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.

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

Project Name:	82 Hanover Street
Proposed Development Address:	82 Hanover Street
Project Description:	Building renovations/change of use with associated site improvements
Chart/Block/Lot:	034 G001001
Preliminary Plan	N/A
Final Plan	See Civil Plan Set attached

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

APPLICANT

Name:	Tom Watson & Co., LLC
Business Name:	N/A
Address:	188 State Street, 3rd Floor
City/State:	Portland, ME
Zip Code:	04101
Work #:	N/A
Home #:	N/A
Cell #:	207-252-0358
Fax #:	N/A
E-mail:	tom@portpropmgt.com

OWNER

Name:	Tom Watson & Co., LLC
Address:	188 State Street, 3rd Floor
City/State:	Portland, ME
Zip Code:	04101
Work #:	N/A
Home #:	N/A
Cell #:	207-252-0358
Fax #:	N/A
E-mail:	tom@portpropmgt.com

AGENT/REPRESENTATIVE

Name:	Acorn Engineering, Inc.
Address:	P.O. Box 3372
City/State:	Portland, ME
Zip Code:	04104
Work #:	207-775-2655
Home #:	N/A
Cell #:	207-317-1884
Fax #:	N/A
E-mail:	wsavage@acorn-engineering.com

BILLING (to whom invoices will be forwarded to)

Name:	Tom Watson & Co., LLC
Address:	188 State Street, 3rd Floor
City/State:	Portland, ME
Zip Code:	04101
Work #:	N/A
Home #:	N/A
Cell #:	207-252-0358
Fax #:	N/A
E-mail:	tom@portpropmgt.com

ENGINEER

Name:	Acorn Engineering, Inc.
Address:	P.O. Box 3372
City/State:	Portland, ME
Zip Code:	04104
Work #:	207-775-2655
Home #:	N/A
Cell #:	207-317-1884
Fax #:	N/A
E-mail:	wsavage@acorn-engineering.com

SURVEYOR

Name:	Titcomb Associates
Address:	133 Gray Road
City/State:	Falmouth, ME
Zip Code:	04105
Work #:	207-797-9199
Home #:	N/A
Cell #:	N/A
Fax #:	207-878-3142
E-mail:	rcroteau@titcombsurvey.com

ARCHITECT

Name:	Ryan Senatore Architecture
Address:	565 Congress Street #304
City/State:	Portland, ME
Zip Code:	04101
Work #:	207-747-5159
Home #:	N/A
Cell #:	207-650-6414
Fax #:	N/A
E-mail:	ryan@senatorearchitecture.com

ATTORNEY

Name:	William H. Leete, Jr.
Address:	PO Box 7740
City/State:	Portland, ME
Zip Code:	04112
Work #:	(207) 879-9440
Home #:	
Cell #:	
Fax #:	
E-mail:	wleete@leelem.com

DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN

Name:	Sam Lebel
E-mail:	slebel@acorn-engineering.com
Name:	Alyssa Gartley
E-mail:	agartley@acorn-engineering.com
Name:	William Savage
E-mail:	wsavage@acorn-engineering.com

III. APPLICATION FEES

LEVEL III DEVELOPMENT (check applicable review)

[X]	Less than 50,000 sq. ft.	$750.00
[ ]	50,000 – 100,000 sq. ft.	$1,000.00
[ ]	100,000 – 200,000 sq. ft.	$2,000.00
[ ]	200,000 – 300,000 sq. ft.	$3,000.00
[ ]	Over 300,000 sq. ft.	$5,000.00
[ ]	Parking lots over 100 spaces	$1,000.00
[ ]	After-the-fact Review	$1,000.00 + applicable application fee above

PLAN AMENDMENTS (check applicable review)

[ ]	Planning Staff Review	$250.00
[ ]	Planning Board Review	$500.00

OTHER REVIEWS (check applicable review)

