



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), 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.

60 PARRIS STREET CONDOMINIUMS
12/5/2017

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

Project Name:	Parris Terraces
Proposed Development Address:	60 Parris Street
Project Description:	23 Unit Condominiums with 23
Chart/Block/Lot:	
Preliminary Plan	December 6, 2017
Final Plan	

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

Name:	Jack Soley
Business Name:	Horton, LLC
Address:	PO Box 411, 100 Commercial Street, Suite 306
City/State:	Portland, Maine
Zip Code:	04101
Work #:	207 775 2252
Home #:	
Cell #:	207 808 4714
Fax #:	
E-mail:	jsoley@eastbrowncow.com

OWNER

Name:	Horton, LLC
Address:	PO Box 411, 100 Commercial Street, Suite 306
City/State:	Portland, ME
Zip Code:	04101
Work #:	207 775 2252
Home #:	
Cell #:	207 808 4714
Fax #:	
E-mail:	jsoley@esatbrowncow.com

AGENT/REPRESENTATIVE

Name:	Greg Shinberg
Address:	477 Congress St, Suite 1012
City/State:	Portland, ME
Zip Code:	04101
Work #:	207 772 7070
Home #:	
Cell #:	207 653 7510
Fax #:	207 772 7080
E-mail:	gls@shinbergconsulting.com

BILLING (to whom invoices will be forwarded to)

Name:	Jack Soley, Horton, LLC
Address:	PO Box 411, Suite 306
City/State:	Portland, ME
Zip Code:	04101
Work #:	207 775 2252
Home #:	
Cell #:	207 808 4714
Fax #:	
E-mail:	jsoley@eastbrowncow.com

ENGINEER

Name:	Ransom Consulting
Address:	100 Commercial Street, Suite 404
City/State:	Portland, ME
Zip Code:	04101
Work #:	207 772 2891
Home #:	
Cell #:	
Fax #:	
E-mail:	john.mahoney@ransomenv.com

SURVEYOR

Name:	Titcomb Associates
Address:	133 Gray Road
City/State:	Falmouth, ME
Zip Code:	04105
Work #:	207 791 9199
Home #:	
Cell #:	
Fax #:	
E-mail:	

ARCHITECT

Name:	Jesse Thompson, Kaplan Thompson Architects
Address:	102 Exchange Street, 2nd Floor
City/State:	Portland, ME
Zip Code:	04101
Work #:	207 842 2888
Home #:	
Cell #:	
Fax #:	
E-mail:	jesse@kaplanthompson.com

ATTORNEY

Name:	Michael Friedman
Address:	130 Main Street Unit 4
City/State:	Bridgton, ME
Zip Code:	04009
Work #:	207 647 8380
Home #:	
Cell #:	
Fax #:	207 647 2050
E-mail:	friedman@mgfriedmanlaw.com

DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN

Name:	Adam Wallace
E-mail:	adam@kaplanthompson.com
Name:	
E-mail:	
Name:	
E-mail:	

III. APPLICATION FEES

LEVEL III DEVELOPMENT (check applicable review)

<input checked="" type="checkbox"/>	Less than 50,000 sq. ft.	\$750.00
<input type="checkbox"/>	50,000 – 100,000 sq. ft.	\$1,000.00
<input type="checkbox"/>	100,000 – 200,000 sq. ft.	\$2,000.00
<input type="checkbox"/>	200,000 – 300,000 sq. ft.	\$3,000.00
<input type="checkbox"/>	Over 300,000 sq. ft.	\$5,000.00
<input type="checkbox"/>	Parking lots over 100 spaces	\$1,000.00
<input type="checkbox"/>	After-the-fact Review	\$1,000.00 + applicable application fee above

PLAN AMENDMENTS (check applicable review)

<input checked="" type="checkbox"/>	Planning Staff Review	\$250.00
<input checked="" type="checkbox"/>	Planning Board Review	\$500.00

OTHER REVIEWS (check applicable review)

<input type="checkbox"/>	Traffic Movement	\$1,500.00	
<input checked="" type="checkbox"/>	Stormwater Quality	\$250.00	
<input checked="" type="checkbox"/>	Subdivision	\$500.00 + applicable fee for lots/units below	
	# of Subdivision Lots/Units [3] x \$25.00 each	\$	
<input type="checkbox"/>	Site Location	\$3,500.00 + applicable fee for lots/units below	
	# of Site Location Lots/Units [] x \$200.00 each	\$	
<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 (\$52.00 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	10,302	sq. ft.
PROPOSED DISTURBED AREA OF THE SITE	9,103	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)	9,103	sq. ft.
Impervious Area (Total Proposed)	9,103	sq. ft.
Building Ground Floor Area and Total Floor		
Building Footprint (Total Existing)		sq. ft.
Building Footprint (Total Proposed)	2,216	sq. ft.
Building Floor Area (Total Existing)		sq. ft.
Building Floor Area (Total Proposed)	14,132	sq. ft.
ZONING		
Existing	B2b	
Proposed, if applicable		
LAND USE		
Existing	Parking lot	
Proposed	Residential Multi-family	
RESIDENTIAL, IF APPLICABLE		
# of Residential Units (Total Existing)	0	
# of Residential Units (Total Proposed)	23	
# of Lots (Total Proposed)		
# of Affordable Housing Units (Total Proposed)	2	
PROPOSED BEDROOM MIX		
# of Efficiency Units (Total Proposed)		
# of One-Bedroom Units (Total Proposed)	23	
# of Two-Bedroom Units (Total Proposed)		
# of Three-Bedroom Units (Total Proposed)		
PARKING SPACES		
# of Parking Spaces (Total Existing)		
# of Parking Spaces (Total Proposed)	23	
# of Handicapped Spaces (Total Proposed)	2	
BICYCLE PARKING SPACES		
# of Bicycle Spaces (Total Existing)		
# of Bicycle Spaces (Total Proposed)	23	
ESTIMATED COST OF THE PROJECT		
	\$ 1,779,000	

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:	December 6, 2017

PRELIMINARY PLAN (Optional) - Level III Site Plan

Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
✓		1	Completed Application form
✓		1	Application fees
✓		1	Written description of project
✓		1	Evidence of right, title and interest
N/A		1	Evidence of state and/or federal approvals, if applicable
✓		1	Written assessment of proposed project's compliance with applicable zoning requirements
✓		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site
✓		1	Written requests for waivers from site plan or technical standards, if applicable.
✓		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
✓		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)
✓			Proposed grading and contours;
✓			Existing structures with distances from property line;
✓			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;
✓			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
✓			Preliminary infrastructure improvements;
✓			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);
✓			Proposed buffers and preservation measures for significant natural features, as defined in Section 14-526 (b) (1);
✓			Location , dimensions and ownership of easements, public or private rights of way, both existing and proposed;
✓			Exterior building elevations.