

PROJECT NAME: The Bay House Phase 2

PROPOSED DEVELOPMENT ADDRESS:
Newbury Street

PROJECT DESCRIPTION:
39 Unit, Four Story Residential Multi - Plex

CHART/BLOCK/LOT: 020 - D013
020 - D014
020 - D015
020 - D032

PRELIMINARY PLAN 7-16-13 (date)
FINAL PLAN TBD (date)

CONTACT INFORMATION:

Applicant - must be owner, Lessee or Buyer Name: <u>113 Newbury Street LLC</u> Business Name, if applicable: <u>Same</u> Address: <u>35 Fay Street, 107B</u> City/State: <u>Boston MA</u> Zip Code: <u>02110</u>	Applicant Contact Information Work # <u>Demetri Dasco 617.482.3006</u> Home# <u>N/A</u> Cell # <u>N/A</u> Fax# <u>N/A</u> e-mail: <u>dasco@atlaskoston.com</u>
Owner - (if different from Applicant) Name: <u>N/A</u> Address: City/State: Zip Code:	Owner Contact Information Work # <u>N/A</u> Home# Cell # Fax# e-mail:
Agent/ Representative Name: <u>William Conway, Sebago Technics</u> Address: <u>75 John Roberts Road</u> City/State: <u>So. Portland ME</u> Zip Code: <u>04106</u>	Agent/Representative Contact information Work # <u>207.200.2055</u> Cell # <u>207.205.5271</u> e-mail: <u>Wconway@sebago technics.com</u>
Billing Information Name: <u>Same as applicant</u> Address: City/State: Zip Code:	Billing Information Work # <u>See Applicant Contact Info</u> Cell # Fax# e-mail:

Engineer Name: Sebago Technics, Inc. Address: City/State : Zip Code:	Engineer Contact Information Work # See Agent Contact Info Cell # Fax# e-mail:
Surveyor Name: Sebago Technics, Inc. Address: City/State : Zip Code:	Surveyor Contact Information Work # See Agent Contact Info Cell # Fax# e-mail:
Architect Name: David M. White Address: City/State : Zip Code:	Architect Contact Information Work # 603 - 494 - 0816 Cell # Fax# e-mail:
Attorney Name: N/A Address: City/State : Zip Code:	Attorney Contact Information Work # N/A Cell # Fax# e-mail:

APPLICATION FEES:

Check all reviews that apply. (Payment may be made by Cash or Check payable to the City of Portland.)

<p>Level III Development (check applicable reviews)</p> <p><input checked="" type="checkbox"/> Less than 50,000 sq. ft. (\$500.00) <input checked="" type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000) <input type="checkbox"/> 100,000 - 200,000 sq. ft. (\$2,000) <input type="checkbox"/> 200,000 - 300,000 sq. ft. (\$3,000) <input type="checkbox"/> over 300,00 sq. ft. (\$5,000) <input type="checkbox"/> Parking lots over 11 spaces (\$1,000) <input type="checkbox"/> After-the-fact Review (\$1,000.00 plus applicable application fee)</p> <hr/> <p>The City invoices separately for the following:</p> <ul style="list-style-type: none"> - Notices (\$.75 each) - Legal Ad (% of total Ad) - Planning Review (\$40.00 hour) - Legal Review (\$75.00 hour) <p>Third party review is assessed separately.</p>	<p>Other Reviews (check applicable reviews)</p> <p><input type="checkbox"/> Traffic Movement (\$1,000) <input type="checkbox"/> Stormwater Quality (\$250) <input checked="" type="checkbox"/> Subdivisions (\$500 + \$25/lot) [\$ 1175] # of Lots ___ x \$25/lot = ___ <input type="checkbox"/> Site Location (\$3,000, except for residential projects which shall be \$200/lot) # of Lots ___ x \$200/lot = ___</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Change of Use <input type="checkbox"/> Flood Plain <input type="checkbox"/> Shoreland <input type="checkbox"/> Design Review <input type="checkbox"/> Housing Replacement <input type="checkbox"/> Historic Preservation</p>
<p>Plan Amendments (check applicable reviews)</p> <p><input type="checkbox"/> Planning Staff Review (\$250) <input type="checkbox"/> Planning Board Review (\$500)</p>	

APPLICATION SUBMISSION

All site plans and written application materials must be submitted in digital format. Each plan shall be submitted as a separate file and named as noted on page 12. In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), written materials, and application fee must be submitted to the Planning Division Office to start the review process.

