



Jeff Levine, AICP, Director
Planning & Urban Development Department

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

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. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.

Applicant Signature: _____

Agent - Stephen R. Bushey, P.E. _____

I have provided digital copies and sent them on: _____

_____ May 31, 2016

Date:

_____ May 31, 2016

Date:

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3rd Floor, Room 315.



Level III – 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 III: Site Plan Development includes:

- New structures with a total floor area of 10,000 sq. ft. or more except in Industrial Zones.
- New structures with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- New temporary or permanent parking area(s) or paving of existing unpaved parking areas for more than 75 vehicles.
- Building addition(s) with a total floor area of 10,000 sq. ft. or more (cumulatively within a 3 year period) except in Industrial Zones.
- Building addition(s) with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- A change in the use of a total floor area of 20,000 sq. ft. or more in any existing building (cumulatively within a 3 year period).
- Multiple family development (3 or more dwelling units) or the addition of any additional dwelling unit if subject to subdivision review.
- Any new major or minor auto business in the B-2 or B-5 Zone, or the construction of any new major or minor auto business greater than 10,000 sq. ft. of building area in any other permitted zone.
- Correctional prerelease facilities.
- Park improvements: New structures greater than 10,000 sq. ft. and/or facilities encompassing 20,000 sq. ft. or more (excludes rehabilitation or replacement of existing facilities); new nighttime outdoor lighting of sports, athletic or recreation facilities not previously illuminated.
- Land disturbance of 3 acres or more (includes stripping, grading, grubbing, filling or excavation).

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

Planning Division

Fourth Floor, City Hall
389 Congress Street
(207) 874-8719

Office Hours

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

PROJECT NAME: Site Development for Union and Widgey Wharf - Commercial Street

PROPOSED DEVELOPMENT ADDRESS:

230 Commercial Street at 1 Widgey Wharf and 1 Union Wharf

PROJECT DESCRIPTION:

Development of three buildings over multiple phases. Phase 1 building will be approximately 18,745 SF office building. Future phases will include restaurant/retail/market spaces within two structures totaling approximately 25,000 SF.

CHART/BLOCK/LOT: 031/K/003 & 103
031/L/035, 038 & 135

PRELIMINARY PLAN 05/31/16 (date)
FINAL PLAN TBD (date)

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer Name: Malcolm Poole Proprietors of Union Wharf Business Name, if applicable: Address: PO Box 7467 DTS City/State : Portland, ME Zip Code: 04112	Applicant Contact Information Work # 207.772.8160 Home# Cell # Fax# 207.939.1431 e-mail: mpoole@whshurtleff.com
Owner – (if different from Applicant) Name: Same as Above Address: City/State : Zip Code:	Owner Contact Information Work # Home# Cell # Fax# e-mail:
Agent/ Representative Name: Stephen R. Bushey, P.E. Stantec Address: 482 Payne Road City/State : Scarborough, ME Zip Code: 04074	Agent/Representative Contact information Work # 207.883.3355 Cell # 207.756.9359 e-mail: stephen.bushey@stantec.com
Billing Information Name: Same as Applicant Address: City/State : Zip Code:	Billing Information Work # Cell # Fax# e-mail:

Engineer Name: Same as Agent Address: City/State : Zip Code:	Engineer Contact Information Work # Cell # Fax# e-mail:
Surveyor Name: Elwood Ellis Downeast Surveying & Development Address: PO Box 6234 City/State : China Village, ME Zip Code: 04926	Surveyor Contact Information Work # 207.968.2507 Cell # Fax# e-mail:
Architect Name: David Lloyd Archetype, P.A. Address: 48 Union Wharf City/State : Portland, ME Zip Code: 04101	Architect Contact Information Work # 207.772.6022 Cell # Fax# e-mail: lloyd@archetypepa.com
Attorney Name: Address: City/State : Zip Code:	Attorney Contact Information Work # Cell # Fax# e-mail:

APPLICATION FEES:

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

Level III Development (check applicable reviews) ___ Less than 50,000 sq. ft. (\$500.00) ___ 50,000 - 100,000 sq. ft. (\$1,000) ___ 100,000 – 200,000 sq. ft. (\$2,000) ___ 200,000 – 300,000 sq. ft. (\$3,000) ___ over 300,00 sq. ft. (\$5,000) ___ Parking lots over 11 spaces (\$1,000) ___ After-the-fact Review (\$1,000.00 plus applicable application fee) Plan Amendments (check applicable reviews) ___ Planning Staff Review (\$250) ___ Planning Board Review (\$500) The City invoices separately for the following: <ul style="list-style-type: none"> • Notices (\$.75 each) • Legal Ad (% of total Ad) • Planning Review (\$40.00 hour) • Legal Review (\$75.00 hour) Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.	Other Reviews (check applicable reviews) ___ Traffic Movement (\$1,000) ___ Stormwater Quality (\$250) ___ Subdivisions (\$500 + \$25/lot) # of Lots ___ x \$25/lot = _____ ___ Site Location (\$3,000, except for residential projects which shall be \$200/lot) # of Lots ___ x \$200/lot = _____ ___ Other _____ ___ Change of Use ___ Flood Plain ___ Shoreland ___ Design Review ___ Housing Replacement ___ Historic Preservation
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APPLICATION SUBMISSION:

1. All site plans and written application materials must be submitted electronically on a CD or thumb drive with each plan and each document submitted as separate files. Naming conventions for the individual files can be found on the **Electronic Plan and Document Submittal** page of the City’s website at <http://me-portland.civicplus.com/764/Electronic-Plan-and-Document-Submittal>
2. **In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), paper copy of written materials, and the application fee must be submitted to the Building Inspections Office to start the review process.**

The application must be complete, including but not limited to the contact information, project data, application checklists, wastewater capacity, plan for fire department review, and applicant signature. The submissions shall include one (1) paper packet with folded plans containing the following materials:

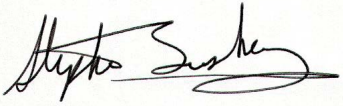
1. **One (1) full size site plans that must be folded.**
2. One (1) copy of all written materials or as follows, unless otherwise noted:
 - a. Application form that is completed and signed.
 - b. Cover letter stating the nature of the project.
 - c. All Written Submittals (Sec. 14-525 2. (c), including 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. One (1) set of plans reduced to 11 x 17.

Please refer to the application checklist (attached) for a detailed list of submission requirements.

APPLICANT SIGNATURE:

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: May 31, 2016
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PROPRIETORS OF UNION WHARF

36 UNION WHARF — P.O. BOX 7467 DTS

PORTLAND, MAINE 04112

December 31, 2014

**Subject: Widgery Wharf – Portland, ME
Agent Authorization Letter**

To Whom It May Concern:

Proprietors of Union Wharf and Poole Group of Companies has retained Fay, Spofford & Thorndike, LLC to prepare requisite Local, State and Federal Permit Applications for the above referenced project. FST is authorized to act as an agent for Proprietors of Union Wharf and Poole Group of Companies in matters related to these permits.

