

33-L-4

2003-0063

9 Portland St.

Renovations

Preble St. Resources

add to Spreadsheet



# Contract Administration

## G810 Transmittal Letter

(Instructions on the reverse side)

PROJECT (Name and address): CRC: RENOVATIONS  
5 POWELL BLVD ST.

TO (Name and address): SARAH HOPKINS  
PLANNING DEPT.

FROM (Name and address): JAMES STANKING

- WE TRANSMIT:  Attached  Under separate cover
- VIA:  Overnight delivery  Mail  E-mail  Courier  Fax  Other
- FOR:  Approval / Action  Information  Use as requested  
 Comment  Distribution  Other
- THE FOLLOWING:  Drawings  Specifications  Digital files  Submittals  Other

NO. OF COPIES	DATE	FORMAT	DESCRIPTION
9	02 APR 03	SET - DRAWINGS	2 PLANS / RENOVATIONS.
9	02 APR 03	COTERMIN LETTER	
9	02 APR 03	APPN.	MURKIN SITE REVIEW
1	02 APR 03		APP. FEE \$400

REMARKS:

BY:

COPIES TO:

# City of Portland Site Plan Application

If you or the property owner owe real estate taxes, personal property taxes or user charges on any property within the City of Portland, payment arrangements must be made before permit applications can be received by the Inspections Dept.

Address of Construction: <u>5 PORTLAND ST</u>	Zone: <u>B3</u>
---	-----------------

Total Square Footage of Proposed Structure	Square Footage of Lot <u>10,864 SF</u>
--	--

<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart# <u>22</u> Block# <u>L</u> Lot# <u>4</u>	Property owner, mailing address: <u>PEOPLE ST. RESOURCE CTR</u> <u>SPRING ST. P.O. Box 1459 (A101)</u>	Telephone: <u>775-0036</u>
--	--	-------------------------------

Consultant/Agent, mailing address, phone & contact person <u>JAMES STERLING ARCH</u>	Applicant name, mailing address, telephone #/Fax#/Pager#: <u>772-0037</u> <u>(F) 773-8545</u>	Project name: <u>CRU RECONSTRUCTION</u>
---	---	--

<b>Proposed Development (check all that apply)</b> <input type="checkbox"/> New Building <input checked="" type="checkbox"/> Building Addition <input type="checkbox"/> Change of Use	
<input type="checkbox"/> Residential <input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse/Distribution <input type="checkbox"/> Parking lot	
<input type="checkbox"/> Subdivision, amount of lots ___ \$25.00 per lot \$ ___	
<input type="checkbox"/> Site Location of Development \$3,000, except for residential lots which are then \$200 per lot ___	
<input type="checkbox"/> Traffic Movement \$1,000 <input type="checkbox"/> Stormwater Quality \$250.00 <input type="checkbox"/> Other ___	
<input type="checkbox"/> After the fact review - Major project \$1,500.00 <input type="checkbox"/> After the fact review - Minor project \$1,200.00	
Major Development ___ \$500.00	Minor Development <input checked="" type="checkbox"/> \$400.00
Plan Amendments: ___ Board review \$200.00 ___ Staff review \$100.00	

Who billing will be sent to: <u>JAMES STERLING, ARCHITECT</u>	
Mailing address:	
State and Zip:	P.O. BOX 7305 PORTLAND, MAINE 04102
Contact person:	Phone:

Submittals shall include (9) separate folded packets of 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

Amendment to Plans: Amendment applications should include 6 separate packets of the above (a, b, and c)

**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 .50 per page (8.5 x11) 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: <u>21 MARCH 2003</u>
---	----------------------------

JAMES A. STERLING  
Architect A I A  
142 High Street  
P.O. Box 7305  
Portland, Maine 04112  
207 772.0037  
FAX 773.8545  
cheehaak@gwi.net

31 March  
2003

Sarah Hopkins  
Portland Planning Department  
Portland City Hall

Re: CRC Renovations  
5 Portland St.

Dear Sarah:

I have enclosed 9 sets of drawings for our proposed renovations to the existing Preble Street Resource Center (CRC). Renovations include basic upgrading of finishes, lighting and mechanical systems at the lower level; expansion of the day shelter, additional showers and bathrooms and minor renovations to the existing clinic space. We are also proposing expanding the building footprint which will house the clothing drop-off, sorting and distribution on the east, entry in the middle and volunteer space on the west. This will reduce the paved area from 4,000 sf to approximately 2,000 sf.

