



LEVEL II and LEVEL III APPLICATION SUBMISSION CHECKLIST
 Submit each Tab as one PDF file and bookmark the items as noted below
 Please confirm by electronically checking the boxes to the left

Tab 1 – General Application Documents

Checklist	Items to be Provided
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	PROJECT DESCRIPTION <ul style="list-style-type: none"> Cover Letter with detailed project description
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	COMPLETED CHECKLIST – LEVEL III APPLICATION
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	RIGHT, TITLE AND INTEREST <ul style="list-style-type: none"> Deeds, leases, or purchase and sales agreements
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	EVIDENCE OF STATE OR FEDERAL APPROVALS, if applicable <ul style="list-style-type: none"> Permits or letters of non-jurisdiction, if applicable
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ZONING ASSESSMENT <ul style="list-style-type: none"> Table listing required and proposed uses and dimensional standards Zoning Assessment Table
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	EXISTING &/OR PROPOSED EASEMENTS OR COVENANTS, if applicable <ul style="list-style-type: none"> Evidence of existing easements and any proposed easements
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	WAIVER REQUESTS <ul style="list-style-type: none"> Written request for waiver describing request and reason. Waiver Table
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	FINANCIAL CAPABILITY <ul style="list-style-type: none"> Letter or evidence from a financial institution or third party verifying financial capacity to undertake project
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	TECHNICAL CAPABILITY <ul style="list-style-type: none"> Evidence of technical capability of applicant and consultants – resumes and/or examples of past projects

LEVEL II AND LEVEL III SITE PLAN STANDARDS AND SUBMISSION CHECKLIST

Provide assessment of compliance with standards and include supplemental documentation, as applicable.

Submit each Tab as one PDF file and bookmark the items as noted below

Tab 2 - TRANSPORTATION

Check list	Assess/Provide/Document:
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Transportation Analysis- Traffic Impact (14-526 (a) 1) <ul style="list-style-type: none"> • Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts • Traffic Impact Study (Technical Manual, Section 1) if applicable
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Access and Circulation (14-526 (a) 2 a) <ul style="list-style-type: none"> • Access and internal circulation, addressing ADA access • Access and egress impacts on traffic flows • Description and use of drive-up features, if applicable
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Loading and Servicing (14-526 (a) 2 b) <ul style="list-style-type: none"> • Loading and servicing needs, route and travel way geometrics for deliveries • Turning templates for delivery vehicles, if applicable
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sidewalks (14-526 (a) 2 c) <ul style="list-style-type: none"> • Sidewalks and condition along street frontages and internal walkways • Engineered details for ADA ramps and public sidewalk details meeting sidewalk materials policy and ADA ramp construction details as applicable (Technical Manual, Section 1)
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Public Transit (14-526 (a) 3), if applicable <ul style="list-style-type: none"> • Existing available transit services • Proposed site plan design details, such as easement, pad base, and shelter
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-Street Parking: Vehicle & Motorcycle/Scooter) (14-526 (a) 4 a and c) <ul style="list-style-type: none"> • Expected parking demand, proposed parking supply, ADA parking, and applicable Zoning Requirements • Address Technical Manual standards (Section 1) for curb cut separation and parking lot layout and locate on site plan
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Bicycle Parking (14-526 (a) 4 b) <ul style="list-style-type: none"> • Address bicycle parking requirements and identify locations on-site • Construction details for bike racks (Technical Manual, Section 1)
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Snow Storage (14-526 (a) 4 d) <ul style="list-style-type: none"> • Management plan for snow removal and locate snow storage areas on plan
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Traffic Demand Management (TDM) (14-526 (a) 5), if applicable <ul style="list-style-type: none"> • Develop TDM with Trip Reduction Targets and Strategies