[ ]	Traffic Movement	$1,500.00
[ ]	Stormwater Quality	$250.00
[ ]	Subdivision	$500.00 + applicable fee for lots/units below
	# of Subdivision Lots/Units [ ] x $25.00 each	$
[ ]	Site Location	$3,500.00 + applicable fee for lots/units below
	# of Site Location Lots/Units [ ] x $200.00 each	$
[X]	Change of Use	
[ ]	Flood Plain	
[ ]	Shoreland	
[ ]	Design Review	
[ ]	Housing Replacement	
[ ]	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	58,059 sq. ft.
PROPOSED DISTURBED AREA OF THE SITE	17,500 sq. ft.
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.	
IMPERVIOUS SURFACE AREA	
Impervious Area (Total Existing)	57,956 sq. ft.
Impervious Area (Total Proposed)	57,456 sq. ft.
Building Ground Floor Area and Total Floor	
Building Footprint (Total Existing)	38,696 sq. ft.
Building Footprint (Total Proposed)	38,696 sq. ft.
Building Floor Area (Total Existing)	43,572 sq. ft.
Building Floor Area (Total Proposed)	43,572 sq. ft.
ZONING	
Existing	B-7
Proposed, if applicable	
LAND USE	
Existing	Auto Service/Office
Proposed	Restaurants, Retail, and Office Space
RESIDENTIAL, IF APPLICABLE	
# of Residential Units (Total Existing)	
# of Residential Units (Total Proposed)	
# of Lots (Total Proposed)	
# of Affordable Housing Units (Total Proposed)	
PROPOSED BEDROOM MIX	
# of Efficiency Units (Total Proposed)	
# of One-Bedroom Units (Total Proposed)	
# of Two-Bedroom Units (Total Proposed)	
# of Three-Bedroom Units (Total Proposed)	
PARKING SPACES	
# of Parking Spaces (Total Existing)	46
# of Parking Spaces (Total Proposed)	39
# of Handicapped Spaces (Total Proposed)	2
BICYCLE PARKING SPACES	
# of Bicycle Spaces (Total Existing)	0
# of Bicycle Spaces (Total Proposed)	14
ESTIMATED COST OF THE PROJECT	$1.25 million

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:	2.26.2018

FINAL PLAN - Level III Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	**GENERAL WRITTEN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)**
X		1	* Completed Application form
X		1	* Application fees
X		1	* Written description of project
X		1	* Evidence of right, title and interest
N/A		1	* Evidence of state and/or federal permits
X		1	* Written assessment of proposed project's specific compliance with applicable Zoning requirements
X		1	* Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site
X		1	* Evidence of financial and technical capacity
X		1	Construction Management Plan
N/A		1	A traffic study and other applicable transportation plans in accordance with Section 1 of the technical Manual, where applicable.
N/A		1	Written summary of significant natural features located on the site (Section 14-526 (b) (a))
X		1	Stormwater management plan and stormwater calculations
X		1	Written summary of project's consistency with related city master plans
X		1	Evidence of utility capacity to serve
X		1	Written summary of solid waste generation and proposed management of solid waste
X		1	A code summary referencing NFPA 1 and all Fire Department technical standards
N/A		1	Where applicable, an assessment of the development's consistency with any applicable design standards contained in Section 14-526 and in City of Portland Design Manual
X		1	Manufacturer’s verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.

Applicant Checklist	Planner Checklist	# of Copies	**SITE PLAN SUBMISSIONS CHECKLIST** **(* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)**
X		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
		1	**Final Site Plans including the following:**
X		Existing and proposed structures, as applicable, and distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone);	
X		Existing and proposed structures on parcels abutting site;	
X		All streets and intersections adjacent to the site and any proposed geometric modifications to those streets or intersections;	
X		Location, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways, and bicycle access ways, with corresponding curb lines;	
X		Engineered construction specifications and cross-sectional drawings for all proposed driveways, paved areas, sidewalks;	
X		Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;	
X		Existing and proposed public transit infrastructure with applicable dimensions and engineering specifications;	
X		Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;	
X		Location of all snow storage areas and/or a snow removal plan;	
N/A		A traffic control plan as detailed in Section 1 of the Technical Manual;	
N/A		Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);	
N/A		Location and proposed alteration to any watercourse;	
N/A		A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;	
N/A		Proposed buffers and preservation measures for wetlands;	
X		Existing soil conditions and location of test pits and test borings;	
X		Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;	
X		A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;	
X		Grading plan;	
X		Ground water protection measures;	
X		Existing and proposed sewer mains and connections;	

- Continued on next page -

X		Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
X		Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;
X		Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
X		Location and size of all on site solid waste receptacles, including on site storage containers for recyclable materials for any commercial or industrial property;
X		Plans showing the location, ground floor area, floor plans and grade elevations for all buildings;
N/A		A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
N/A		A note on the plan identifying the Historic Preservation designation and a copy of the Application for Certificate of Appropriateness, if applicable, as specified in Section Article IX, the Historic Preservation Ordinance;
X		Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening, where applicable;
N/A		An exterior lighting plan in accordance with Section 12 of the Technical Manual;
X		A signage plan showing the location, dimensions, height and setback of all existing and proposed signs;
X		Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.