Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/30/17

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Planning & Urban Development Department

Planning & Urban Development Department
Jeffrey Levine, Director

Planning Division
Stuart O'Brien, Director

MAY 24, 2017

Jeff Marxhausen
LandMarx Construction, LLC
273 Presumpscot Street
Portland, Maine 04103

RE: Review Comments for Two Family Site Plan

Project Name: Landers Single Family
Project ID: 2016-02425
Project Address: 5 Merrill Street **CBL**: 014-F-017001

Planner: Philip DiPierro

Dear Mr. Marxhausen:

Thank you for submitting your site plan application for a two family residence at 5 Merrill Street.

This proposal is being reviewed as a two family site plan for Planning Authority review subject to the following applicable Land Use Code provisions:

- Site Plan Ordinance, Article V

The following additional information must be submitted in order for the approval process to move forward.

Survey Requirements:

1. Please submit a clear and legible survey that meets the following survey standards for a Level I Minor Residential site plan application:
    - The survey needs to be signed by the surveyor.
    - A revision block with a number and date indicating the revision status. The revision block shall be located in the title block or adjacent to it.

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- Show existing streets, rights-of-way, restrictions or easements on the site.
- Property Corners: Location and descriptions of all property corners set or found, proposed to be set, and all granite survey monuments set. Where no property markers exist, the City of Portland requires that the property markers be installed, and that a licensed surveyor set and confirm the proposed building corner locations on site, prior to the issuance of a building permit. The state plane coordinates need to be added to the survey at each property corner.
- City Vertical Datum: It shall be stated on all plans that the City of Portland established vertical datum of NGVD 1929 is used or manhole rim elevation data is used for all information shown on the plan.
- All plans shall state the Official City of Portland Benchmark used as supplied by the Department of Public Services Engineering Division Archivist.
- All current conveyances of lots, parcels, easements, and other forms of right, title, and/or interest shall be shown on both the survey plan (as submitted and as amended), with references to the Deed Book and Page at the Cumberland County Registry of Deeds.
- Street Status: The Status of the street shall be shown; IE Accepted City Street, Continued Paper Street, Discontinued City Street, Vacated Paper Street, or new Proposed Street as per the project submission.

Additional information on Survey requirements can be found in the City's Technical Manual, or by contacting Bill Scott in the Engineering Division of the Public Services Department.

Site Plan Requirements:

1. Please submit a revised site plan that includes the following information:
    - Please add the locations of all proposed utilities from the street to the structure, **including the sewer service lateral**, to the site plan.
    - Please show on the site plan, the location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.
    - Please submit a copy of your deed.
    - Please explain and show how the roof will be drained.
    - Please add to the site plan, the location, area, and limits of the proposed site disturbance.
    - The site plan shows the foundation drain tying into the catch basin in the street. A direct connection to the catch basin is not allowed by the City's Public Works Department. Since the house is being constructed on a slab, is it necessary to even have a foundation drain?
    - The City's Technical Manual requires a minimum 20 feet of separation between driveways, measured at the property line. Realizing that

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meeting the required driveway separation is not possible, staff is willing to waive this requirement as long as the driveway opening at the curb is no wider than 10 feet. Please revise the site plan so that it complies with this requirement. You will need to include a detail that shows how the curb and tip-downs will be pieced together (curb lengths) along your frontage, and how they will be integrated into the existing tip-downs for the driveways on both sides of your site, in order to meet City standards.

- Currently a handicap parking space exists along your street frontage. Have you coordinated with the City's Parking Division or Public Works Departments for the possible elimination of this space?
- Your tree waiver request is denied. The Land Use Ordinance requires a $400 contribution per tree ($800 total) be paid to the City's tree fund prior to the issuance of the building permit, if trees can't be planted along your frontage.

R-6 Design Review

- The R-6 design review has been completed and approved.

Additional Submittals Required:

1. The Planning Authority may request additional information during the continued review of the proposal according to applicable laws, ordinances and regulations.

Please submit the revised final plans in the appropriate acceptable format to address staff comments. Upon receipt of the revised material, the City of Portland will review the additional plans and information for conformance with applicable ordinances. If you have any questions, feel free to contact me at 874-8632 or by email at **pd@portlandmaine.gov.**

Sincerely,

Philip DiPierro
Development Review Coordinator