitted by subsection b of this section;
 - b. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
 - c. The proposed site plan does not add any new curb cuts, driveways, or parking areas; the existing site has no more than one (1) curb cut and will not disrupt the circulation flows and parking on-site; and there will be no drive-through services provided;
 - d. The curbs and sidewalks adjacent to the lot are complete and in sound condition, as determined by the public works authority, with granite curb with at least four (4) inch reveal, and sidewalks are in good repair with uniform material and level surface and meet accessibility requirements of the Americans with Disabilities Act;
 - e. The use does not require additional or reduce existing parking, either on or off the site, and the project does not significantly increase traffic generation;
 - f. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
 - g. There are no evident deficiencies in existing screening from adjoining properties; and
 - h. Existing utility connections are adequate to serve the proposed development and there will be no disturbance to or improvements within the public right-of-way.

A developer claiming exemption under this subsection shall submit a written request for exemption stating that the proposed meets all of the provisions in standards a-h of this subsection, including an itemized statement by a qualified professional. Upon receipt of such a request, the planning authority will visit the site to verify that the exemption is applicable due to compliance with the standards. The planning authority, after consultation with the public works authority, shall render a written decision within twenty (20) working days after receipt of a written request for exemption that contains all the information required by this subsection. If a full exemption is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. The planning authority may require full site plan review of a project that meets the criteria of this subsection if it determined that there is a substantial public interest in the project.

In the event that the planning authority determines that standards a and b of this subsection and at least four (4) of the remaining standards have been met, the planning authority shall review the site plan under the review standards in section 14-526 that are affected by the standards in this subsection that have not been met. An application that receives review by the planning board shall receive a complete review under the standards of section 14-526. The planning authority shall notify an applicant in writing that full or partial site plan review is required, the reasons for the decision, and the information that will be required for site plan review.

IMPORTANT NOTICE TO APPLICANT

An Exemption from site plan review does not exempt this proposal from other approvals or permits, nor is it an authorization for construction. You should first check with the Building Inspections Office, Room 315, City Hall (874-8703), to determine what other City permits, such as a building permit, will be required.

