

CITY OF PORTLAND, MAINE
SITE PLAN REVIEW
 Processing Form

2/22/80

Applicant City of Portland (Consolidated Constr.) Date Mar. 12, 1980
 Mailing Address 616 Congress St. Address of Proposed Site 401-425 ~~Union~~ St. cor. Patton Court
 Proposed Use of Site parking garage Site Identifier(s) from Assessors Maps 32--I- part of 40
 Acreage of Site / Ground Floor Coverage 0.96 acres / Zoning of Proposed Site B-3

Site Location Review (DEP) Required: () Yes () No Proposed Number of Floors 3
 Board of Appeals Action Required: () Yes () No Total Floor Area 39,348 sq. ft.
 Planning Board Action Required: () Yes () No

Other Comments: _____
 Date Dept. Review Due: _____

BUILDING DEPARTMENT SITE PLAN REVIEW
 (Does not include review of construction plans)

- Use does NOT comply with Zoning Ordinance
 Requires Board of Appeals Action
 Requires Planning Board/City Council Action

Explanation _____
 Use complies with Zoning Ordinance — Staff Review Below

Zoning: SPACE & BULK, as applicable

	DATE	ZONE LOCATION	INTERIOR-OR-CORNER LOT	70-FT. SETBACK AREA (SEC-44)	USE	SEWAGE DISPOSAL	REAR YARDS	SIDE YARDS	FRONT YARDS	PROJECTIONS	HEIGHT	LOT AREA	BUILDING AREA	AREA PER FAMILY	WIDTH OF LOT	LOT FRONTAGE	OFF-STREET PARKING	LOADING BAYS
COMPLIES	✓	✓			✓	✓	✓	✓	✓	✓							✓	
COMPLIES CONDITIONALLY																		
DOES NOT COMPLY																		

CONDITIONS SPECIFIED BELOW
 REASONS SPECIFIED BELOW

REASONS: _____

M. E. Ward 3/12/80
 SIGNATURE OF REVIEWING STAFF/DATE

To the DIRECTOR OF BUILDING & INSPECTION SERVICES, PORTLAND, MAINE

The undersigned hereby applies for a permit to erect, alter, repair, demolish, move or install the following building, structure, equipment or change use in accordance with the Laws of the State of Maine, the Portland B.O.C.A. Building Code and Zoning Ordinance of the City of Portland with plans and specifications, if any, submitted herewith and the following specifications:

LOCATION 401-425 Fore Street Fire District #1 #2
 1. Owner's name and address City of Portland, Me. Telephone
 2. Lessor's name and address Plaza Realty Co. Canal Plaza Telephone 773-6156
 3. Contractor's name and address Consolidated Constr. & Bldg. Inc. Telephone 774-2626
 4. Architect Specifications Plans No. of sheets
 Proposed use of building parking garage No. families
 Last use No. families
 Material No. stories Heat Style of roof Roofing
 Other buildings on same lot
 Estimated contractual cost \$ 2,200,000 Fee \$ 9,901.00

FIELD INSPECTOR—Mr. GENERAL DESCRIPTION

This application is for: @ 775-5451
 Dwelling Ext. 234 To construct parking garage, 184.5' x 198 as per plans.
 Garage
 Masonry Bldg.
 Metal Bldg. Stamp of Special Conditions
 Alterations
 Demolitions
 Change of Use
 Other

NOTE TO APPLICANT: Separate permits are required by the installers and subcontractors of heating, plumbing, electrical and mechanicals.