The purpose of this submittal at this point is to achieve the following:

- a. Have the Planning Dept. review the scheme and identify any problems.
- b. Determine whether we need the remaining paved area to be engineered.
- c. To inform any abutters of the proposal as might be required.

Finally, I should point out that there is no change in function of the building. We are undertaking this effort to better serve the increasing population of people in need of Preble Street's services.

Sincerely,



James Sterling, AIA  
Architect

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

2003-0063  
Application I. D. Number

03/31/2003  
Application Date

Renovations  
Project Name/Description

Preble Street Resource  
Applicant

331 Cumberland Ave, Portland, ME 04101  
Applicant's Mailing Address

Consultant/Agent

Agent Ph: \_\_\_\_\_ Agent Fax: \_\_\_\_\_  
Applicant or Agent Daytime Telephone, Fax

9 - 9 Portland St, Portland, Maine  
Address of Proposed Site

033 L004001  
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) \_\_\_\_\_

Proposed Building square Feet or # of Units \_\_\_\_\_ Acreage of Site \_\_\_\_\_ B-3  
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 04/03/2003

**Planning Approval Status:**

Reviewer \_\_\_\_\_

- Approved  Approved w/Conditions  
See Attached  Denied

Approval Date \_\_\_\_\_ Approval Expiration \_\_\_\_\_ Extension to \_\_\_\_\_  Additional Sheets  
Attached

OK to Issue Building Permit \_\_\_\_\_  
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  |                 |



# AIA

## Contract Administration G810 Transmittal Letter

(Instructions on the reverse side)

PROJECT (Name and address):

CRC: RENOVATIONS  
5 POWELL BLVD ST.

TO (Name and address):

SARA W HOPKINS  
PLANNING DEPT.

FROM (Name and address):

JAMES STARKLING

WE TRANSMIT:

Attached

Under separate cover

VIA:

Overnight delivery

Mail

E-mail

Courier

Fax

Other

FOR:

Approval / Action

Information

Use as requested

Comment

Distribution

Other

THE FOLLOWING:

Drawings

Specifications

Digital files

Submittals

Other

NO. OF COPIES	DATE	FORMAT	DESCRIPTION
9	02/14/03	SET - DRAWINGS	2 PLANS / REVISED PLANS.
9	02/14/03	COTEN LETTER	
9	02/14/03	APPAL. -	MURKIN SITE REVIEW
1	02/14/03		APPAL. FEE \$400

REMARKS:

BY:

COPIES TO:

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Total Square Footage of Proposed Structure	Square Footage of Lot <u>10,004 SF</u>
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<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart# <u>23</u> Block# <u>L</u> Lot# <u>4</u>	Property owner, mailing address: <u>PUBLIC ST. RESOURCE CTR</u> <u>SPRING ST. P.O. BOX 1459 WAIC</u>	Telephone: <u>775,0036</u>
--	--	-------------------------------

Consultant/Agent, mailing address, phone & contact person <u>JAMES STERLING ARCH</u>	Applicant name, mailing address, telephone #/Fax#/Pager#: <u>772-6057</u> <u>(F) 773-5545</u>	Project name: <u>CRU RENOVATION</u>
---	---	--

<b>Proposed Development (check all that apply)</b> <input type="checkbox"/> New Building <input checked="" type="checkbox"/> Building Addition <input type="checkbox"/> Change of Use <input type="checkbox"/> Residential <input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse/Distribution <input type="checkbox"/> Parking lot <input type="checkbox"/> Subdivision, amount of lots _____ \$25.00 per lot \$ _____ <input type="checkbox"/> Site Location of Development \$3,000, except for residential lots which are then \$200 per lot _____ <input type="checkbox"/> Traffic Movement \$1,000 <input type="checkbox"/> Stormwater Quality \$250.00 <input type="checkbox"/> Other _____ <input type="checkbox"/> After the fact review - Major project \$1,500.00 <input type="checkbox"/> After the fact review - Minor project \$1,200.00		
Major Development _____ \$500.00	Minor Development <input checked="" type="checkbox"/> \$400.00	
Plan Amendments: _____ Board review \$200.00    _____ Staff review \$100.00		

Who billing will be sent to: <u>JAMES STERLING, ARCHITECT</u>		
Mailing address: _____		
State and Zip: _____	P.O. BOX 7303 PORTLAND, MAINE 04106	Contact person: _____      Phone: _____

Submittals shall include (9) separate folded packets of the following:

- a. copy of application
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Signature of applicant: <u>[Signature]</u>	Date: <u>21 MARCH 2003</u>
--	----------------------------

JAMES A. STERLING  
Architect AIA  
142 High Street  
P.O. Box 7305  
Portland, Maine 04112  
207 772.0037  
FAX 773.8545  
cheehaak@gwi.net

21 March  
2011

Sarah Hopkins  
Portland Planning Department  
Portland City Hall

Re: CRC Renovations  
5 Portland St.

