



PORTLAND MAINE

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Planning and Urban Development

Penny St. Louis Littell, Director

Planning Division

Alexander Jaegerman, Director

August 8, 2008

Mercer M Bonney, ASLA
OEST Associates Inc
343 Gorham Road
South Portland, ME 04106-2317

Stephen Jordan
Adams Towing Inc.
PO Box 8084
Portland, ME 04104

RE: **Tow Lot at 58 Alder Street (adj. Hanover Street) (Adams Towing Inc.)**
CBL: 034 H002001
Application ID: # 2006-0215

Dear Ms Bonney and Mr Jordan,

On August 8, 2008 the Portland Planning Authority approved a minor site plan for the proposal for 5,500 sq ft tow lot and associated site improvements at 58 Alder Street, as submitted by Stephen Jordan and shown on the approved plan prepared by Oest Associates Inc and dated June 10, 2008 (L-1, Rev C).

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.

Please note the following provisions and requirements for all site plan approvals:

1. The above approvals do not constitute approval of construction plans, which must be reviewed and approved by the City of Portland's Inspection Division.
2. A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount and four (4) additional (at scale) sets of the approved site plan must be submitted to the Planning Division 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.
3. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the expiration date.
4. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.

5. Prior to construction, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Service's representative and owner to review the construction schedule and critical aspects of the site work. At that time, 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.
6. 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.)

The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as 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 874-8728.

Sincerely,



Alexander Jaegerman
Planning Division Director

Attachment: Performance Guarantee Packet

Electronic Distribution:

Penny St. Louis Littell, Director of Planning and Urban Development
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