

1. APPLICATION

A Level III Site Plan has been filed through the City of Portland Citizen Self Service online system. The Level III Site Plan Checklist is attached.

1.1 APPLICATION FEES

The Application Fee will be paid by the Applicant online. The Application fee is \$2,750, per the CSS Online Application.

Total Fee: \$2,750

1.2 ATTACHMENTS

Level III Checklist

Planning & Urban Development Department

LEVEL II and LEVEL III APPLICATION SUBMISSION CHECKLIST

Please submit each document as a separate PDF file.
Please confirm by electronically checking the boxes to the left

General Application Documents		
Checklist	Items to be Provided	
Yes NA Plan	PROJECT DESCRIPTION	
	Cover Letter with detailed project description	
Yes NA Plan	COMPLETED CHECKLIST – LEVEL III APPLICATION	
Yes NA Plan	RIGHT, TITLE AND INTEREST	
	Deeds, leases, or purchase and sales agreements	
Yes NA Plan	EVIDENCE OF STATE OR FEDERAL APPROVALS, if applicable	
	Permits or letters of non-jurisdiction, if applicable	
Yes NA Plan	ZONING ASSESSMENT	
	Table listing required and proposed uses and dimensional standards	
	Zoning Assessment Table	
Yes NA Plan	EXISTING &/OR PROPOSED EASEMENTS OR COVENANTS, if applicable	
	Evidence of existing easements and any proposed easements	
Yes NA Plan	WAIVER REQUESTS	
	Written request for waiver describing request and reason. Waiver Table	
Yes NA Plan	FINANCIAL CAPABILITY	
	Letter or evidence from a financial institution or third party verifying financial	
	capacity to undertake project	
Yes NA Plan	TECHNICAL CAPABILITY	
	Evidence of technical capability of applicant and consultants – resumes and/or	
	examples of past projects	

LEVEL II AND LEVEL III SITE PLAN STANDARDS AND SUBMISSION CHECKLIST

Provide assessment of compliance with standards and include supplemental documentation, as applicable.

Please submit each document as a separate PDF file.

TRANSPORTATION			
Check list	Assess/Provide/Document:		
Yes NA Plan	 Transportation Analysis- Traffic Impact (14-526 (a) 1) Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts Traffic Impact Study (Technical Manual, Section 1) if applicable 		
Yes NA Plan	 Access and Circulation (14-526 (a) 2 a) Access and internal circulation, addressing ADA access Access and egress impacts on traffic flows Description and use of drive-up features, if applicable 		
Yes NA Plan	 Loading and Servicing (14-526 (a) 2 b) Loading and servicing needs, route and travel way geometrics for deliveries Turning templates for delivery vehicles, if applicable 		
Yes NA Plan	 Sidewalks (14-526 (a) 2 c) Sidewalks and condition along street frontages and internal walkways Engineered details for ADA ramps and public sidewalk details meeting sidewalk materials policy and ADA ramp construction details as applicable (Technical Manual, Section 1) 		
Yes NA Plan	 Public Transit (14-526 (a) 3), if applicable Existing available transit services Proposed site plan design details, such as easement, pad base, and shelter 		
Yes NA Plan	 Off-Street Parking: Vehicle & Motorcycle/Scooter) (14-526 (a) 4 a and c) Expected parking demand, proposed parking supply, ADA parking, and applicable Zoning Requirements Address Technical Manual standards (Section 1) for curb cut separation and parking lot layout and locate on site plan 		
Yes NA Plan	 Bicycle Parking (14-526 (a) 4 b) Address bicycle parking requirements and identify locations on-site Construction details for bike racks (Technical Manual, Section 1) 		
Yes NA Plan	Snow Storage (14-526 (a) 4 d) • Management plan for snow removal and locate snow storage areas on plan		
Yes NA Plan	Traffic Demand Management (TDM) (14-526 (a) 5), if applicable • Develop TDM with Trip Reduction Targets and Strategies		