Dear Sarah:

I have enclosed 9 sets of drawings for our proposed renovations to the existing Preble Street Resource Center (CRC). Renovations include basic upgrading of finishes, lighting and mechanical systems at the lower level; expansion of the day shelter, additional showers and bathrooms and minor renovations to the existing clinic space. We are also proposing expanding the building footprint which will house the clothing drop-off, sorting and distribution on the east, entry in the middle and volunteer space on the west. This will reduce the paved area from 4,000 sf to approximately 2,000 sf.

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Sincerely,



James Sterling, AIA  
Architect



**From:** Marge Schmuckal  
**To:** Kandi Talbot  
**Date:** Tue, Apr 29, 2003 11:38 AM  
**Subject:** 9 Portland Street - Preble Resource Center

Kandi,

I have reviewed this site plan submittal. There is one zoning violation concerning height. Section 14-220 states: " No new construction of any building shall be less than thirty-five (35) in height within fifty (50) feet of any street frontage except for parking adendant booths or bank remote teller facilites". I am measuring only 22 feet in height.


I also do not see actual lot lines shown on the site plan. On both Preble and Portland Streets, the plans are labeled that the addition is set back to property lines. But the building looks setback to some other given line. Don't you require actual property lines to be shown on submittals?

I am also uncertain as to parking requirements. I need some clarification as to labeled uses shown on the plans. On the upper level renovation area that is labeled "coordinaters", is that office space? Is the "clothing bank" area a public assembly area? On the lower level renovation area, what is the food pantry area? Is it a public assembly area, or is it a storage area?

These are the zoning concerns that I have on this project.

Marge

**CC:** Sarah Hopkins

  
cheehoak@  
gwi.net

Department of Planning & Development  
Lee D. Urban, Director



**CITY OF PORTLAND**

**Division Directors**  
Mark B. Adelson  
Housing & Neighborhood Services

Alexander Q. Jaegerman, AICP  
Planning

John N. Lufkin  
Economic Development

November 3, 2003

James Sterling  
Architect  
P.O. Box 7305  
Portland, ME 04112

RE: Amendment to Site Plan at 5 Portland Street  
ID #2003-0219, CBL #033-L-004

Dear Mr. Sterling: *Jim*

This letter is to confirm the revision to the approved site plan of the Preble Street Resource Center project located at 5 Portland Street. The approved revision includes additional benches, trees, and a retaining wall. The revised plan has been reviewed and approved by the project review staff including representatives of the Planning, Public Works, Building Inspections, Fire and Parks Departments.

If you have any questions regarding the revision please contact Kandice Talbot, Planner, at 874-8901.

Sincerely,

*Alexander Jaegerman*  
Alexander Jaegerman  
Planning Division Director

cc: Lee D. Urban, Planning and Development Department Director  
Sarah Hopkins, Development Review Services Manager  
Kandice Talbot, Planner  
Jay Reynolds, Development Review Coordinator  
Marge Schmuckal, Zoning Administrator  
Karen Dunfey, Inspections  
Michael Bobinsky, Public Works Director  
Traffic Division  
Tony Lombardo, Project Engineer  
Eric Labelle, City Engineer  
Jeff Tarling, City Arborist  
Penny Littell, Associate Corporation Counsel  
Lt. Gaylen McDougall, Fire Prevention  
Don Hall, Appraiser, Assessor's Office  
Approval Letter File

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

2003-0219  
Application I. D. Number  
  
10/20/2003  
Application Date  
  
Amendment to Plan  
Project Name/Description

Preble Street Resource  
Applicant  
331 Cumberland Ave, Portland, ME 04101  
Applicant's Mailing Address

Consultant/Agent  
Agent Ph: \_\_\_\_\_ Agent Fax: \_\_\_\_\_  
Applicant or Agent Daytime Telephone, Fax

5 - 5 Portland St, Portland, Maine  
Address of Proposed Site  
033 L004001  
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) Amendment to Plan

Proposed Building square Feet or # of Units \_\_\_\_\_ Acreage of Site \_\_\_\_\_ Zoning \_\_\_\_\_

