



# Level I – Site Alteration 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 I: Site Alteration Development includes:

- Alteration of a watercourse or wetland as defined in Section 14-47 of the City Code.
- Alteration of a site. The disturbance of land areas of less than one (1) acre that are stripped, graded, grubbed, filled or excavated. The Planning Authority shall exempt from review the loam and seeding of lawns and the cumulative placement of less than fifteen (15) cubic yards of fill on any lot provided such loaming or placement does not alter a drainage course, swale, wetland or redirect water onto adjoining property and does not violate any other provision of the Portland City Code or state or federal law. "Disturbed area" does not include routine maintenance, but does include re-development and new impervious areas.
- The construction of any temporary or permanent parking area, paving of existing unpaved surface parking areas between 1,000 and 7,500 sq. ft., or creation of other impervious surface areas between 1,000 and 7,500 sq. ft.
- The rehabilitation or reconstruction, but not new construction, of piers, docks, wharves, bridges, retaining walls, and other structures located within the shoreland zone.
- A site alteration in which vehicle access is proposed from more than one (1) street.

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](mailto: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:                 | Bedford Street Sewer Separation                                 |
| Proposed Development Address: | Baxter Boulevard, Belmeade Road, Bedford Street                 |
| Project Description:          | A sewer separation project involving two new outfall locations. |
| Chart/Block/Lot:              |   |

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

**APPLICANT**

|               |  |
|---------------|--|
| Name:         | Justin Pellerin, P.E.                    |
| Company Name: | City of Portland Public Works Department |
| Address:      | 55 Portland Street                       |
| City/State:   | Portland, ME                             |
| Zip Code:     | 04101                                    |
| Work #:       | 207-874-8828                             |
| Home #:       |  |
| Cell #:       |  |
| Fax #:        |  |
| E-mail:       | JRP@portlandmaine.gov                    |

**OWNER**

|               |                   |
|---------------|-------------------|
| Name:         | Same as Applicant |
| Company Name: |                   |
| Address:      |                   |
| City/State:   |                   |
| Zip Code:     |                   |
| Work #:       |                   |
| Home #:       |                   |
| Cell #:       |                   |
| Fax #:        |                   |
| E-mail:       |                   |

**AGENT/REPRESENTATIVE**

|               |  |
|---------------|--|
| Name:         | Justin Pellerin, P.E.                    |
| Company Name: | City of Portland Public Works Department |
| Address:      | 55 Portland Street                       |
| City/State:   | Portland, ME                             |
| Zip Code:     | 04101                                    |
| Work #:       | 207-874-8828                             |
| Home #:       |  |
| Cell #:       |  |
| Fax #:        |  |
| E-mail:       | JRP@portlandmaine.gov                    |

**BILLING (to whom invoices will be forwarded to)**

|               |     |
|---------------|-----|
| Name:         | N/A |
| Company Name: |     |
| Address:      |     |
| City/State:   |     |
| Zip Code:     |     |
| Work #:       |     |
| Home #:       |     |
| Cell #:       |     |
| Fax #:        |     |
| E-mail:       |     |

**ENGINEER**

|               |                                |
|---------------|--------------------------------|
| Name:         | Robert A. McSorley, PE         |
| Company Name: | Sebago Technics, Inc.          |
| Address:      | 75 John Roberts Road, Suite 4A |
| City/State:   | South Portland, ME             |
| Zip Code:     | 04106                          |
| Work #:       | 207-200-2074                   |
| Home #:       |                                |
| Cell #:       |                                |
| Fax #:        |                                |
| E-mail:       | rmcsorley@sebagotechnics.com   |

**SURVEYOR**

|               |  |
|---------------|--|
| Name:         |  |
| Company Name: |  |
| Address:      |  |
| City/State:   |  |
| Zip Code:     |  |
| Work #:       |  |
| Home #:       |  |
| Cell #:       |  |
| Fax #:        |  |
| E-mail:       |  |

**ARCHITECT**

|               |     |
|---------------|-----|
| Name:         | N/A |
| Company Name: |     |
| Address:      |     |
| City/State:   |     |
| Zip Code:     |     |
| Work #:       |     |
| Home #:       |     |
| Cell #:       |     |
| Fax #:        |     |
| E-mail:       |     |

**ATTORNEY**

|               |     |
|---------------|-----|
| Name:         | N/A |
| Company Name: |     |
| Address:      |     |
| City/State:   |     |
| Zip Code:     |     |
| Work #:       |     |
| Home #:       |     |
| Cell #:       |     |
| Fax #:        |     |
| E-mail:       |     |

**DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN**

|         |                              |
|---------|------------------------------|
| Name:   | Robert A. McSorley           |
| E-mail: | rmcsorley@sebagotechnics.com |

|         |                           |
|---------|---------------------------|
| Name:   | Emmy Irvin                |
| E-mail: | eirvin@sebagotechnics.com |

|         |                       |
|---------|-----------------------|
| Name:   | Justin Pellerin, P.E. |
| E-mail: | JRP@portlandmaine.gov |

**III. APPLICATION FEE**

|                                   |                         |          |
|-----------------------------------|-------------------------|----------|
|                                   | Level 1 Site Alteration | \$200.00 |
| <b>TOTAL APPLICATION FEE DUE:</b> |                         | \$       |

**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)

## PROJECT DATA

The following information is required where applicable, in order to complete the application.

|   |               |
|---|---------------|
| <b>Total Area of Site</b>   | sq. ft.       |
| <b>Proposed Total Disturbed Area of the Site</b>  | 3,027 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 |               |
| <b>Impervious Surface Area</b>  | N/A           |
| Impervious Area (Total Existing)  | sq. ft.       |
| Impervious Area (Total Proposed)  | sq. ft.       |
| <b>Parking Spaces</b>   | N/A           |
| # of Parking Spaces (Total Existing)  | sq. ft.       |
| # of Parking Spaces (Total Proposed)  | sq. ft.       |
| # of Handicapped Spaces (Total Proposed)  | sq. ft.       |

| <b>Level 1 Site Alteration</b> |                   |             |   |
|--------------------------------|-------------------|-------------|---|
| Applicant Checklist            | Planner Checklist | # of Copies | <b>GENERAL WRITTEN SUBMISSIONS CHECKLIST</b>  |
| x                              |                   | 1           | Completed Application form  |
| N/A                            |                   | 1           | Application fees  |
| x                              |                   | 1           | Written description of project  |
| In process                     |                   | 1           | Evidence of right, title and interest   |
| x                              |                   | 1           | Evidence of state and/or federal approvals, if applicable   |
| x                              |                   | 1           | Written assessment of proposed project's compliance with applicable zoning requirements   |
| N/A                            |                   | 1           | Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site  |
| N/A                            |                   | 1           | Written requests for waivers from site plan or technical standards, if applicable.  |
| CITY CIP                       |                   | 1           | Evidence of financial and technical capacity  |
| Applicant Checklist            | Planner Checklist | # of Copies | <b>SITE PLAN SUBMISSIONS CHECKLIST</b>  |
| x                              |                   | 1           | Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual   |
| x                              |                   | 1           | Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)  |
| x                              |                   |             | Proposed grading and contours;  |
| x                              |                   |             | Existing structures with distances from property line;  |
| x                              |                   |             | 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; |
| x                              |                   |             | Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section); |
| x                              |                   |             | Preliminary infrastructure improvements;  |
|                                |                   |             | Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;  |

## Site Plan Standards for Review of Level I: Site Alteration

Level I: Site alteration plans shall only be subject to the following site plan standards, as applicable, as contained in section 14-526:

- (a) Transportation standards:
  1. Impact on surrounding street systems,
  2. Access and circulation, and
  4. Parking
- (b) Environmental quality standards
  1. Preservation of significant natural features,
  2. Landscaping and landscape preservation, and
  3. Water quality, stormwater management and erosion control.
- (c) Public infrastructure and community safety standards.
  1. Consistency with city master plans.
- (d) Site design standards
  5. Historic resources,
  6. Exterior lighting,
  8. Signage and wayfinding, and
  9. Zoning related design standards.

Except as provided in article III, or to conditions imposed under section 14-526(e) only, or to those submission requirements set forth in section 14-527 as relate solely thereto.



### PORTLAND FIRE DEPARTMENT SITE REVIEW FIRE DEPARTMENT CHECKLIST



A separate drawing[s] shall be provided to the Portland Fire Department for all site plan reviews.

1. Name, address, telephone number of applicant.
  2. Name address, telephone number of architect
  3. Proposed uses of any structures [NFPA and IBC classification]
  4. Square footage of all structures [total and per story]
  5. Elevation of all structures
  6. Proposed fire protection of all structures
- **As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)**

7. Hydrant locations

## 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 I Site Alteration 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.**

|                                |  |
|--------------------------------|--|
| <b>Signature of Applicant:</b> | Justin Pellerin, P.E. - CITY OF PORTLAND PROJECT<br>ENGINEER |
| <b>Date:</b>                   | 1/29/2018  |