Tab 3 - ENVIRONMENTAL AND LANDSCAPE FEATURES			
Check list			Assess/Provide/Document:
Yes	NA	Plan	Preservation of Significant Natural Features (14-526 (b) 1), if applicable <ul style="list-style-type: none"> Trees, plants, habitats listed on State or Federal list of endangered or threatened High and moderate value waterfowl and wading habitat Aquifers on Casco Bay Islands Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains) Proposed preservation areas and protection measures Documentation from environmental consultants, determinations from applicable state agencies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Landscaping and Landscape Preservation (14-526 (b) 2 a) <ul style="list-style-type: none"> Preservation of trees and preservation within required zoning setbacks (Technical Manual, Section 4) Protection measures of existing vegetation during construction Protection measures within Shoreland Zone, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Site Landscaping (14-526 (b) 2 b) <ul style="list-style-type: none"> Screening and buffering of service areas and between non-residential and residential uses Planting plans with plant schedule and sizes (Technical Manual, Section 4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Parking Lot Landscaping (14-526 (b) 2 b ii), if applicable <ul style="list-style-type: none"> Landscaped islands within parking areas (Technical Manual, Section 4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Street Trees (14-526 (b) 2 b iii) <ul style="list-style-type: none"> Existing Heritage or Feature Trees on site and measures to preserve Identify street trees on the plan meeting the site plan and Technical Manual standards (Section 4) or identify alternative measures, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tab 4 - ENVIRONMENTAL AND STORMWATER			
Check list			Assess/Provide/Document:
Yes	NA	Plan	Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a) <ul style="list-style-type: none"> Stormwater report in compliance with Section 5 of Technical Manual and DEP Chapter 500 stormwater for basic, general and flooding standards, as applicable Erosion control plan and measures Evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater, as applicable Subsurface sanitary sewage disposal and groundwater protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tab 5 - PUBLIC INFRASTRUCTURE AND SAFETY			
Check list			Assess/Provide/Document:
Yes	NA	Plan	Consistency with City Master Plans (14-526 (c) 1) <ul style="list-style-type: none"> Identify consistency with master plans Proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Public Safety and Fire Prevention (14-526 (c)) <ul style="list-style-type: none"> Address Crime Prevention through Environmental Design (CPTED) (Technical Manual, Section 3) Emergency vehicle access Address consistency with public safety standards (Technical Manual, Section 3) Submit a code summary referring NFPA 1 and all Fire Department standards (Technical Manual, Section 3) – Fire Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Availability and Adequacy of Public Utilities (14-526 (c) 3) (Technical Manual, Sections 2 & 9) <ul style="list-style-type: none"> Electrical services, including providing underground services Identify existing and proposed connections for public utilities and required public utility upgrades Sewer line connections are required, if there is a main within 200 feet Proposed solid waste management facilities on-site and management for the site Written evidence of the ability to serve from utility companies, as applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tab 6 - SITE DESIGN			
Check list			Assess/Provide/Document:
Yes	NA	Plan	Massing, Ventilations and Wind Impact (14-526 (d) 1) <ul style="list-style-type: none"> Wind and ventilation impacts on adjoining structures and/or adjacent public spaces. Wind study, if applicable Bulk, location or height impacts on adjoining structures Identify and locate HVAC equipment and venting away from public spaces and residential properties Identify screening and manufacturing specifications for noise, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Shadows (14-526 (d) 2), if applicable <ul style="list-style-type: none"> Shadow analysis of impacts on publicly accessible open space (Technical Manual, Section 11)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Snow and Ice Loading (14-526 (d) 3) <ul style="list-style-type: none"> Building design to prevent snow and ice from loading or falling onto adjacent properties or public ways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	View Corridors (14-526 (d) 4), if applicable <ul style="list-style-type: none"> Protection of designated view corridors (Portland Design Manual, Appendix 1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Historic Resources (14-526 (d) 5), if applicable</p> <ul style="list-style-type: none"> • Identify developments within Historic Districts or affecting Designated Landmarks • Certificate of Appropriateness or other evidence • Identify Developments within 100 feet of Historic Districts or affecting Designated Landmarks. Advisory HP review may be required • Address preservation and documentation of Archaeological Resources
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Exterior Lighting (14-526 (d) 6)</p> <ul style="list-style-type: none"> • Cut sheets of on-site light fixtures and any architectural or specialty lights (Technical Manual, Section 12) • Engineered details for any lights proposed in street right-of-way (Technical Manual, Section 10)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Noise and Vibration (14-526 (d) 7)</p> <ul style="list-style-type: none"> • Evidence of noise levels for equipment, such as equipment specifications, to demonstrate consistency with zoning requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Signage and Wayfinding (14-526 (d) 8), if applicable</p> <ul style="list-style-type: none"> • Signage plan showing the location, dimensions, height and setback of all existing and proposed signs. Signs in Historic Districts are reviewed by Historic Preservation staff • Proposed commercial and directional signage on site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Zone Related Design Standards (14-526 (d) 5)</p> <ul style="list-style-type: none"> • Address Historic Preservation Design Review, if applicable • Address any applicable design review standards by zone • Address submission requirements from Design Manual, page 1, addressing neighborhood context • Description of exterior materials, color, finish, and samples
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tab 7 - Construction Management Plan				
Check list				
<p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Construction Management Plan</p> <ul style="list-style-type: none"> • Construction Management Document and Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Level II and Level III Site Plan Checklist

Please upload the following drawings with the listed details into e-Plan

- RECENT BOUNDARY SURVEY** (stamped by Maine Licensed Surveyor)

Must be in compliance with Technical Manual, Section 13

SITE PLAN(s) (stamped by Maine Licensed Engineer) including:

Existing Conditions

- Approximate location of structures on abutting property
- Topography
- Locate water courses
- Delineate wetlands
- Zone lines

Proposed Site Plan

- Ground floor area, and grade elevations for all buildings

Access, Circulation, and Parking

- Streets and intersections adjacent to site , any proposed geometric modifications
- Location, dimensions and materials of all existing and proposed driveways, vehicle, bicycle, & pedestrian access ways with corresponding curb lines
- Engineered specifications/ cross-sections for proposed driveways, sidewalks & paved areas
- Location and dimensions of proposed loading areas
- Existing and proposed transit infrastructure with dimensions/ engineering specifications
- Location of vehicle and bicycle parking with dimensions and engineering specifications

Site Considerations

- Identify snow storage areas
- Location of fire hydrants
- Location of solid waste management facilities

UTILITY PLAN including:

- Existing utilities on site and within public streets
- Location, sizing, and directional flows of all existing and proposed utilities
- Location and dimensions of off-premises public or publicly accessible infrastructure adjacent to site
- Electric utility infrastructure

<input type="checkbox"/> GRADING and DRAINAGE PLAN including:
<ul style="list-style-type: none"> • Existing grades and drainage • Proposed grades • Proposed stormwater management meeting Technical Manual (Section 5) standards • Location and proposed alteration of a water course • Preservation or alteration of wetlands
<input type="checkbox"/> EROSION CONTROL
<ul style="list-style-type: none"> • Must be in compliance with Technical Manual, Section 5
<input type="checkbox"/> LANDSCAPE PLAN including:
<ul style="list-style-type: none"> • Existing vegetation to be preserved and preservation measures • Proposed landscaping and buffers • Planting schedule
<input type="checkbox"/> RECORDING PLAT , if applicable
<ul style="list-style-type: none"> • IF SUBDIVISION: Must be in compliance with requirements of Section 14-496 (b)
<input type="checkbox"/> ARCHITECTURAL PLANS & RENDERINGS including:
<ul style="list-style-type: none"> • Exterior building elevations, color renderings, illustrations of all sides • Location and dimensions of all existing & proposed HVAC & mechanical equipment, all proposed screening • Provide context drawings, if applicable (Design Manual, page 1) • Floor plans



ZONING ANALYSIS Relevant Zone(s) _____

All Projects:

	Required	Proposed
Lot Size		
Area Per Dwelling Unit		
Minimum Street Frontage		
Front Yard Minimum		
Front Yard Maximum		
Rear Yard		
Yard Right		
Yard Left		
Side Street Setback		
Step Back		
Maximum Lot Coverage		
Minimum Lot Coverage		
Maximum Height		
Open Space		
Maximum Impervious Area		
Pavement Setback		
Floor Area Ratio		
Off Street Parking Spaces		
Loading Bays		
Other 1 Pier Line Setback		
Other 2 Marine Office		
Other 3 Other		

Planned Residential Unit Developments (PRUD) Requirements

	Required	Proposed
Minimum Lot Size		
Minimum Lot Area per Dwelling		
Maximum # Units per Building		
Maximum Building Length		
Maximum Accessory Building Length		
Minimum Setbacks		
Minimum Building Separation		
Minimum Open Space		

Affordable Housing Density Bonuses (if applicable)

	Bonus Increase or Decrease	Maximum Allowable With Bonus	Proposed
Density			
Height			
Setback Reduction			
Recreation Space			
Maximum Accessory Building Length			
Minimum Setbacks			
Minimum Building Separation			
Minimum Open Space			
Explanatory Text 1 (optional):			
Explanatory Text 2 (optional):			
Explanatory Text 3 (optional):			

Standard to be Waived: Cite Ordinance or Technical Manual Standard	Cite Standard Language: Cite specific language of applicable Ordinance or Technical Manual Standard	Waiver Being Sought: Describe waiver being sought. Ex. – We are requesting a two-way parking lot drive aisle width of 20' feet.	Justification for Waiver: Address specific waiver criteria, if applicable, and document reasons for the waiver request.



PORTLAND FIRE DEPARTMENT
SITE REVIEW
FIRE DEPARTMENT CHECKLIST



A separate drawing[s] shall be provided as part of the site plan application for the Portland Fire Department's review.

1. Name, address, telephone number of applicant
- 2.
3. Name address, telephone number of architect
4. Proposed uses of any structures [NFPA and IBC classification]
- 5.
6. Square footage of all structures [total and per story]
7. Elevation of all structures
8. Proposed fire protection of all structures
 - **As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)**
9. Hydrant locations
10. Water main[s] size and location
11. Access to all structures [min. 2 sides]
12. A code summary shall be included referencing NFPA 1 and all fire department. Technical standards.

Some structures may require Fire flows using annex H of NFPA 1