

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
DRC Copy**

**2002-0016**

Application I. D. Number

**10 Dana LLC, The Dunham Group**

Applicant

**1/17/02**

Application Date

**1 Portland Square, Portland, ME 04101**

Applicant's Mailing Address

**Chase Leavitt Building**

Project Name/Description

**David Lloyd**

Consultant/Agent

**10 - 10 Dana St, Portland, Maine**

Address of Proposed Site

**Applicant Ph: (207) 773-7100 Agent Fax: 772-4056**

Applicant or Agent Daytime Telephone, Fax

**032 V001001**

Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):  New Building  Building Addition  Change Of Use  Residential  Office  Retail  
 Manufacturing  Warehouse/Distribution  Parking Lot  Other (specify) **addition on south side**

**1,263 sq. ft.**

Proposed Building square Feet or # of Units

**6,099 sq. ft.**

Acreage of Site

Zoning

**Check Review Required:**

- |  |   |  |  |
|--|---|--|--|
| <input checked="" type="checkbox"/> Site Plan<br>(major/minor) | <input type="checkbox"/> Subdivision<br># of lots _____ | <input type="checkbox"/> PAD Review            | <input type="checkbox"/> 14-403 Streets Review   |
| <input type="checkbox"/> Flood Hazard                          | <input type="checkbox"/> Shoreland                      | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input type="checkbox"/> Zoning Conditional<br>Use (ZBA/PB)    | <input type="checkbox"/> Zoning Variance                | <input type="checkbox"/> Other _____           |  |

Fees Paid: Site Plan **\$400.00** Subdivision \_\_\_\_\_ Engineer Review \_\_\_\_\_ Date **1/17/02**

**DRC Approval Status:**

Reviewer *AR*

- Approved  Approved w/Conditions  
See Attached  Denied

Approval Date *1/17/02* Approval Expiration \_\_\_\_\_ Extension to \_\_\_\_\_  Additional Sheets  
Attached

Condition Compliance \_\_\_\_\_ signature \_\_\_\_\_ date \_\_\_\_\_

**Performance Guarantee**  Required\*  Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

- |   |                |  |                 |
|---|----------------|--|-----------------|
| <input type="checkbox"/> Performance Guarantee Accepted     | _____          | _____  | _____           |
|   | date           | amount   | expiration date |
| <input type="checkbox"/> Inspection Fee Paid                | _____          | _____  |                 |
|   | date           | amount   |                 |
| <input type="checkbox"/> Building Permit Issue              | _____          |  |                 |
|   | date           |  |                 |
| <input type="checkbox"/> Performance Guarantee Reduced      | _____          | _____  | _____           |
|   | date           | remaining balance                                  | signature       |
| <input type="checkbox"/> Temporary Certificate of Occupancy | _____          | <input type="checkbox"/> Conditions (See Attached) | _____           |
|   | date           |  | expiration date |
| <input type="checkbox"/> Final Inspection                   | _____          | _____  |                 |
|   | date           | signature  |                 |
| <input type="checkbox"/> Certificate Of Occupancy           | _____          |  |                 |
|   | date           |  |                 |
| <input type="checkbox"/> Performance Guarantee Released     | _____          | _____  |                 |
|   | date           | signature  |                 |
| <input type="checkbox"/> Defect Guarantee Submitted         | _____          | _____  | _____           |
|   | submitted date | amount   | expiration date |
| <input type="checkbox"/> Defect Guarantee Released          | _____          | _____  |                 |
|   | date           | signature  |                 |

TO: Bill Needleman, Senior Planner

FROM: Jay Reynolds, Development Review Coordinator

DATE: January 31, 2002

RE: Engineering Review for 10 Dana Street: Chase Leavitt Building  
ID# (2002-0016)

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After visiting the site and reviewing the submittal, I have the following comments:

1. Drainage within the southerly premises of the building:
  - a. It appears that this area is graded correctly, and the drainage is directed properly in two directions:
    - i. Sheet flow towards Dana Street.
    - ii. Sheet flow towards Catch Basin in the Plum Street Right of way.

With no changes in topography, and assuming that the catch basin in the Plum Street right-of-way is functional and maintained, I anticipate that the proposed development will not create any detrimental drainage issues.