PERMIT IS TO BE ISSUED TO 1 2 3 4

Other

DETAILS OF NEW WORK

Is any plumbing involved in this work? YES Is any electrical work involved in this work? YES
 Is connection to be made to public sewer? YES If not, what is proposed for sewage?
 Has septic tank notice been sent? Form notice sent?
 Height average grade to top of plate 31' Height average grade to highest point of roof 42'
 Size, front 184.5 depth 198 No. stories 3 solid or filled land? earth or rock?
 Material of foundation concrete Thickness, top 12 bottom cellar
 Kind of roof Rise per foot Roof covering
 No. of chimneys none Material of chimney of lining Kind of heat elec. fuel
 Framing Lumber—Kind Dressed or full size? Corner posts Sills
 Size Girder Columns under girders Size Max. on centers
 Studs (outside walls and carrying partitions) 2x4-16' O. C. Bridging in every floor and flat roof span over 8 feet.
 Joists and rafters: 1st floor 2nd 3rd roof
 On centers: 1st floor 2nd 3rd roof
 Maximum span: 1st floor 2nd 3rd roof
 If one story building with masonry walls, thickness of walls? height?

IF A GARAGE

No. cars now accommodated on same lot to be accommodated number commercial cars to be accommodated
 Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building?

APPROVALS BY: DATE MISCELLANEOUS

BUILDING INSPECTION—PLAN EXAMINER Will work require disturbing of any tree on a public street? YES
 ZONING:
 BUILDING CODE Will there be in charge of the above work a person competent
 Fire Dept.: St. James P. O'Brien to see that the State and City requirements pertaining thereto
 Health Dept.: are observed? YES
 Others:

Signature of Raymond P. Gauvin Phone # SAME
 Type Name of above, Consolidated Constr. & Bldg. Inc.
 Other
 and Address



APPLICATION FOR PERMIT

PERMIT ISSUED

B.O.C.A. USE GROUP

B.O.C.A. TYPE OF CONSTRUCTION

ZONING LOCATION

PORTLAND, MAINE

March 10, 1980

MAR 17 1980

CITY OF PORTLAND

To the DIRECTOR OF BUILDING & INSPECTION SERVICES, PORTLAND, MAINE

The undersigned hereby applies for a permit to erect, alter, repair, demolish, move or install the following building, structure, equipment or change use in accordance with the Laws of the State of Maine, the Portland B.O.C.A. Building Code and Zoning Ordinance of the City of Portland with plans and specifications, if any, submitted herewith and the following specifications:

LOCATION 401-425 Fore Street Plot District #1 #2

1. Owner's name and address City of Portland, Me. Telephone

2. Lessor's name and address Plaza Realty Co., Canal Plaza Telephone 773-6156

3. Contractor's name and address Consolidated Constr. & Plans, Inc., 616 Congress St. Telephone 774-2626

4. Architect

Proposed use of building parking garage No. families

Last use

Material

No. stories

Heat

Style of roof

Roofing

Other buildings on same lot

Estimated contractual cost \$ 2,200,000 Fee \$ 9,904.00

FIELD INSPECTOR—Mr.

GENERAL DESCRIPTION

This application is for:

@ 775-3451

Dwelling

Ext. 234

To construct parking garage, 184.5' x 198 as per plans.

Garage

Masonry Bldg.

Metal Bldg.

Alterations

Demolitions

Change of Use

Other

Stamp of Special Conditions

NOTE TO APPLICANT: Separate permits are required by the installers and subcontractors of heating, plumbing, electrical and mechanicals.

PERMIT IS TO BE ISSUED TO 1 2 3 4

Other

DETAILS OF NEW WORK

Is any plumbing involved in this work? Yes Is any electrical work involved in this work? Yes

Is connection to be made to public sewer? YAS If not, what is proposed for sewerage?

Has septic tank notice been sent? YAS Form notice sent?

Height average grade to top of plate 31.1 Height average grade to highest point of roof 42

Size, front 184.5 depth 198 No. stories 3 solid or filled land?

Material of foundation concrete Thickness, top 12 bottom cellar

Kind of roof

Rise per foot

Roof covering

No. of chimneys none Material of chimneys

of lining

Kind of heat elec. fuel

Framing Lumber—Kind

Dressed or full size?

Corner posts

Sills

Size Girder

Columns under girders

Size

Max. on centers

Studs (outside walls and carrying partitions) 2x4-16' O. C. Bridging in every floor and flat roof span over 8 feet.

