

DEVELOPMENT REVIEW COORDINATOR  
POST APPROVAL PROJECT CHECKLIST

Date: 12/23/16

Project Name: Salvation Army

Project Address: 88 Preble Str.

Site Plan ID Number: 2016-016

Planning Board/Authority Approval Date: 10/4/16

Site Plan Approval Date: 10/4/16

Performance Guarantee Accepted: 3/6/17 City Escrow \$93,429.84

Inspection Fee Paid: 1/11/17 ~~act# 14250~~ \$1,868.60

Infrastructure Contributions Paid: N/A

Amount of Disturbed Area in SF or Acres: 5,100 SF

MCGP/Chapter 500 Stormwater PBR: Exempt - Redevelopment

Plans/CADD Drawings Submitted: ?

Pre-Construction Meeting: 3/13/17

Conditions of Approval Met: \_\_\_\_\_

As-Builts Submitted: \_\_\_\_\_

Public Services Sign Off: \_\_\_\_\_

Certificate of Occupancy Memo Processed:  
(Temporary or Permanent) \_\_\_\_\_

Performance Guarantee to Defect Guarantee: \_\_\_\_\_

Defect Guarantee Released: \_\_\_\_\_



Tuck O'Brien  
City Planning Director, Planning Division

October 4, 2016

Major Ronald Bernardi  
The Salvation Army  
30 Warren Avenue  
Portland, ME 04103

Silas Canavan, PE  
Walsh Engineering Associates, Inc.  
1 Karen Drive, Suite 2A  
Westbrook, ME 04092

Project Name: **Salvation Army Kitchen and Dining Hall Addition to Rehabilitation Center**  
Project ID: #2016-016  
Address: 88 Preble Street  
CBL: 33/D/4-11, 15, 22-26  
Applicant: Major Ronald Bernardi, The Salvation Army  
Planner: Jean Fraser

Dear Sirs:

On October 4, 2016, the Planning Authority approved with conditions a Level II site plan for the construction of a 4,217 sq ft addition for a new kitchen and dining hall at the Salvation Army Adult Rehabilitation Center at 88 Preble street. The decision is based upon the application, documents and plans dated 9.9.2016 and submitted by the applicant and prepared by Walsh Engineering Associates, Inc and Bild Architecture. The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

#### WAIVERS

##### *Parking Aisle Width:*

The Planning Authority waives the Technical Standard, Section 1.14 and associated figures, which specify aisle widths and parking space dimensions, to allow the parking aisle widths as approved in Plan C200 in view of the site constraints.

#### SITE PLAN REVIEW

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 and the standard conditions of approval:

- dms  
2/1/17*
- i. That the final detailed construction management plan shall be submitted for review and approval by the Department of Public Works and Planning Authority prior to the start of any work on site, to ensure pedestrian and traffic safety arrangements are satisfactory; and
  - ii. That the applicant shall submit final plans for work in the Right-of-Way that confirm the material of the sidewalks, transition details where sidewalk materials are different, and all tipdowns/ADA ramps, for review and approval by the Planning Authority prior to the ordering of the materials for the sidewalk and ramp surface work in the Right-of-Way. The applicant should note that brick sidewalks are the current standard for Lancaster Street, but the City of Portland may soon adopt a revised standard that specifies concrete for the Lancaster Street sidewalk. In this case either brick or concrete would be acceptable for the Lancaster Street sidewalk.
- dms  
2/1/17*

dave  
12/1/16

- iii. That the applicant shall submit details of the proposed external lighting, both wall mounted and freestanding, with associated catalog cuts, pole heights and an associated photometric plan to demonstrate compliance with the City's *Site Lighting Standards* in Section 12 of the Technical Manual, for review and approval by the Planning Authority prior to issuance of a building permit; and
- iv. That separate permits from the Permitting and Inspections Department shall be required for any new or revised signage. - 10

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 Building 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.
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 five (5) final sets of plans must be submitted to and approved by the Planning Division and Public Works 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 Work'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 Works 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 Jean Fraser at (207) 874- 8728, or at [jf@portlandmaine.gov](mailto:jf@portlandmaine.gov) .

