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**Planning & Urban Development Department**

Jeffrey Levine, Director

**Planning Division**

Alexander Jaegerman, Director

**February 5, 2015**

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Liv Chase

Sunny Time Solar, LLC

P.O. Box 15372

Portland, Maine 04112

**RE:** Review Comments for Level I, Minor Residential Site Plan

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| **Project Name:** | Chase Two Family |
| **Project ID:** | 2015-00033 |
| **Project Address:** | 48 Hancock Street **CB**L: 020-D-012001 |
| **Planner:** | Philip DiPierro |

DearMs. Chase:

Thank you for submitting your site plan application for a two family residence at 48 Hancock 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 survey that meets the following survey standards for a Level I Minor Residential site plan application:

* 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 proposed building locations on site prior to the issuance of a building permit.
* Boundary Survey plans, based on State of Maine Professional Licensing Boards’ legal requirements, shall bear the seal of a Professional Land Surveyor licensed to practice in the State of Maine.
* All plans shall state the Official City of Portland Benchmark used as supplied by the Department of Public Services Engineering Division Archivist.
* It may be required, especially in areas of old subdivision plans and areas not previously subdivided, that the survey show tie bearings and distances to the nearest street line corner, or to the nearest City of Portland survey monument. Survey tie line precision shall be an inverse line with the bearing to the nearest second and the distance to the nearest hundredth of a foot. This requirement is to aid in adding and verifying the property location on the City of Portland digital GIS basemap.

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 submit a copy of your deed that shows right, title, and interest.
   * Please show the existing and proposed structures, as applicable, and the distances from all property lines.
   * Please add the zoning district to the site plan.
   * Please add the ground floor areas and the finished floor elevation to the site plan.
   * Please add the locations of all utilities (existing & proposed) from the street to the structure, to the site plan.
   * Please add the soil type 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 design the grading plan so that it is clear that neighboring properties are not negatively impacted by stormwater surface drainage, ie. berming and swaling so that stormwater is directed to the front of the site towards the street, etc. Be advised, the City’s Sewer Ordinance does not allow you to tie your roof drains into the City sewer system.
   * 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 location, area, and limits of the proposed site disturbance.
   * Please show on the site plan where the foundation drain will outlet.

Site Plan Standards:

1. Please address the following site plan standards:
   * The Ordinance requires that a minimum of 2 trees be planted along your frontage for a 2 unit structure (1 tree per unit). Since you are proposing to plant only 1 tree, a contribution to the City Tree Fund is required for 1 additional tree.
   * Please explain how you plan to construct the project without impacting abutting properties, or submit the construction easements that allow access during construction
   * Please revise the plans so that the project meets the B-2b zoning related design standards. Please refer to the attached Design Review Memo dated February 4, 2015, provided by Caitlin Cameron, Urban Designer.

Zoning:

1. Please address the following zoning issues raised by the Zoning Administrator, Ann Machado:
   * There is no scale on the site plan. What is the impervious surface area?
   * On the boundary survey, the two corners of the lot on the right front and rear are not indicated. I can't tell exactly where the property lines are. Also the dimensions of the lot are unclear.
   * What is the use of the tower? It is above the 45' maximum height. It appears to be a room.
   * In the north elevation, it looks like there is a railing around part of the top floor but in the west elevation, it looks like its’ more solid. A railing is not depicted in the Fifth Floor floor plan, so it is difficult to tell what is proposed other than what is shown in the elevations. It appears to be a deck, please clarify.
   * As far as the two required parking spaces, the lot was legally nonconforming before as to parking spaces. It is a new structure but unless it is vacant for over a year, the nonconformity of parking spaces would remain. Providing only one parking space on site in the garage for this project is acceptable. Please be advised that parking across the street at 49 Hancock Street as a means for providing parking for 48 Hancock Street is not permitted.

**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