Inspections Division
Date: 12/11/13

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Planning & Urban Development Department

Planning & Urban Development Department
Jeffrey Levine, Director

Planning Division
Alexander Jaegerman, Director

DECEMBER 2, 2013

Dianne Balzano-Cavanaugh
52 Monument Street
Portland, Maine 04101

RE: Review Comments for Single Family Site Plan

Project Name: Balzano-Cavanaugh Three Family
Project ID: 2013-02504
Project Address: 52 Monument Street **CBL**: 016-H-003001

Planner: Philip DiPierro

Dear Ms. Balzano-Cavanaugh:

Thank you for submitting your site plan application for a single family residence at 52 Monument Street.

This proposal is being reviewed as a Level I Minor Residential 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 boundary survey that meets the following survey standards for a Level I Minor Residential site plan application:
    - Boundary Survey plans, based on State of Maine Professional Licensing Boards' legal requirements, shall bear the seal and signature of a Professional Land Surveyor licensed to practice in the State of Maine.

Additional information on Survey requirements can be found in the City's Technical Manual, or by contacting Bill Clark 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 show the existing and proposed structures, as applicable, and the distances from all property lines.
    - Please show the existing and proposed paved areas. In addition, please revise the site plan to show 3 parking spaces that meet the minimum standard for parking (9' x 18' for each parking space). If you would like to discuss potential options for the layout, please let us know.
    - Please add the ground floor areas and the finished floor elevation to the site plan.
    - Please add the locations of all proposed utilities ie., water, sewer, gas, electric, from the street to the structure, to the site plan.
    - Please add to the site plan, the existing and proposed grading contours so that they match with the building elevations.
    - Please add to the site plan, the required erosion control measures ie. silt fence or erosion control mix (erosion control plan) in the appropriate areas.
    - Please add to the site plan, the required 2 street trees along the street frontage, meeting the City's minimum arborcultural standards.
    - Please show on the site plan where the foundation drain will outlet.

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