Sincerely,

Proprietors of Union Wharf
Poole Group of Companies



Malcolm Poole
Vice President

PROJECT DATA

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

Total Area of Site	217,800	sq. ft. (5 ac)
Proposed Total Disturbed Area of the Site	20,000	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 (Total Existing)	181,907	sq. ft.
Impervious Area (Total Proposed)	181,907	sq. ft.
Building Ground Floor Area and Total Floor Area		
Building Footprint (Total Existing)	53,657	sq. ft.
Building Footprint (Total Proposed)	63,717	sq. ft.
Building Floor Area (Total Existing)	60,000 +/-	sq. ft.
Building Floor Area (Total Proposed)	90,000 +/-	sq. ft.
Zoning		
Existing	WCZ/NMUOZ	
Proposed, if applicable	-	
Land Use		
Existing	Mixed Commercial (Waterfront Central Zone)	
Proposed	Mixed Commercial Marine & Non Marine	
Residential, If applicable		
# of Residential Units (Total Existing)	N/A	
# of Residential Units (Total Proposed)		
# of Lots (Total Proposed)		
# of Affordable Housing Units (Total Proposed)		
Proposed Bedroom Mix		
# of Efficiency Units (Total Proposed)	N/A	
# of One-Bedroom Units (Total Proposed)		
# of Two-Bedroom Units (Total Proposed)		
# of Three-Bedroom Units (Total Proposed)		
Parking Spaces		
# of Parking Spaces (Total Existing)	212	
# of Parking Spaces (Total Proposed)	193 (After Phase 1)	
# of Handicapped Spaces (Total Proposed)	6	
Bicycle Parking Spaces		
# of Bicycle Spaces (Total Existing)	0	
# of Bicycle Spaces (Total Proposed)	8 (All Phases)	
Estimated Cost of Project		
	\$1.5 Million (Phase 1)	

PRELIMINARY PLAN (Optional) - Level III 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
X		1	Written requests for waivers from site plan or technical standards, if applicable.
X		1	Evidence of financial and technical capacity
		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.



May 25, 2016

Mr. Brad Roland
City of Portland
Department of Public Works
55 Portland Street
Portland, ME 04101-2991

**Subject: Proposed Mixed-Use Development
Union Wharf – Portland, Maine
Wastewater Capacity Application**

Dear Mr. Roland:

Our office is working as a consultant to the Proprietors of Union Wharf and Archetype, P.A. in the site planning and permitting associated with a proposed multi-phased mixed-use development to be constructed on Union Wharf (heading northeast on Commercial towards Widgery Wharf Lane) located at 230 Commercial Street and 1-11 Widgery Wharf Lane. The project site is located on all or a portion of Map 31, Block K, Lots 003, 103 and Map 31, Block L, Lots 035, 038, and 135 according to the City of Portland Tax Assessor's Maps. On behalf of the developer, we are requesting a letter affirming that the proposed development can be served by the municipal wastewater treatment system.

The project will consist of these buildings with size and use summarized as follows:

Building #	First Floor	Second Floor	Third Floor
1	6,094 SF Office	6,094 SF Office	6,094 SF Office
2	4,855 SF Open Market/ Restaurant	4,855 SF Restaurant	---
3	5,175 SF Restaurant	5,175 SF Food Court/ Market	4,465 SF Office

The accompanying plans indicate the current program proposed.

The projected water use using the Maine State Plumbing Code and typical City of Portland flows information is as follows:

Building 1	Design Flow
Level 1-3 Office 55 Employees @ 15 gpd/Employee	825 gpd
Building 1 Water Usage Estimate	825 gpd

Building 2	Design Flow
Level 1 – Open Market Restaurant 4,855 SF @ 50 gpd/100 SF	2,427.50 gpd
Level 2 – Restaurant Use 200 Seats @ 30 gpd/Seat Plus 25 Employees @ 12 gpd/Employee	6,000 gpd 300, gpd
Building 2 Water Usage Estimate	8,727.50 gpd



Mr. Brad Roland
May 25, 2016
Page 2

Building 3	Design Flow
Level 1 – Restaurant Use 200 Seats @ 30 gpd/Seat plus 25 Employees @ 12 gpd/Employee	6,000 gpd 300 gpd
Level 2 – Food Court/Market 5,175 SF @ 50 gpd/100 SF	2,587.50 gpd
Level 3 – Office Space 4,018 SF @ 300 SF/Employee = 13 Employees 13 Employees @ 15 gpd/Employee	195 gpd
Building 3 Water Usage Estimate	9,082.50 gpd
TOTAL WATER USE ESTIMATE	18,635 gpd

Based on this modest amount of flow, we trust that the existing wastewater collection and treatment system has adequate capacity to serve this project. We are in the process of completing the Site Plan Application for a submission to the City Planning Staff and would appreciate your response to the Planning Department.

If you have any questions concerning this request, please contact our office.

Sincerely,

STANTEC CONSULTING SERVICES, INC.