Submissions shall include one (1) paper packet with folded plans containing the following materials:


1. One (1) full size set of plans that must be folded.
2. One (1) copy of all written materials as follows, unless otherwise noted:
 - a. Application form that is completed and signed.
 - b. Cover letter stating the nature of the project.
 - c. All Written Submittals (Sec. 14-525 2. (c), including evidence of right, title and interest.
3. A stamped standard boundary survey prepared by a registered land surveyor at a scale not less than one inch to 50 feet.
4. Plans and maps based upon the boundary survey and containing the information found in the attached sample plan checklist.
5. Copy of the checklist completed for the proposal listing the material contained in the submitted application.
6. One (1) set of plans reduced to 11 x 17.

Refer to the application checklist for a detailed list of submittal requirements.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521). Portland's Land Use Code is on the City's web site: www.portlandmaine.gov Copies of the ordinances may be purchased through the Planning Division.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Planning Authority and Code Enforcement's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

This application is for a Level III Site Plan review. It is not a permit to begin construction. An approved site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.

Signature of Applicant: 	Date: 7/16/13
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PROJECT DATA

The following information is required where applicable, in order complete the application.

Total Area of Site	30,492	sq. ft.
Proposed Total Disturbed Area of the Site	30,492	sq. ft.
If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland		
Impervious Surface Area		
Impervious Area (Existing)	30,492	sq. ft.
Impervious Area (Proposed)	27,492	sq. ft.
Building Ground Floor Area and Total Floor Area		
Building Footprint (Existing)	0	sq. ft.
Building Footprint (Proposed)	17,395	sq. ft.
Floor Area (Existing)	0	sq. ft.
Floor Area (Proposed)	60,085	sq. ft.
Zoning		
Existing		
Proposed, if applicable	B2b B2b	
Land Use		
Existing		
Proposed	VACANT LOT RESIDENTIAL	
Residential, if applicable		
Residential Units (Existing)	0	
Residential Units (Proposed)	39	
# Number of Lots (Proposed)	1	
Affordable Housing Units (Proposed)	0	
Efficiency Units (Proposed)	0	
One-Bedroom Units (Proposed)		
Two-Bedroom Units (Proposed)	34	
Three-Bedroom Units (Proposed)	MIX	
Parking Spaces		
Parking Spaces (Existing)	0	
Parking Spaces (Proposed)	42	
Handicapped Spaces (Proposed)	2	
Bicycle Parking Spaces		
Bicycle Spaces (Existing)	0	
Bicycle Spaces (Proposed)	16	
Estimated Cost of Project	\$ 12.0 M	

**General Submittal Requirements – Preliminary Plan (Optional)
Level III Site Plan
Preliminary Plan Phase Check list (if elected by applicant)**

Applicant Checklist	Planner Checklist	Number of Copies	Written Submittal Requirements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Completed application form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Application fees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Written description of project <i>See Attachment A</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Evidence of right, title and interest. <i>See Attachment C</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Copies of required State and/or Federal permits. <i>N/A</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Written assessment of proposed project's compliance with applicable zoning requirements. <i>Cover letter / Site Plan Notes</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Written description of existing and proposed easements or other burdens. <i>N/A</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Written requests for waivers from individual site plan and/or technical standards, where applicable. <i>See Attachment E</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Traffic analysis (may be preliminary, in nature, during the preliminary plan phase). <i>See Attachment D</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Written summary of significant natural features located on the site. <i>N/A</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Written summary of project's consistency with related city master plans. <i>Attch. A</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Neighborhood Meeting Material (refer to page 13 of this application.) <i>TBD</i>
Applicant Checklist	Planner Checklist	Number of Copies	Site Plan Submittal Requirements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Boundary Survey meeting the requirements of Section 13 of the City of Portland Technical Manual.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Preliminary Site Plan including the following: (Information provided may be preliminary in nature during preliminary plan phase)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed structures with distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone).
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Location of adjacent streets and intersections and approximate location of structures on abutting properties.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Proposed site access and circulation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Proposed grading and contours.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Location and dimension of existing and proposed paved areas including all parking areas and vehicle, bicycle and pedestrian access ways.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Preliminary landscape plan including existing vegetation to be preserved, proposed site landscaping and street trees.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed utilities (preliminary layout).
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Preliminary Infrastructure Improvements (e.g. - curb and sidewalk improvements, roadway intersection modifications, utility connections, transit infrastructure, roadway improvements).
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Preliminary stormwater management and erosion control plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing significant natural features located on the site (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features listed in Section 14-526 (b) 1. of the Land Use Code). <i>N/A</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Proposed alterations to and protection measures for significant natural features located on the site (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features listed in Section 14-526 (b)1. of the Land Use Code). <i>N/A</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed easements or public or private rights of way. <i>N/A</i>