Sincerely,



Stuart O'Brien  
Planning Division Director

**Attachments:**

1. Chapter 32 – Storm Water
2. Performance Guarantee Packet

**CC: Audra Wrigley, Bild Architecture**

**Electronic Distribution:**

cc

Jeff Levine, AICP, Director of Planning and Urban Development  
Stuart O'Brien, Planning Division Director  
Barbara Barhydt, Development Review Services Manager  
Jean Fraser, Planner  
Philip DiPierro, Development Review Coordinator, Planning  
Ann Machado, Zoning Administrator, Inspections Division  
Tammy Munson, Inspections Division Director  
Jonathan Rioux, Inspections Division Deputy Director  
Jeanie Bourke, Plan Reviewer/CEO, Inspections Division  
Brad Saucier, Administration, Inspections Division  
Katherine Earley, Engineering Services Manager, Public Works  
Bill Clark, Project Engineer, Public Works  
Doug Roncarati, Stormwater Coordinator, Public Works  
Greg Vining, Associate Engineer, Public Works

Michelle Sweeney, Associate Engineer  
John Low, Associate Engineer, Public Works  
Rhonda Zazzara, Field Inspection Coordinator, Public Works  
Mike Farmer, Project Engineer, Public Works  
Jane Ward, Administration, Public Works  
Jeff Tarling, City Arborist  
Jeremiah Bartlett, Public Works  
Keith Gautreau, Fire Department  
Thomas Errico, P.E., TY Lin Associates  
Lauren Swett P.E., Woodard and Curran  
Rick Blackburn, Assessor's Department  
Approval Letter File

Public Access easement required for portions of  
sidewalks (along frontage) that are on applicants property

**COST ESTIMATE FORM**  
**PORTLAND SUBDIVISION/SITE DEVELOPMENT**  
**Cost Estimate of Improvements to be covered by Performance Guarantee**

Date: 1/10/17

Name of Project: Salvation Army

Address/Location: 88 Probke Street

Application ID #: \_\_\_\_\_

Developer: Salvation Army

Form of Performance Guarantee: \_\_\_\_\_

Type of Development: Subdivision \_\_\_\_\_ Site Plan (Level I, II or III) \_\_\_\_\_

**TO BE FILLED OUT BY THE APPLICANT:**

Item	PUBLIC			PRIVATE		
	Quantity	Unit Cost	Subtotal	Quantity	Unit Cost	Subtotal
1. STREET/SIDEWALK						
Road/Parking Areas	<u>28 sy</u>	<u>56.67</u>	<u>1,586</u>	<u>210 sy</u>	<u>56.67</u>	<u>11,900</u>
Curbing	<u>257 LF</u>	<u>45.33</u>	<u>11,650</u>			
Sidewalks	<u>1500 sf</u>	<u>14.76</u>	<u>22,144</u>			
Esplanades						
Monuments	<u>1</u>	<u>150</u>	<u>150</u>			
Street Lighting						
Street Opening Repairs	<u>11 TN</u>	<u>150</u>	<u>1650</u>			
Other						
2. EARTH WORK						
Cut				<u>160 cy</u>	<u>41.37</u>	<u>6,620</u>
Fill						
3. SANITARY SEWER						
Manholes				<u>1</u>	<u>4,966</u>	<u>4,966</u>
Piping	<u>13 LF</u>	<u>41.29</u>	<u>536.77</u>	<u>121 LF</u>	<u>41.29</u>	<u>4,996.09</u>
Connections	<u>1</u>	<u>500</u>	<u>500</u>			
Main Line Piping						
House Sewer Service Piping						
Pump Stations						
Other						
4. WATER MAINS	<u>40 LF</u>	<u>357.67</u>	<u>14,306.80</u>	<u>3 LF</u>	<u>357.67</u>	<u>1,073.01</u>
5. STORM DRAINAGE						
Manholes						
Catchbasins						
Piping	<u>8 LF</u>	<u>21.27</u>	<u>170.16</u>	<u>250 LF</u>	<u>21.27</u>	<u>5,317.5</u>
Detention Basin						
Stormwater Quality Units						
Other						