Stephen R. Bushey, P.E.
Associate
Phone: 207-883-3478
Fax: 207-883-3376
stephen.bushey@stantec.com

Attachment

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CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Department of Public Services,
55 Portland Street,
Portland, Maine 04101-2991



David Margolis-Pineo
Deputy City Engineer
207-874-8850
207-400-6696
dmp@portlandmaine.gov

Date: May 25, 2016

1. Please, Submit Utility, Site, and Locus Plans.

Site Address: Union Wharf - 218 Commercial Street Chart Block Lot Number: 031/K/003

Proposed Use: Office Building
 Previous Use: Warehouse
 Existing Sanitary Flows: 0 GPD
 Existing Process Flows: 0 GPD
 Description and location of City sewer that is to receive the proposed building sewer lateral.
Direct connection to 8" sanitary on Union Wharf that connects to Commercial Street.

Site Category	Commercial (<i>see part 4 below</i>)	<input checked="" type="checkbox"/>
	Industrial (<i>complete part 5 below</i>)	<input type="checkbox"/>
	Governmental	<input type="checkbox"/>
	Residential	<input type="checkbox"/>
	Other (<i>specify</i>)	<input type="checkbox"/>

Clearly, indicate the proposed connections, on the submitted plans.

2. Please, Submit Contact Information.

City Planner's Name: Barbara Barhydt Phone: 207-874-8699
 Owner/Developer Name: The Proprietors of Union Wharf
 Owner/Developer Address: PO Box 7467 DTS - Portland, ME 04101
 Phone: 207.772.8160 Fax: 207.939.1431 E-mail: mpoole@whshurtleff.com
 Engineering Consultant Name: Stephen R. Bushey, P.E. - Stantec Consulting Services, Inc.
 Engineering Consultant Address: 482 Payne Road - Scarborough, ME 04074
 Phone: 207-887-3478 Fax: 207-883-3376 E-mail: stephen.bushey@stantec.com

Note: Consultants and Developers should allow +/- 15 days, for capacity status, prior to Planning Board Review.

3. Please, Submit Domestic Wastewater Design Flow Calculations.

Estimated Domestic Wastewater Flow Generated: _____ GPD
 Peaking Factor/ Peak Times: _____
 Specify the source of design guidelines: (*i.e.* "Handbook of Subsurface Wastewater Disposal in Maine," "Plumbers and Pipe Fitters Calculation Manual," Portland Water District Records, Other (specify))

Note: Please submit calculations showing the derivation of your design flows, either on the following page, in the space provided, or attached, as a separate sheet.

4. Please, Submit External Grease Interceptor Calculations.

Total Drainage Fixture Unit (DFU) Values: Not Available for Phase 1 Building
Size of External Grease Interceptor: _____
Retention Time: Future Phases Subject to Design
Peaking Factor/ Peak Times: _____

Note: In determining your restaurant process water flows, and the size of your external grease interceptor, please use The Uniform Plumbing Code. Note: In determining the retention time, sixty (60) minutes is the minimum retention time. Note: Please submit detailed calculations showing the derivation of your restaurant process water design flows, and please submit detailed calculations showing the derivation of the size of your external grease interceptor, either in the space provided below, or attached, as a separate sheet.

5. Please, Submit Industrial Process Wastewater Flow Calculations

Estimated Industrial Process Wastewater Flows Generated: _____ GPD
Do you currently hold Federal or State discharge permits? Yes _____ No _____
Is the process wastewater termed categorical under CFR 40? Yes _____ No _____
OSHA Standard Industrial Code (SIC): _____ (<http://www.osha.gov/oshstats/sicser.html>)
Peaking Factor/Peak Process Times: _____

Note: On the submitted plans, please show where the building's domestic sanitary sewer laterals, as well as the building's industrial-commercial process wastewater sewer laterals exits the facility. Also, show where these building sewer laterals enter the city's sewer. Finally, show the location of the wet wells, control manholes, or other access points; and, the locations of filters, strainers, or grease traps.

Note: Please submit detailed calculations showing the derivation of your design flows, either in the space provided, or attached, as a separate sheet.
