



Jeff Levine, AICP, Director
Planning & Urban Development Department

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

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. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.

This is an application for a modification to an existing permit. The project agent is Woodard & Curran, and the applicant is the City of Portland Department of Public Services, and the fee was waived.

Lauren Swett
Applicant Signature:

3/13/15
Date:

Lauren Swett
I have provided digital copies and sent them on:

3/13/15
Date:

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3rd Floor, Room 315.



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 I: Site Alterations. 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) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

Planning Division

Fourth Floor, City Hall
389 Congress Street
(207) 874-8719

Office Hours

Monday thru Friday
8:00 a.m. – 4:30 p.m.

PROJECT NAME: Deering Oaks Pond Bottom & Water Quality Improvements

PROPOSED DEVELOPMENT ADDRESS:

Deering Oaks Park, bounded by Deering Avenue, Forest Avenue, Park Avenue, and Interstate 295

PROJECT DESCRIPTION:

Install a new pond bottom system in Deering Oaks Pond to allow for easier and more complete annual maintenance of the pond, helping to improve water quality in the pond. UPDATE: Install additional landscaping to the pond's ravine area.

CHART/BLOCK/LOT: 035 I001, 050 A001, & 049 B001

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer Name: Michael Farmer, Project Engineer Business Name, if applicable: City of Portland Department of Public Services Address: 55 Portland Street City/State : Portland/ME Zip Code: 04101	Applicant Contact Information Work # 207-874-8845 Home# Cell # Fax# e-mail: mfarmer@portlandmaine.gov
Owner – (if different from Applicant) Name: (Same as Applicant) Address: City/State : Zip Code:	Owner Contact Information Work # Home# Cell # Fax# e-mail:
Agent/ Representative Name: Woodard & Curran, c/o Lauren Swett, PE Address: 41 Hutchins Drive City/State : Portland/ME Zip Code: 04102	Agent/Representative Contact information Work # 207-774-2112 Cell # e-mail: lswett@woodardcurran.com
Billing Information Name: (Same as Applicant) Address: City/State : Zip Code:	Billing Information Work # Cell # Fax# e-mail:

Engineer Name: Woodard & Curran, c/o Lauren Swett, PE Address: 41 Hutchins Drive City/State : Portland/ME Zip Code: 04102	Engineer Contact Information Work # 207-774-2112 Cell # Fax# e-mail: lswett@woodardcurran.com
Surveyor Name: Address: City/State : Zip Code:	Surveyor Contact Information Work # Cell # Fax# e-mail:
Architect Name: Address: City/State : Zip Code:	Architect Contact Information Work # Cell # Fax# e-mail:
Attorney Name: Address: City/State : Zip Code:	Attorney Contact Information Work # Cell # Fax# e-mail:

APPLICATION FEES:

(Payment may be made by Credit Card, Cash or Check payable to the City of Portland.)

Fee Waived for City Project Level 1 Site Alteration (\$200.00)	The City invoices separately for the following: <ul style="list-style-type: none"> • Notices (\$.75 each) • Legal Ad (% of total Ad) • Planning Review (\$40.00 hour) • Legal Review (\$75.00 hour) Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.
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APPLICATION SUBMISSION:

1. All site plans and written application materials must be submitted electronically on a CD or thumb drive with each plan submitted as separate files, with individual file which can be found on the **Electronic Plan and Document Submittal** page of the City's website at <http://me-portland.civicplus.com/764/Electronic-Plan-and-Document-Submittal>
2. In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), paper copy of written materials, and the application fee must be submitted to the Building Inspections Office to start the review process.

The application must be complete, including but not limited to the contact information, project data, application checklists, wastewater capacity, plan for fire department review, and applicant signature. The submissions shall include one (1) paper packet with folded plans containing the following materials:


1. One (1) full size site plans that must be folded.
2. One (1) copy of all written materials or as follows, unless otherwise noted:
 - a. Application form that is completed and signed.
 - b. Cover letter stating the nature of the project.
 - c. All Written Submittals (Sec. 14-527 (c), including evidence of right, title and interest.
3. A stamped standard boundary survey prepared by a registered land surveyor at a scale not less than one inch to 50 feet.
4. Plans and maps based upon the boundary survey and containing the information found in the attached sample plan checklist.
5. One (1) set of plans reduced to 11 x 17.

Please refer to the application checklist (attached) for a detailed list of submission requirements.

APPLICANT SIGNATURE:

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} ~~Level II~~ 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: 3/13/15
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PROJECT DATA

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

Total Area of Site	42.7 acres	sq. ft.
Proposed Total Disturbed Area of the Site	3.5 acres	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	N/A	
Impervious Area (Total Existing)		sq. ft.
Impervious Area (Total Proposed)		sq. ft.
Parking Spaces	N/A	
# of Parking Spaces (Total Existing)		sq. ft.
# of Parking Spaces (Total Proposed)		sq. ft.
# of Handicapped Spaces (Total Proposed)		sq. ft.

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