Joists and rafters: 1st floor

2nd

3rd

roof

On centers: 1st floor

2nd

3rd

roof

Maximum span: 1st floor

2nd

3rd

roof

If one story building with masonry walls, thickness of walls?

height?

IF A GARAGE

No. cars now accommodated on same lot

to be accommodated

number commercial cars to be accommodated

Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building?

APPROVALS BY:

DATE

MISCELLANEOUS

BUILDING INSPECTION—PLAN EXAMINER

Will work require disturbing of any trees on a public street? Yes

ZONING:

BUILDING CODE P. Bell

Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto



CITY OF PORTLAND, MAINE
Department of Building Inspection

Certificate of Occupancy

LOCATION 401-425 Fore Street

Issued to City of Portland, Maine

Date of Issue Nov, 13, 1980

This is to certify that the building, premises, or part thereof, at the above location, built—altered—changed as to use under Building Permit No. 80/120, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

APPROVED OCCUPANCY

Parking Garage Only

Parking Garage

Limiting Conditions: Pending Fire Prevention Approval

This certificate supersedes
certificate issued

Approved:

H-11-80 *M. Schmuckel*
(Date) Inspector

W. H. [Signature]
Inspector of Buildings

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.



CITY OF PORTLAND, MAINE
Department of Building Inspection

Certificate of Occupancy

LOCATION 401-425 Fore Street

Issued to Scott Teas Associates

Date of Issue Dec. 19, 1980
This is to certify that the building, premises, or part thereof, at the above location, built—altered—changed as to use under Building Permit No. 80/641, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

APPROVED OCCUPANCY

3 Sections of main floor
Limiting Conditions: of parking garage

Movie Theatres

This certificate supersedes
certificate issued

Approved: _____

(Date)

Inspector

12/19/80

100110

Inspector of Buildings

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.

FIRST AMENDMENT TO FORE STREET PARKING GARAGE LEASE

AGREEMENT, made this _____ day of _____, 1986, by and between the CITY OF PORTLAND, Maine (hereinafter referred to as "City") and PLAZA REALTY COMPANY (hereinafter referred to as "Tenant") being the same parties who signed a Lease dated November 8, 1979 pertaining to the Fore Street Parking Garage located in the City of Portland to which this Agreement is amendatory.

W I T N E S S E T H:

The parties agree that the Lease dated November 8, 1979 shall be amended as follows:

1. Tenants shall have the right to construct improvements for a street cafe substantially as shown on the attached Exhibit A, and to let the area shown in Exhibit A to any sub-tenant having a restaurant use on the premises for the purpose of operating a street cafe.
2. If the restaurant use in the garage is abandoned for more than six (6) consecutive months at any time, City may require Tenant to restore the area shown on Exhibit A to its prior condition as a part of the contiguous brick sidewalk. Tenant shall commence such restoration within thirty (30) days of written notice from the City so to do. Tenant shall complete such restoration within a reasonable period of time not to exceed thirty (30) days unless Tenant is delayed in or prevented from commencing or completing such work by a cause specified in Section 17 of the Agreement.
3. Tenant shall indemnify and hold the City harmless as provided in Section 10 of the Lease with respect to this area and with respect to all claims arising out of the construction or maintenance of the improvements or in any

9312779

Permit # 9312779 City of Portland BUILDING PERMIT APPLICATION Fee \$25. Zone Maps # Lot #
Please fill out any part which applies to job. Proper plans must accompany form.

Owner: Michael K. Concannon Phone # 833-2537
Address: 150 Blackpoint Rd, Scarborough, ME 04074
LOCATION OF CONSTRUCTION: 491 Fore St. (Fore St. Parking Garage)
Contractor: Sub: Phone #

Proposed Use: parking garage Past Use: parking garage Zoning: Sub: City of Portland
of Existing Box Units: # of New Box Units: Total Sq. Ft.:
Building Dimensions: L. W.
Bedrooms: # Bathrooms: Lot Size:
of Units: # of Stories: # of Units per Floor:
Type of Use: Conversion: Change of Use: from parking garage to parking garage