Planning Barbara Barhydt

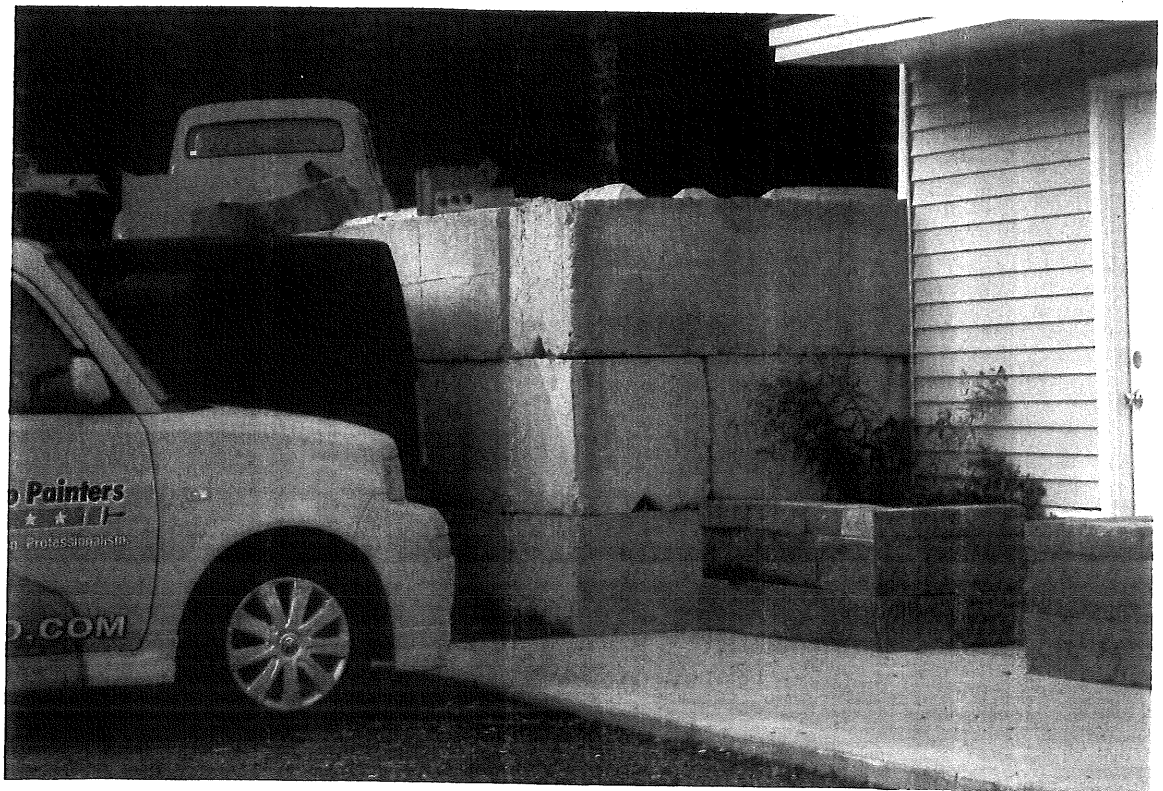
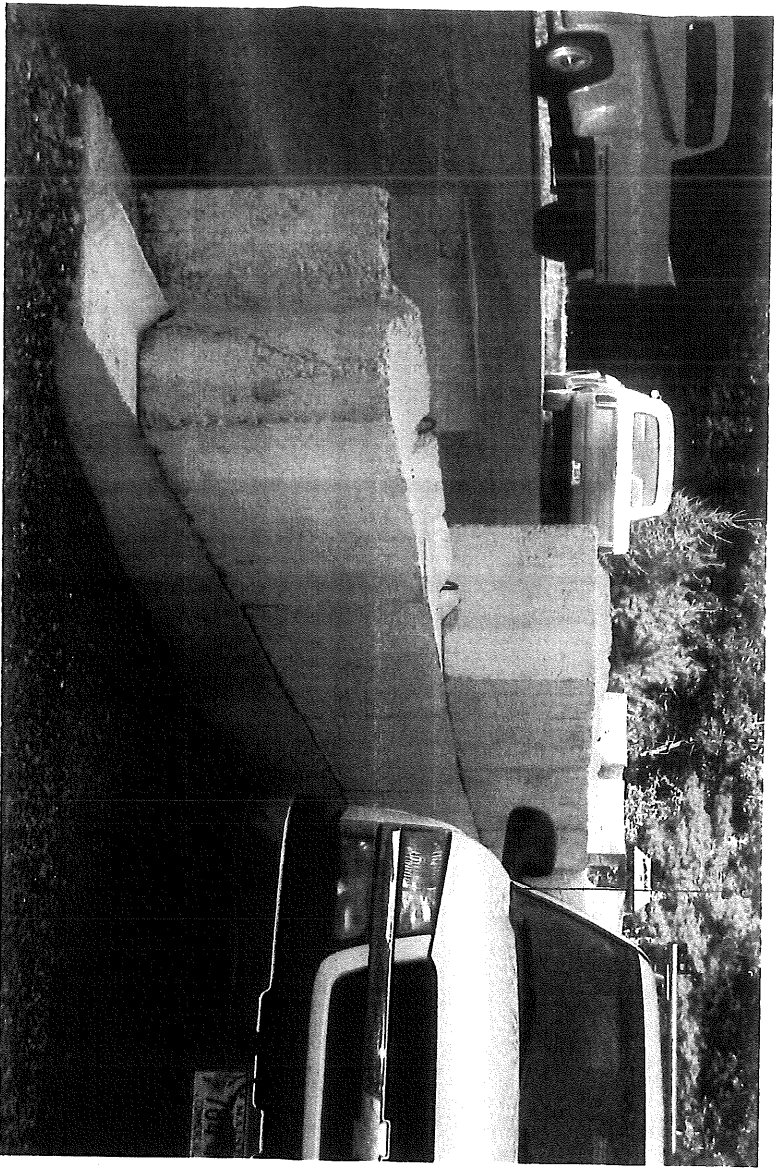
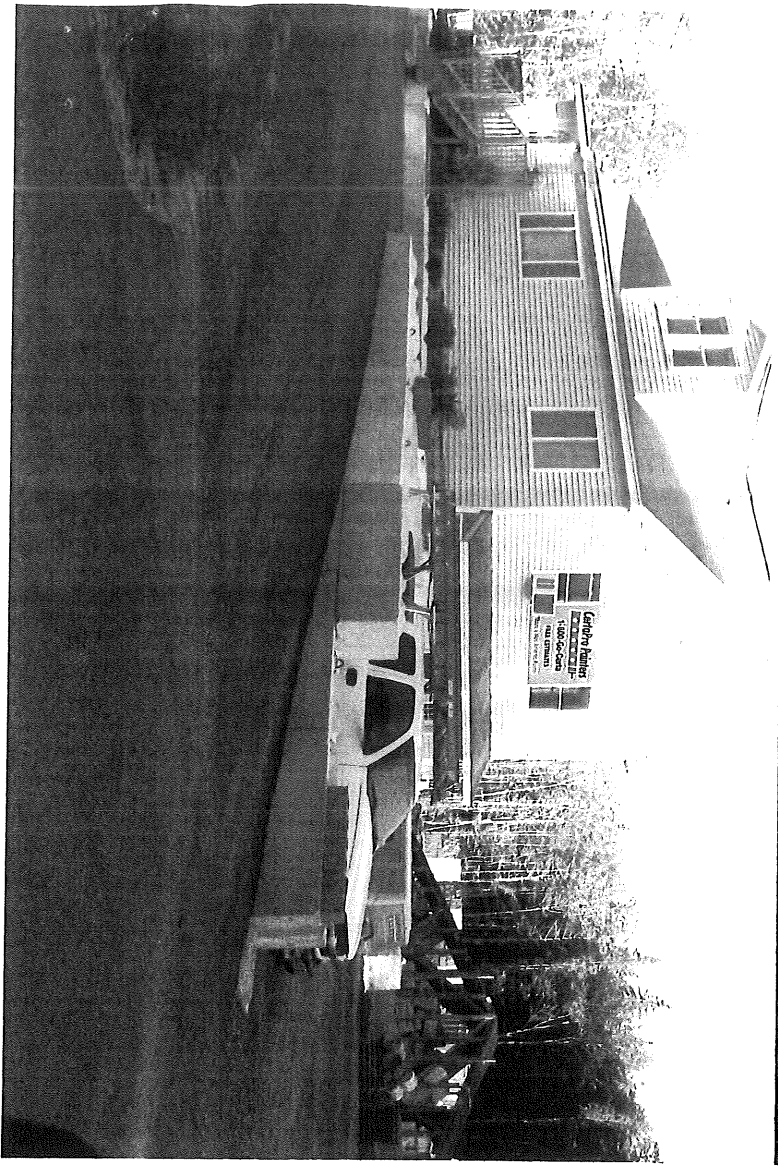
September 9, 2009