6. SITE LIGHTING	_____	_____	_____
7. EROSION CONTROL	_____	_____	_____
Silt Fence	_____	_____	_____
Check Dams	_____	_____	_____
Pipe Inlet/Outlet Protection	_____	_____	_____
Level Lip Spreader	_____	_____	_____
Slope Stabilization	_____	_____	_____
Geotextile	_____	_____	_____
Hay Bale Barriers	_____	_____	_____
Catch Basin Inlet Protection	<u>2</u>	<u>250</u>	<u>500</u>
8. RECREATION AND OPEN SPACE AMENITIES	_____	_____	_____
9. LANDSCAPING (Attach breakdown of the quantities of plant material and unit costs)	_____	_____	_____
10. MISCELLANEOUS	_____	_____	_____
TOTAL:	_____	_____	_____
GRAND TOTAL:	<u>\$ 53,193.73</u>		



<u>160 LF</u>	<u>3.37</u>	<u>540.00</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

See Attached Sheet  
\$ 4,823.53

\$ 40,236.13

total \$ 93,429.86 <sup>OK</sup> ~~PAID~~  
1/10/17

**INSPECTION FEE (to be filled out by the City)**

	PUBLIC	PRIVATE	TOTAL
A: 2.0% of totals:	<u>\$ 1063.87</u>	<u>\$ 804.72</u>	<u>\$ 1868.60</u>
<u>or</u>			
B: Alternative Assessment:	_____	_____	_____
Assessed by:	<u></u>	<u></u>	<u>1/10/17</u>
	(name)	(name)	

### Unit Pricing for Landscaping

Species	Quantity	Unit Cost	Subtotal
Loam (cy)	60	\$ 48.91	\$ 2,934.60
Syringa	3	\$ 320.10	\$ 960.30
Hosta	15	\$ 8.37	\$ 125.55
Hydrangea:	3	\$ 36.38	\$ 109.14
Hemerocal	18	\$ 9.45	\$ 170.10
Hydrangea	3	\$ 36.38	\$ 109.14
Spirea	5	\$ 30.56	\$ 152.80
Weigela	6	\$ 43.65	\$ 261.90
	<b>Total</b>		<b>\$ 4,823.53</b>

## Jason Jendrasko

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**From:** Philip DiPierro [pd@portlandmaine.gov]  
**Sent:** Tuesday, January 10, 2017 1:19 PM  
**To:** Jason Jendrasko  
**Cc:** Evan Carroll | Bild Architecture; Michael Cleary; Jean Fraser; James Dealaman  
**Subject:** Re: FW: New Project: Salvation Army Preble Street  
**Attachments:** image003.png; image001.jpg; image002.png; image004.jpg

Hi Jason, the cost estimate looks fine. You will need to post the performance guarantee in the amount of \$93,429.86 using one of the pre-approved options (letter of credit, bank escrow, or a City escrow - Jimmy Dealaman can assist you with the PG forms). I can have the form sent to you once you decide which option you will be using. You will also need to submit a check for the site inspection fee in the amount of \$1,868.60.

Have the final plans been submitted yet? You will need to submit to the planner 3 full size sets of the site plans (meeting relevant conditions of approval) so that we can stamp them as the approved plans and distribute them to the contractor and the City's Public Works Inspector.

I will check with Jean on the status of the construction management plan approval.

Once all the above issues have been satisfied, I will then be able to schedule the preconstruction meeting.

Let me know if you have any questions. Thanks.

Phil

Philip DiPierro  
Development Review Coordinator  
City of Portland Planning Division  
389 Congress Street  
Portland, Maine 04101

Phone 207 874-8632  
Fax 207 756-8258

On Tue, Jan 10, 2017 at 10:09 AM, Jason Jendrasko <[jjendrasko@benchmarkconstruction.org](mailto:jjendrasko@benchmarkconstruction.org)> wrote:

Phil,

Please see revised cost sheet to address your concerns. Is there a day this week which would work for you to have our Preconstruction Meeting?

Thank you,