1. Type of Soil: Ceiling:
2. Set Backs: Front Side Rear (Side)
3. Foundation:
4. Other:

Roof:
1. Pitch:
2. Gutter Size:
3. Lath:
4. Decking:
5. Insulation:
6. Vapor Barrier:
7. Other:

Chimneys:
1. Type:
2. Location:
3. Height:
4. Material:
5. Other:

Heating:
1. Type:
2. Fuel:
3. Capacity:
4. Other:

Electrical:
1. Service Entrance:
2. Panel:
3. Breakers:
4. Grounding:
5. Other:

Plumbing:
1. Sanitary:
2. Venting:
3. Drainage:
4. Other:

Insulation Walls:
1. Type:
2. R-Value:
3. Other:

Insulation Ceilings:
1. Type:
2. R-Value:
3. Other:

Insulation Floors:
1. Type:
2. R-Value:
3. Other:

PERMIT ISSUED
DATE: 3/28/91
BY:
CITY OF PORTLAND

For Official Use Only
Date: 3/28/91
By:
Title:

Review Required:
Zoning Board Approval: Yes No Date:
Conditional Use: Yes No Date:
Special Exception: Yes No Date:
Other:

1. Ceiling:
2. Ceiling:
3. Type:
4. Foundation:
5. Ceiling:

1. Type:
2. Size:
3. Location:
4. Material:
5. Other:

1. Type:
2. Fuel:
3. Capacity:
4. Other:

1. Service Entrance:
2. Panel:
3. Breakers:
4. Grounding:
5. Other:

1. Sanitary:
2. Venting:
3. Drainage:
4. Other:

1. Type:
2. R-Value:
3. Other:

1. Type:
2. R-Value:
3. Other:

1. Type:
2. R-Value:
3. Other:

Permit Received By: LOUISE E. CHASE
Signature of Applicant: Michael K. Concannon Date: 3/28/91
Signature of CEO: Michael K. Concannon Date:
Inspection Dates:
White-Tax Assessor: Yellow-GPOOG: White Tag-CEO: Copying: 3/28/1988



CITY OF PORTLAND, MAINE
Department of Building Inspection

Certificate of Occupancy

LOCATION 401-421 Fore St (227-3-02)

Issued to City of Portland

Date of Issue 11 June 1998

This is to certify that the building, premises, or part thereof, at the above location, built — altered — changed as to use under Building Permit No. 980346, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

APPROVED OCCUPANCY

Entire

Residential
73 with 122ms

Limiting Conditions:

This certificate supersedes certificate issued

Approved:

6/12/98
(Date)

A. Curran
Inspector

G. S. [Signature]
Inspector of Buildings

[Handwritten initials]

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.



DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that Eugene Prentice/Wright Ryan Constr. Located At 401 FORE CBL: 032 I041001

has permission to Do Interior renovations, Retail to Resturant "Five Guys Burger & Fries" PERMIT# 2010-12-170

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be procured prior to occupancy.

JMB per CG

Fire Prevention Officer

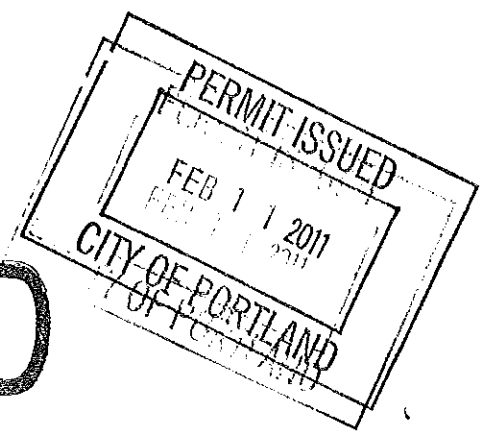
Jeannie Burke 2/11/11

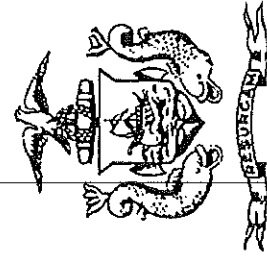
Code Enforcement Officer / Plan Reviewer

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY.

