



Level II – Preliminary and Final Site Plans Development Review Application Portland, Maine

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level III: Preliminary or Final Site Plan. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

Level II: Site Plan Development includes:

- New construction of structures with a total floor area of less than 10,000 sq. ft. in all zones, except in Industrial Zones.
- New construction of structures with a total floor area of less than 20,000 sq. ft. in Industrial Zones.
- Any new temporary or permanent parking area, paving of an existing unpaved surface parking area in excess of 7,500 sq. ft. and serving less than 75 vehicles, or creation of other impervious surface area greater than 7,500 sq. ft.
- Building addition(s) with a total floor area of less than 10,000 sq. ft. (cumulatively within a 3 year period) in any zone, except in Industrial Zones.
- Building addition(s) with a total floor area of less than 20,000 sq. ft. in Industrial Zones.
- Park improvements: New structures or buildings with a total floor area of less than 10,000 sq. ft., facilities encompassing an area of greater than 7,500 sq. ft. and less than 20,000 sq. ft. (excludes rehabilitation or replacement of existing facilities).
- New construction of piers, docks, wharves, bridges, retaining walls, and other structures within the Shoreland Zone.
- Land disturbance between 1 and 3 acres that are stripped, graded, grubbed, filled or excavated.
- A change in the use of a total floor area between 10,000 and 20,000 sq. ft. in any existing building (cumulatively within a 3 year period).
- Lodging house, bed and breakfast facility, emergency shelter or special needs independent living unit.
- Signage subject to approval pursuant to Section 14-526 (d) 8.a. of the Land Use Code.
- Any new major or minor auto service station with less than 10,000 sq. ft. of building area in any permitted zone other than the B-2 or B-5 zones.
- The creation of day care or home babysitting facilities to serve more than 12 children in a residential zone (not permitted as a home occupation under section 14-410) in any principal structure that has not been used as a residence within the 5 years preceding the application.
- Any drive-through facility that is not otherwise reviewed as a conditional use under Article III.

Portland's development review process and requirements are outlined in the [Land Use Code \(Chapter 14\)](#), [Design Manual](#) and [Technical Manual](#).

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8719
planning@portlandmaine.gov

Office Hours
Monday thru Friday
8:00 a.m. – 4:30 p.m.

I. Project Information (Please enter n/a on those fields that are not applicable)

Project Name:	cPort Credit Union
Proposed Development Address:	50 India St. Portland, ME
Project Description:	See Attached description
Chart/Block/Lot:	Map 28/ Block P/ Lot 15
Preliminary Plan	
Final Plan	

II. Contact Information (Please enter n/a on those fields that are not applicable)**APPLICANT**

Name:	Steve Blais
Business Name:	Blais Civil Engineers
Address:	27 Gorham Road
City/State:	Scarborough, ME
Zip Code:	04074
Work #:	207-730-7300
Home #:	
Cell #:	
Fax #:	
E-mail:	sblais@blaisce.com

OWNER

Name:	cPort Credit Union, Inc.
Address:	50 Riverside Industrial Parkway
City/State:	Portland, ME
Zip Code:	04103
Work #:	207-253-4111
Home #:	
Cell #:	207-712-9146
Fax #:	207-878-6212
E-mail:	eardito@cportcu.org

AGENT/REPRESENTATIVE

Name:	Blais Civil Engineers
Address:	27 Gorham Road
City/State:	Scarborough, ME
Zip Code:	04074
Work #:	207-730-7200
Home #:	
Cell #:	
Fax #:	
E-mail:	jyoung@blaisce.com

BILLING (to whom invoices will be forwarded to)

Name:	Peyton Dostie
Address:	50 Riverside Industrial Parkway
City/State:	Portland, ME
Zip Code:	04103
Work #:	207-253-4130
Home #:	
Cell #:	
Fax #:	207-878-6212
E-mail:	PDostie@cportcu.org

ENGINEER

Name:	Blais Civil Engineers
Address:	27 Gorham Rd
City/State:	Scarborough, ME
Zip Code:	04074
Work #:	207-730-7200
Home #:	
Cell #:	
Fax #:	
E-mail:	sblais@blaisce.com

SURVEYOR

Name:	Statewide Surveys, Inc.
Address:	35 Eastman Road
City/State:	Cape Elizabeth Maine
Zip Code:	04107
Work #:	207-767-4200
Home #:	
Cell #:	
Fax #:	
E-mail:	

ARCHITECT

Name:	Deirdre Pio- Gawron Turgeon Architects
Address:	29 Black Point Road
City/State:	Scarborough, ME
Zip Code:	04074
Work #:	207-883-6307
Home #:	
Cell #:	207-671-9068
Fax #:	207-883-0361
E-mail:	dpio@gawronturgeon.com

