



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:	415 Cumberland Avenue
Proposed Development Address:	415 Cumberland Avenue
Project Description:	Convert Existing Building to 7 Residential Units and 2 Commercial Units
Chart/Block/Lot:	036 G033001
Preliminary Plan	x
Final Plan	

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

APPLICANT

Name:	Sam Reiche
Business Name:	415 CA, LLC
Address:	25 Edgehill Rd
City/State:	Brookline MA
Zip Code:	02445
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	reiche.sam@gmail.com

OWNER

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

AGENT/REPRESENTATIVE

Name:	Walsh Engineering Associates, Inc. (Thomas S. Greer, PE)
Address:	One Karen Drive, Suite 2A
City/State:	Westbrook, ME
Zip Code:	04092
Work #:	207-553-9898
Home #:	
Cell #:	
Fax #:	
E-mail:	tgreer@walsh-eng.com

BILLING (to whom invoices will be forwarded to)

Name:	415 CA, LLC (Sam Reiche)
Address:	25 Edgehill Rd
City/State:	Brookline MA
Zip Code:	02445
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	reiche.sam@gmail.com

ENGINEER

Name:	Walsh Engineering Associates, Inc. (Thomas S. Greer, P.E.)
Address:	One Karen Drive, Suite 2A
City/State:	Westbrook, ME
Zip Code:	04092
Work #:	207-553-9898
Home #:	
Cell #:	
Fax #:	
E-mail:	tgreer@walsh-eng.com

SURVEYOR

Name:	D.S.D. Downeast Surveying & Development (Elwood Ellis)
Address:	PO Box 6234
City/State:	China Village, ME
Zip Code:	04926
Work #:	207-968-2507
Home #:	
Cell #:	
Fax #:	
E-mail:	

ARCHITECT

Name:	Archetype Architects (Barry Yudaken)
Address:	48 Union Wharf
City/State:	Portland, ME
Zip Code:	04101
Work #:	(207) 772-6022
Home #:	
Cell #:	
Fax #:	
E-mail:	yudaken@archetypepa.com

ATTORNEY

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

DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN

Name:	Thomas S. Greer
E-mail:	tgreer@walsh-eng.com
Name:	Rita J. Sawyer
E-mail:	rita@walsh-eng.com
Name:	
E-mail:	

III. APPLICATION FEES

LEVEL III DEVELOPMENT (check applicable review)

<input checked="" type="checkbox"/>	Less than 50,000 sq. ft.	\$750.00
<input type="checkbox"/>	50,000 – 100,000 sq. ft.	\$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"/>	Parking lots over 100 spaces	\$1,000.00
<input type="checkbox"/>	After-the-fact Review	\$1,000.00 + applicable application fee above

PLAN AMENDMENTS (check applicable review)

<input type="checkbox"/>	Planning Staff Review	\$250.00
<input checked="" type="checkbox"/>	Planning Board Review	\$500.00

OTHER REVIEWS (check applicable review)

<input type="checkbox"/>	Traffic Movement	\$1,500.00
<input type="checkbox"/>	Stormwater Quality	\$250.00
<input checked="" type="checkbox"/>	Subdivision	\$500.00 + applicable fee for lots/units below
	# of Subdivision Lots/Units [9] x \$25.00 each	\$ 225.00
<input type="checkbox"/>	Site Location	\$3,500.00 + applicable fee for lots/units below
	# of Site Location Lots/Units [] x \$200.00 each	\$
<input type="checkbox"/>	Change of Use	
<input type="checkbox"/>	Flood Plain	
<input type="checkbox"/>	Shoreland	
<input type="checkbox"/>	Design Review	
<input type="checkbox"/>	Housing Replacement	
<input type="checkbox"/>	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	6,098	sq. ft.
PROPOSED DISTURBED AREA OF THE SITE	25	sq. ft.
<i>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.</i>		
IMPERVIOUS SURFACE AREA		
Impervious Area (Total Existing)	5,762	sq. ft.
Impervious Area (Total Proposed)	5,787	sq. ft.
Building Ground Floor Area and Total Floor		
Building Footprint (Total Existing)	4929	sq. ft.
Building Footprint (Total Proposed)	4929	sq. ft.
Building Floor Area (Total Existing)	15,820	sq. ft.
Building Floor Area (Total Proposed)	15,820	sq. ft.
ZONING		
Existing	B3c	
Proposed, if applicable	B3c	
LAND USE		
Existing	Commercial	
Proposed	Commercial & Residential	
RESIDENTIAL, IF APPLICABLE		
# of Residential Units (Total Existing)	0	
# of Residential Units (Total Proposed)	7	
# of Lots (Total Proposed)	0	
# of Affordable Housing Units (Total Proposed)	0	
PROPOSED BEDROOM MIX		
# of Efficiency Units (Total Proposed)	0	
# of One-Bedroom Units (Total Proposed)	3	
# of Two-Bedroom Units (Total Proposed)	4	
# of Three-Bedroom Units (Total Proposed)	0	
PARKING SPACES		
# of Parking Spaces (Total Existing)	6	
# of Parking Spaces (Total Proposed)	6	
# of Handicapped Spaces (Total Proposed)	0	
BICYCLE PARKING SPACES		
# of Bicycle Spaces (Total Existing)	0	
# of Bicycle Spaces (Total Proposed)	4	
ESTIMATED COST OF THE PROJECT		
	\$800,000.00	

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: 1/16/18	FORD SAMUEL REICHE MANAGER, 415 CA LLC

PRELIMINARY PLAN (Optional) - Level III Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
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 approvals, if applicable
x		1	Written assessment of proposed project's compliance with applicable zoning requirements
x		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.
x		1	Evidence of financial and technical capacity
n/a		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST
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)
n/a			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;
n/a			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
n/a			Preliminary infrastructure improvements;
x			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;
n/a			Location of significant natural features (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features) located on the site as defined in Section 14-526 (b) (1);
n/a			Proposed buffers and preservation measures for significant natural features, as defined in Section 14-526 (b) (1);
x			Location , dimensions and ownership of easements, public or private rights of way, both existing and proposed;
x			Exterior building elevations.