**Check Review Required:**

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Site Plan (major/minor)         | <input type="checkbox"/> Subdivision # 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 Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance             | <input type="checkbox"/> Other _____           |  |

Fees Paid: Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_ Engineer Review \_\_\_\_\_ Date \_\_\_\_\_

**DRC Approval Status:**

Reviewer Kandi Talbot

- Approved  Approved w/Conditions See Attached  Denied

Approval Date 11/03/2003 Approval Expiration 11/03/2004 Extension to \_\_\_\_\_  Additional Sheets Attached

Condition Compliance Kandi Talbot 11/03/2003  
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         | _____          | _____  | _____           |
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**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
Planning Copy**

2003-0219

Application I. D. Number

10/20/2003

Application Date

Amendment to Plan

Project Name/Description

**Preble Street Resource**

Applicant

331 Cumberland Ave, Portland, ME 04101

Applicant's Mailing Address

Consultant/Agent

Agent Ph: \_\_\_\_\_ Agent Fax: \_\_\_\_\_

Applicant or Agent Daytime Telephone, Fax

5 - 5 Portland St, Portland, Maine

Address of Proposed Site

033 L004001

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) Amendment to Plan

Proposed Building square Feet or # of Units \_\_\_\_\_ Acreage of Site \_\_\_\_\_ Zoning \_\_\_\_\_

**Check Review Required:**

Site Plan (major/minor)  Subdivision # of lots \_\_\_\_\_  PAD Review  14-403 Streets Review  
 Flood Hazard  Shoreland  Historic Preservation  DEP Local Certification  
 Zoning Conditional Use (ZBA/PB)  Zoning Variance  Other \_\_\_\_\_

Fees Paid: Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_ Engineer Review \_\_\_\_\_ Date \_\_\_\_\_

**Planning Approval Status:**

Reviewer Kandi Talbot

Approved  Approved w/Conditions See Attached  Denied

Approval Date 11/03/2003 Approval Expiration 11/03/2004 Extension to \_\_\_\_\_  Additional Sheets Attached

OK to Issue Building Permit Kandi Talbot 11/03/2003  
signature date

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	date	amount	expiration date
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	date	amount	
<input type="checkbox"/> Building Permit Issue	_____		
	date		
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	date	remaining balance	signature
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	date		expiration date
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
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	date	signature	
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	submitted date	amount	expiration date
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DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
DRC Copy**

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10/20/2003  
Application Date

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Applicant  
331 Cumberland Ave, Portland, ME 04101  
Applicant's Mailing Address

Amendment to Plan  
Project Name/Description

Consultant/Agent  
Agent Ph: \_\_\_\_\_ Agent Fax: \_\_\_\_\_  
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Condition Compliance \_\_\_\_\_ signature \_\_\_\_\_ date \_\_\_\_\_

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Address of Proposed Development: <b>S PORTLAND STREET</b>		Zone: <b>B3</b>
Total Square Footage of Proposed Structure: <b>2,000 sq. ADDITIONS</b>	Square Footage of Lot: <b>10,800</b>	
Tax Assessor's Chart, Block & Lot: Chart# <b>33</b> Block# <b>L</b> Lot# <b>4</b>	Property owner's mailing address: <b>PROBLE ST. RESOURCE CTR P.O. BOX 1459 PTUD 04101</b>	Telephone #: <b>715-0026</b>
Consultant/Agent, mailing address, phone # & contact person:  <b>JAMES STERLING ARCHITECT.</b>	Applicant's name, mailing address, telephone #/Fax#/Pager#: <b>JAMES STERLING P.O. BOX 7305 PTUD 04102 O 712-1037 F 713-8545</b>	Project name: <b>CRC RENOVATIONS</b>
<p><b>Proposed Development (check all that apply)</b></p> <p> <input type="checkbox"/> New Building    <input checked="" type="checkbox"/> Building Addition    <input type="checkbox"/> Change of Use    <input type="checkbox"/> Residential    <input type="checkbox"/> Office    <input type="checkbox"/> Retail  <input type="checkbox"/> Manufacturing    <input type="checkbox"/> Warehouse/Distribution    <input type="checkbox"/> Parking lot  <input type="checkbox"/> Subdivision (\$500.00) + amount of lots _____ (\$25.00 per lot) \$ _____  <input type="checkbox"/> Site Location of Development (\$3,000.00)              (except for residential projects which shall be \$200.00 per lot _____ )  <input type="checkbox"/> Traffic Movement (\$1,000.00)    <input type="checkbox"/> Stormwater Quality (\$250.00)  <input type="checkbox"/> Section 14-403 Review (\$400.00 + \$25.00 per lot)  <input type="checkbox"/> Other _____       </p> <p><b>Major Development (more than 10,000 sq. ft.)</b></p> <p> <input type="checkbox"/> Under 50,000 sq. ft. (\$500.00)  <input type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000.00)  <input type="checkbox"/> Parking Lots over 100 spaces (\$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"/> After-the-fact Review (\$1,000.00 + applicable application fee)       </p> <p><b>Minor Site Plan Review</b></p> <p> <input type="checkbox"/> Less than 10,000 sq. ft. (\$400.00)  <input type="checkbox"/> After-the-fact Review (\$1,000.00 + applicable application fee)       </p> <p><b>Plan Amendments</b></p> <p> <input checked="" type="checkbox"/> Planning Staff Review (\$250.00)  <input type="checkbox"/> Planning Board Review (\$500.00)       </p>		
- Please see next page -		