PENALTY FOR REMOVING THIS CARD.

SCANNED





Certificate of Occupancy

CITY OF PORTLAND, MAINE

Department of Planning and Urban Development
Building Inspections Division



Issued to: Cow Plaza Garage LLC./Wright Ryan Const.
Date Issued: 4/4/2011

Location: 425 Fore St.
CBL: 032 I041001

This is to certify that the building, premises, or part thereof, at the above location, built-altered-changed as to use under Building Permit No. 2010-12-170, has had a final inspection, has been found to conform substantially to the requirements of the Building Code and the Land Use Code of the City of Portland, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

ENTIRE

APPROVED OCCUPANCY

Restaurant
Use Group A-2
Type 3A
IBC-2009

Limiting Conditions: Occupant load not to exceed 94.

Approved:

Inspector

Inspections Division Director

Notice: This certificate identifies the legal use of the building or premises, and ought to be transferred from owner to owner upon the sale of the property.

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that COW PLAZA GARAGE LLC

Located At 401 FORE ST

Job ID: 2011-04-821-SOB

CBL: 032 - - I - 041 - 001 - - - -

has permission to Build a 130 Sq Ft ATM Kiosk For Bangor Savings
provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

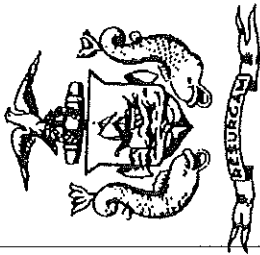
Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

Fire Prevention Officer

[Signature] 6/17/11
Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD**



Certificate of Occupancy

CITY OF PORTLAND, MAINE
Department of Planning and Urban Development
Building Inspections Division



Issued to: Cow Plaza Group LLC
Date Issued: 8/5/2011

Location: 425 Fore St
CBL: 032 I041001

This is to certify that the building, premises, or part thereof, at the above location, built-altered-changed as to use under Building Permit No. 2011-04-821, has had a final inspection, has been found to conform substantially to the requirements of the Building Code and the Land Use Code of the City of Portland, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

Entire

APPROVED OCCUPANCY

Bank Kiosk
Use Group B
IBC-2009

Limiting Conditions: NONE

Approved: *SJA*

[Signature]
Inspector

[Signature]
8/5/11
Inspector
Inspections Division Director

Notice: This certificate identifies the legal use of the building or premises, and ought to be transferred from owner to owner upon the sale of the property.

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that COW PLAZA GARAGE, LLC - GELATO Located At 425 FORE ST
FIASCO

CBL: 032-I-041-001

Job ID: 2011-10-2422-CH OF USE

has permission to Change of use Retail to Restaurant Gelato Store
provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of
the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of
the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured
before this building or part thereof is lathed or otherwise
closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner
before this building or part thereof is occupied. If a
certificate of occupancy is required, it must be

Fire Prevention Officer

 11/10/11

Code Enforcement Officer / Plan Reviewer

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY

PENALTY FOR REMOVING THIS CARD

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT



This is to certify that

COW PLAZA GARAGE LLC

Located at

425 FORE ST

PERMIT ID: 2015-00735 ISSUE DATE: 06/02/2015 CBL: 032 1041001

has permission to **Change of use - Alterations and fit up for a restaurant.**

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise cloosed-in. 48 HOUR NOTICE IS REQUIRED.	A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be procured prior to occupancy.
--	--

/s/ David Petruccelli
Fire Official

/s/ Laurie Leader
Building Official

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
THERE IS A PENALTY FOR REMOVING THIS CARD**

Approved Property Use - Zoning
Restaurant - Unit 5

Building Inspections
Use Group: B Type: 3A
Business - Restaurant
Occupant load = 38
Building is sprinkled
Unit 5
MUBEC/IBC 2009