2. Drainage within the Plum Street right-of-way:
  - a. The area where the Catch basin is located is inaccessible. Therefore, it could not be determined at this time whether the catch basin is functional or maintained.
  - b. It appears that the installation of the patio area may be increasing drainage and/or roof drain runoff to the neighboring building's foundation.
    - i. A one foot wide crushed stone trench has been installed up to the foundation of the neighboring property, and this is acting as a place for water to percolate into.
    - ii. A brick edging between the slate patio and the crushed stone is preventing drainage from making its way to the catch basin.
    - iii. The Roof gutters from the neighboring property empty out into the crushed stone trench.

Please contact me if you have any questions or comments.

Cc: Sarah Hopkins, Development Review Services Manager  
Alex Jaegerman, Planning Director

File: O:\drc\10dana1.doc

January 16, 2002

Bill Needleman  
Planning Department  
Portland City Hall  
389 Congress Street  
Portland, ME 04101

**RE: 10 Dana Street Site Plan Application**

Dear Bill,

Attached is our application and requested information in regards to the modifications at the Chase Leavitt Building. We are proposing an addition on the south face of the existing building. This addition is primarily to house a new stair and elevator with some adjoining space. The main purpose of which is to bring the building into compliance with accessibility laws and upgrade the egress from the building giving the owners a much safer building. We are not proposing a change of use. The building will hold retail on the first floor and business on the upper floors as presently exists. We presently do not have a construction start date but estimate a 14 week construction schedule. In summation, the improvements are as follow:

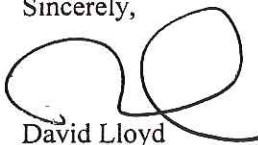
1. Addition on south side
2. Develop existing alley into a more aesthetically pleasing courtyard
3. Sprinkle the building per NFPA 13
4. Add two skylights on the east facing roof and three on the west facing.
5. Bring in new water service for the proposed sprinkler system and natural gas.
6. Replace the remaining wood windows with aluminum to match existing aluminum replacement windows.

Included in our submission are:

1. Application Fee
2. Site Plan (9 Copies, 24x36)
3. Ground Floor Plan
4. Survey Plan (11x17 & 24x36 sheet size, stamped)
5. Utility Plan
6. Building Elevations
7. Proposed Courtyard Drawing
8. Proposed Underground Utilities (11x17 & 24x36 sheet size)
9. Letter on Storm Water Drainage
10. Letter of Financial Capability
11. Rights Titles to Building
12. Proposed Light Fixtures
13. Letter from Portland Water District
14. Letter from Electrical Engineer on New Electrical Service

Thank you and please call with any questions.

Sincerely,



David Lloyd



# City of Portland Site Plan Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: 10 Dana Street, Portland, ME		
Total Square Footage of Proposed Structure Grade Level Lobby/Stair/Elevator-498 sq. ft. Floors 2,3,4 Lobby/Office Space-765 sq. ft.		Square Footage of Lot 6,099 sq. ft.
Tax Assessor's Chart, Block & Lot Chart# 32 Block# V Lot# 1	Property owner, mailing address: 10 Dana, LLC C/O The Dunham Group 1 Portland Square Portland, ME 04101	Telephone: (207) 773-7100
Consultant/Agent, mailing address, phone & contact person David Lloyd (207) 772-6022 Archetype, P.A. 48 Union Wharf Portland, ME 04101	Applicant name, mailing address & telephone: (207) 773-7100 10 Dana, LLC The Dunham Group 1 Portland Square Portland, ME 04101	Project name: Chase Leavitt Building
Proposed Development (check all that applies) <input type="checkbox"/> New Building <input type="checkbox"/> Building Addition <input type="checkbox"/> Change of Use <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Office <input checked="" type="checkbox"/> Retail <input type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse/Distribution <input type="checkbox"/> Parking lot <input type="checkbox"/> Subdivision, amount of lots _____ <input type="checkbox"/> Other: _____		
Major Development _____ \$500.00      Minor Development <input checked="" type="checkbox"/> \$400.00		
Who billing will be sent to: 10 Dana, LLC Mailing address: The Dunham Group State and Zip: 1 Portland Square      Contact person: Charlie Craig      Phone: (207)773-7100 Portland, ME 04101		


Nine (9) separate packets must include the following:

- a. copy of application
- b. cover letter stating the nature of the project
- c. site plan containing the information found in the attached sample plans check list

All plans must be folded neatly and in packet form

Section 14-522 of the Zoning Ordinance outlines the process, copies are available at the counter at .25 per page, you may also visit the web site: [ci.portland.me.us](http://ci.portland.me.us) chapter 14

*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 Code Official'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.*

Signature of applicant: 	Date: 12/19/01
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This application is for site review ONLY, a building Permit application and associated fees will be required prior to construct