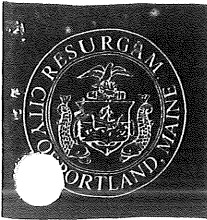
Exemption for 107 Washington Avenue

Dan Goyette, Consulting Engineer, reviewed the plan and had no problems with the proposal. I visited the site and it meets the standards for an exemption.

The applicant shall confirm with the Inspection Division whether a building permit is required for the retaining the wall.

**** THIS EXEMPTION IS NOT A BUILDING PERMIT – PLEASE CHECK WITH
BUILDING INSPECTIONS PRIOR TO ANY WORK BEING DONE ****





PORTLAND MAINE

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Planning and Development Department
Lee D. Urban, Director

Planning Division
Alexander Jaegerman, Director

June 16, 2005

*Backside Parking
774-9511
Filling site?*

Mr. Mike Scarks
Neptune Properties
120 Exchange Street
Portland, ME 04101

RE: 107 Washington Avenue, parking lot
ID #2005-0026, CBL #012-P-019

Dear Mr. Scarks:

On June 15, 2005, the Portland Planning Authority approved a parking lot to be located at 107 Washington Avenue as shown on the approved plan with the following condition:

- i. that when the existing building is occupied, the Zoning Administrator shall review the number of parking spaces required for the reuse.

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.

Please note the following provisions and requirements for all site plan approvals:

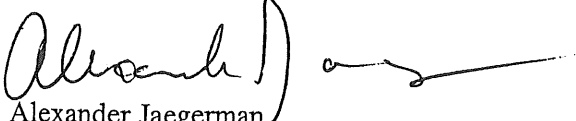
1. Where submission drawings are available in electronic form, the applicant shall submit any available electronic Autocad files (*.dwg), release 14 or greater, with seven (7) sets of the final plans.
2. A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount and 7 final sets of plans must be submitted to and approved by the Planning Division and Public Works prior to the release of the building permit. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

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3. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the expiration date.
4. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
5. Prior to construction, a pre-construction meeting shall be held at the project site 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 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. 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. The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as 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 Kandice Talbot at 874-8901.

Sincerely,


Alexander Jaegerman
Planning Division Director

cc: Lee D. Urban, Planning and Development Department Director
Alexander Jaegerman, Planning Division Director
Sarah Hopkins, Development Review Services Manager
Kandice Talbot, Planner
Jay Reynolds, Development Review Coordinator
Marge Schmuckal, Zoning Administrator
Inspections
Michael Bobinsky, Public Works Director
Traffic Division
Eric Labelle, City Engineer
Jeff Tarling, City Arborist
Penny Littell, Associate Corporation Counsel
Fire Prevention
Assessor's Office
Approval Letter File

Proposed
Concrete Road
Retaining Wall

X. CHAINLINK
ENCE TO
EMAIN

EX. BLDG.
TO REMAIN

CB #2, RIM 7125± (3" BELOW
EDGE OF SIDEWALK)
INV. IN 66.45
INV. IN 66.45
INV. OUT 66.35

37 LF. of 12"
PVC SDR 35
S=0.011'

CB #1 RIM 7115
INV. OUT 64.00
PIPE OF
PVC SDR 35
S=0.011'

SLIP CAPPED STUB
OF 12" PVC SDR 35
S=0.02

CB #3, RIM 710± (3" BELOW
EDGE OF SIDEWALK)
INV. IN 66.35
8" INV. OUT 64.50
12" INV. OUT 65.25

38 LF. of
SDR 35
S=0.058

EX. UTILITY POLE
TO REMAIN

WASHINGTON AVENUE
(BITUMINOUS)