Fire Department



Alex Jaegerman, FAICP
Division Director, Planning Division

April 23, 2015

Todd Dominski
East Brown Cow Management, Inc.
100 Commercial Street, Suite 306
Portland, Maine 04101

Anthony Muench
94 Commercial Street
Portland, Maine 04101

Project Name: Cow Plaza Garage Plaza Reconstruction
Address: 425 Fore Street
Applicant: Cow Plaza LLC
Planner: Nell Donaldson

Project ID: 2015-028
CBL: 032-I-04

Dear Mr. Dominski:

On April 23, 2015, the Planning Authority approved with conditions a Level I: Site Alteration site plan for the Cow Plaza Garage Plaza Reconstruction project at 425 Fore Street. The decision is based upon the application, documents and plans as submitted by Tony Muench, with revisions dated April 10, 2015. The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

The Planning Authority found the plan is in conformance with the Site Plan Standards of the Land Use Code subject to the following conditions of approval, which must be met prior to the issuance of a building permit:

- The applicant shall add notes to the plan indicating that: 1) the contractor shall protect the existing honey locust trees during construction to minimize root disturbance and 2) that, in the event of damage during construction, the trees shall be evaluated by the city's arborist to determine the necessity of tree replacement, for review and approval by the city arborist;
- The applicant shall provide cut sheets meeting the standards of the City of Portland Technical Manual for the proposed bollard lights, for review and approval by the Planning Division; and
- The applicant shall provide a construction management plan for review and approval by the Department of Public Services.

The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

STANDARD CONDITIONS OF APPROVAL

Please note the following standard conditions of approval and requirements for all approved site plans:

1. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or

alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.

2. **Separate Permits Are Required** This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division. A Street Opening Permit is required prior to beginning work within the right-of-way. As part of the Street Opening Permit, the contractor is required to submit and obtain approval of a Traffic Control Plan for both pedestrians and vehicles if necessary.
3. **Site Plan Expiration** The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
4. **Performance Guarantee and Inspection Fees** A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Services Department prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
5. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. **Preconstruction Meeting** Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held with the contractor, Development Review Coordinator, Public Service's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the Development Review Coordinator will confirm that the contractor is working from the approved site plan. The site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.
7. **Department of Public Services Permits** If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, a street opening permit(s) is required for your site. Please contact Carol Merritt at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)
8. **As-Built Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.

The Development Review Coordinator must be notified five (5) working days prior to the date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. All site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact Nell Donaldson at (207) 874-8723.

Sincerely,


Alexander Jaegerman, FAICP (808)
Planning Division Director

Attachments:

1. Performance Guarantee Packet

Electronic Distribution:

cc: Jeff Levine, AICP, Director of Planning and Urban Development
Alexander Jaegerman, FAICP, Planning Division Director
Barbara Barhydt, Development Review Services Manager
Nell Donaldson, Planner/Senior Planner
Philip DiPierro, Development Review Coordinator, Planning
Ann Machado, Acting Zoning Administrator, Inspections Division
Tammy Munson, Inspections Division Director
Jonathan Rioux, Inspections Division Deputy Director
Jeanie Bourke, Plan Reviewer/CEO, Inspections Division
Lannie Dobson, Administration, Inspections Division
Brad Saucier, Administration, Inspections Division
Michael Bobinsky, Public Services Director
Katherine Earley, Engineering Services Manager, Public Services
Bill Clark, Project Engineer, Public Services
David Margolis-Pineo, Deputy City Engineer, Public Services
Doug Roncarati, Stormwater Coordinator, Public Services
Greg Vining, Associate Engineer, Public Services
Michelle Sweeney, Associate Engineer
John Low, Associate Engineer, Public Services
Rhonda Zazzara, Field Inspection Coordinator, Public Services
Mike Farmer, Project Engineer, Public Services
Jane Ward, Administration, Public Services
Jeff Tarling, City Arborist, Public Services
Jeremiah Bartlett, Public Services
Keith Gautreau, Fire Department
Jennifer Thompson, Corporation Counsel
Thomas Errico, P.E., TY Lin Associates
David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File