Who billing will be sent to: (Company, Contact Person, Address, Phone #)

JAMES STEKLING, ASSETT-

P.O. BOX 7305

PTLD, ME 04112

772-0077.

Submittals shall include (9) separate folded packets of 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

**Amendment to Plans:** Amendment applications should include 6 separate packets of the above (a, b, & c)  
**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 .50 per page (8.5 x11)  
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: 20 002 03

This application is for site review ONLY, a building Permit application and associated fees will be required prior to construction.

JAMES A. STERLING  
Architect A I A  
142 High Street  
P.O. Box 7305  
Portland, Maine 04112  
207 772.0037  
FAX 773.8545  
chechaak@gwi.net

20 October 2003

Sarah Hopkins  
Portland Planning Department  
Portland City Hall

Re: CRC Renovations  
Site plan Amendment.

Dear Sarah:

I have enclosed 6 copies of the revised CRC renovations site plan for your review.

The original site plan, for budget reasons, was sparse. The revised plan adds benches, trees, and steps. Parking spaces have been relocated directly off Portland Street with bollards to control the entry point. The guardrail has been deleted and a small section of retaining wall has been added along the Preble Street side of the site (see LA-1.1, 22 April 03). The brick sidewalk along Preble Street has also been rebuilt.

Please let me know if there are any questions.

Sincerely,



James Sterling, AIA  
Architect



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

2003-0219

Application I. D. Number

10/20/2003

Application Date

**Amendment to Plan**

Project Name/Description

Preble Street Resource

Applicant

331 Cumberland Ave, Portland, ME 04101

Applicant's Mailing Address

Consultant/Agent

Agent Ph: Agent Fax:

Applicant or Agent Daytime Telephone, Fax

5 - 5 Portland St, Portland, Maine

Address of Proposed Site

033 L004001

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) **Amendment to Plan**

Proposed Building square Feet or # of Units Acreage of Site Zoning

**Check Review Required:**

- |   |   |  |  |
|---|---|--|--|
| <input 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 \_\_\_\_\_ Subdivision \_\_\_\_\_ Engineer Review \_\_\_\_\_ Date \_\_\_\_\_

**Planning Approval Status:**

Reviewer \_\_\_\_\_

- Approved  Approved w/Conditions  
See Attached  Denied

Approval Date \_\_\_\_\_ Approval Expiration \_\_\_\_\_ Extension to \_\_\_\_\_  Additional Sheets  
Attached

OK to Issue Building Permit \_\_\_\_\_  
signature date

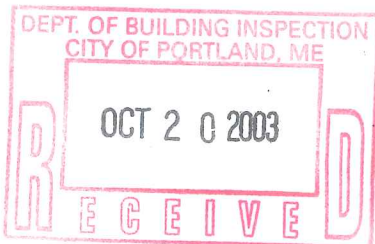
Performance Guarantee  Required\*  Not Required

\* 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  |                 |

# City of Portland Site Plan Application

If you or the property owner owe real estate taxes, personal property taxes or user charges on any property within the City of Portland, payment arrangements must be made before permit applications can be received by the Inspections Division.

Address of Proposed Development: <b>S PORTLAND STREET</b>		Zone: <b>B3</b>
Total Square Footage of Proposed Structure: <b>2,000 ± ADDITIONS</b>	Square Footage of Lot: <b>10,864</b>	
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*Orlberg*

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