General Submittal Requirements – Final Plan (Required)

Level III Site Plan

Final Plan Phase Check list (including items listed above in General Requirements for Preliminary Plan, if applicant did not elect to submit for a preliminary plan review)

Applicant Checklist	Planner Checklist	Number of Copies	Written Submittal Requirement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Evidence of financial and technical capacity. <i>Attachment F</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Evidence of utilities' capacity to serve the development. <i>At Final Plan</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Written summary of fire safety (referencing NFPA fire code and Section 3 of the City of Portland Technical Manual). <i>Attachment B</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Construction management plan. <i>At Final Plan</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Traffic Plan (if development will (1) generate 100 or more PCE or (2) generate 25 or more PCE and is located on an arterial, within 1/2 mile of a high crash location, and/or within ¼ mile of an intersection identified in a previous traffic study as a failing intersection). <i>See Attachment D</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Stormwater management plan. <i>See Attachment G</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Written summary of solid waste generation and proposed management of solid waste. <i>Title Cover letter</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Written assessment of conformity with applicable design standards. <i>Attach A</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Manufacturer's verification that HVAC and manufacturing equipment meets applicable state and federal emissions requirements. <i>Title Cover letter</i>

Final Plan Phase			
<input type="checkbox"/>	<input type="checkbox"/>	1	Final Site Plan including the following
<input type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed structures on the site with distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone).
<input type="checkbox"/>	<input type="checkbox"/>		▪ Location of adjacent streets and intersections and approximate location of structures on abutting properties.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Proposed site access and circulation.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Proposed grading and contours.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Location and dimension of existing and proposed paved areas including all parking areas and vehicle, bicycle and pedestrian access ways. Proposed curb lines must be shown.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Proposed loading and servicing areas, including applicable turning templates for delivery vehicles
<input type="checkbox"/>	<input type="checkbox"/>		▪ Proposed snow storage areas or snow removal plan.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Proposed trash and recycling facilities.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Landscape plan including existing vegetation to be preserved, proposed site landscaping and street trees.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed utilities.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Location and details of proposed infrastructure improvements (e.g. - curb and sidewalk improvements, roadway intersection modifications, utility connections, public transit infrastructure, roadway improvements).
<input type="checkbox"/>	<input type="checkbox"/>		▪ Proposed septic system, if not connecting to municipal sewer. (Portland Waste Water Application included in this application)
<input type="checkbox"/>	<input type="checkbox"/>		▪ Proposed finish floor elevation (FFE).
<input type="checkbox"/>	<input type="checkbox"/>		▪ Exterior building elevation(s) (showing all 4 sides).
<input type="checkbox"/>	<input type="checkbox"/>		▪ Proposed stormwater management and erosion controls.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Exterior lighting plan, including street lighting improvements..

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<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Proposed signage.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Identification of existing significant natural features located on the site (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features listed in Section 14-526 (b)1. of the Land Use Code). Wetlands must be delineated.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Proposed alterations to and protection measures for of existing significant natural features located on the site (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features listed in Section 14-526 (b)1. of the Land Use Code).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Total area and limits of proposed land disturbance.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Soil type and location of test pits and borings.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Details of proposed pier rehabilitation (Shoreland areas only).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Existing and proposed easements or public or private rights of way.</i>