ATTORNEY

Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN

Name:	Jordan Young
E-mail:	jyoung@blaisce.com
Name:	
E-mail:	
Name:	
E-mail:	

III. APPLICATION FEES**LEVEL II DEVELOPMENT (check applicable review)**

<input checked="" type="checkbox"/>	Less than 10,000 sq. ft.	\$400.00
<input type="checkbox"/>	After-the-fact Review	\$1,000.00 + applicable application fee above

OTHER REVIEWS (check applicable review)

<input type="checkbox"/>	Traffic Movement	\$1,500.00
<input type="checkbox"/>	Stormwater Quality	\$250.00
<input type="checkbox"/>	Site Location	\$3,500.00
	# of Site Location Lots x \$200.00 (per lot)	\$
<input type="checkbox"/>	Change of Use	
<input type="checkbox"/>	Flood Plain	
<input type="checkbox"/>	Shoreland	
<input checked="" type="checkbox"/>	Design Review	
<input type="checkbox"/>	Housing Replacement	
<input type="checkbox"/>	Historic Preservation	
TOTAL APPLICATION FEE DUE:		

IV. FEES ASSESSED AND INVOICED SEPARATELY

- Notices to abutters (receipt of application, workshop and public hearing meetings) (\$.75 each)
- Legal Ad in the Newspaper (% of total ad)
- Planning Review (\$50.00 hour)
- Legal Review (\$75.00 hour)
- Third Party Review (all outside reviews or analysis, eg. Traffic/Peer Engineer, are the responsibility of the applicant and will be assessed and billed separately)

V. PROJECT DATA (Please enter n/a on those fields that are not applicable)

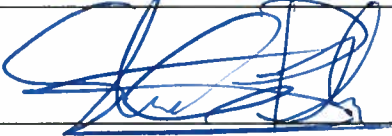
TOTAL AREA OF SITE	2,400	sq. ft.
PROPOSED DISTURBED AREA OF THE SITE	2,400	sq. ft.
<i>If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland.</i>		
IMPERVIOUS SURFACE AREA		
Impervious Area (Total Existing)	2,400	sq. ft.
Impervious Area (Total Proposed)	1,950	sq. ft.
Building Ground Floor Area and Total Floor		
Building Footprint (Total Existing)	0	sq. ft.
Building Footprint (Total Proposed)	1,720	sq. ft.
Building Floor Area (Total Existing)	0	sq. ft.
Building Floor Area (Total Proposed)	6,880	sq. ft.
ZONING		
Existing	IS-FBC	
Proposed, if applicable	N/A	
LAND USE		
Existing	Vacant Parking Lot	
Proposed	Commercial/Residential	
RESIDENTIAL, IF APPLICABLE		
# of Residential Units (Total Existing)	0	
# of Residential Units (Total Proposed)	1	
# of Lots (Total Proposed)	1	
# of Affordable Housing Units (Total Proposed)	0	
PROPOSED BEDROOM MIX		
# of Efficiency Units (Total Proposed)	0	
# of One-Bedroom Units (Total Proposed)	0	
# of Two-Bedroom Units (Total Proposed)	TBD	
# of Three-Bedroom Units (Total Proposed)	TBD	
PARKING SPACES		
# of Parking Spaces (Total Existing)	5	
# of Parking Spaces (Total Proposed)	3- fifteen minute on-street spaces	
# of Handicapped Spaces (Total Proposed)	0	
BICYCLE PARKING SPACES		
# of Bicycle Spaces (Total Existing)	0	
# of Bicycle Spaces (Total Proposed)	4	
ESTIMATED COST OF THE PROJECT		
	\$	\$172,000

VI. APPLICANT SIGNATURE

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law.

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:	5/30/17

PRELIMINARY PLAN (Optional) - Level II Site Plan

Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
X		1	Completed Application form
X		1	Application fees
X		1	Written description of project
X		1	Evidence of right, title and interest
N/A		1	Evidence of state and/or federal approvals, if applicable
X		1	Written assessment of proposed project's compliance with applicable zoning requirements
X		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site
N/A		1	Written requests for waivers from site plan or technical standards, if applicable.
X		1	Evidence of financial and technical capacity
N/A		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST
X		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
		1	Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)
X			Proposed grading and contours;
X			Existing structures with distances from property line;
X			Proposed site layout and dimensions for all proposed structures (including piers, docks or wharves in Shoreland Zone), paved areas, and pedestrian and vehicle access ways;
X			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
X			Preliminary infrastructure improvements;
X			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;
N/A			Location of significant natural features (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features) located on the site as defined in Section 14-526 (b) (1);
N/A			Proposed buffers and preservation measures for significant natural features, as defined in Section 14-526 (b) (1);
X			Location , dimensions and ownership of easements, public or private rights of way, both existing and proposed;
X			Exterior building elevations.