ENVIRONMENTAL AND LANDSCAPE FEATURES			
Check list	Assess/Provide/Document:		
Yes NA Plan	 Preservation of Significant Natural Features (14-526 (b) 1), if applicable Trees, plants, habitats listed on State or Federal list of endangered or threatened High and moderate value waterfowl and wading habitat Aquifers on Casco Bay Islands Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains) Proposed preservation areas and protection measures Documentation from environmental consultants, determinations from applicable state agencies 		
Yes NA Plan	 Landscaping and Landscape Preservation (14-526 (b) 2 a) Preservation of trees and preservation within required zoning setbacks (Technical Manual, Section 4) Protection measures of existing vegetation during construction Protection measures within Shoreland Zone, if applicable 		
Yes NA Plan	 Site Landscaping (14-526 (b) 2 b) Screening and buffering of service areas and between non-residential and residential uses Planting plans with plant schedule and sizes (Technical Manual, Section 4) 		
Yes NA Plan	Parking Lot Landscaping (14-526 (b) 2 b ii), if applicable • Landscaped islands within parking areas (Technical Manual, Section 4)		
Yes NA Plan	Street Trees (14-526 (b) 2 b iii) Existing Heritage or Feature Trees on site and measures to preserve Identify street trees on the plan meeting the site plan and Technical Manual standards (Section 4) or identify alternative measures, if applicable		
ENVIRONMEN	ITAL AND STORMWATER		
Check list	Assess/Provide/Document:		
Yes NA Plan	 Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a) Stormwater report in compliance with Section 5 of Technical Manual and DEP Chapter 500 stormwater for basic, general and flooding standards, as applicable Erosion control plan and measures Evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater, as applicable Subsurface sanitary sewage disposal and groundwater protection 		

PUBLIC INFRA	ASTRUCTURE AND SAFETY			
Check list	Assess/Provide/Document:			
Yes NA Plan	 Consistency with City Master Plans (14-526 (c) 1) Identify consistency with master plans Proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable 			
Yes NA Plan	 Public Safety and Fire Prevention (14-526 (c)) Address Crime Prevention through Environmental Design (CPTED) (Technical Manual, Section 3) Emergency vehicle access Address consistency with public safety standards (Technical Manual, Section 3) Submit a code summary referring NFPA 1 and all Fire Department standards (Technical Manual, Section 3) - Fire Checklist 			
Yes NA Plan	Availability and Adequacy of Public Utilities (14-526 (c) 3) (Technical Manual, Sections 2 & 9) • Electrical services, including providing underground services • Identify existing and proposed connections for public utilities and required public utility upgrades • Sewer line connections are required, if there is a main within 200 feet • Proposed solid waste management facilities on-site and management for the site • Written evidence of the ability to serve from utility companies, as applicable			
SITE DESIGN				
Check list	Assess/Provide/Document:			
Yes NA Plan	 Massing, Ventilations and Wind Impact (14-526 (d) 1) Wind and ventilation impacts on adjoining structures and/or adjacent public spaces. Wind study, if applicable Bulk, location or height impacts on adjoining structures Identify and locate HVAC equipment and venting away from public spaces and residential properties Identify screening and manufacturing specifications for noise, if applicable 			
Yes NA Plan	Shadows (14-526 (d) 2), if applicable • Shadow analysis of impacts on publicly accessible open space (Technical Manual, Section 11)			
Yes NA Plan	 Snow and Ice Loading (14-526 (d) 3) Building design to prevent snow and ice from loading or falling onto adjacent properties or public ways 			
Yes NA Plan	View Corridors (14-526 (d) 4), if applicable • Protection of designated view corridors (Portland Design Manual, Appendix 1)			

Yes NA Plan	Historic Resources (14-526 (d) 5), if applicable	
	Identify developments within Historic Districts or affecting Designated Landmarks	
	Certificate of Appropriateness or other evidence	
	Identify Developments within 100 feet of Historic Districts or affecting Designated	
	Landmarks. Advisory HP review may be required	
	Address preservation and documentation of Archaeological Resources	
Yes NA Plan	Exterior Lighting (14-526 (d) 6)	
	Cut sheets of on-site light fixtures and any architectural or specialty lights	
	(Technical Manual, Section 12)	
	Engineered details for any lights proposed in street right-of-way (Technical	
	Manual, Section 10)	
Yes NA Plan	Noise and Vibration (14-526 (d) 7)	
	Evidence of noise levels for equipment, such as equipment specifications, to	
	demonstrate consistency with zoning requirements	
Yes NA Plan	Signage and Wayfinding (14-526 (d) 8), if applicable	
	Signage plan showing the location, dimensions, height and setback of all existing	
	and proposed signs. Signs in Historic Districts are reviewed by Historic	
	Preservation staff	
	Proposed commercial and directional signage on site	
Yes NA Plan	Zone Related Design Standards (14-526 (d) 5)	
	Address Historic Preservation Design Review, if applicable	
	Address any applicable design review standards by zone	
	Address submission requirements from Design Manual, page 1, addressing	
	neighborhood context	
	Description of exterior materials, color, finish, and samples	
Construction Management Plan		
Check list		
Yes NA Plan	Construction Management Plan	
	Construction Management Document and Plan	

Level II and Level III Site Plan Checklist

Please upload the following drawings with the listed details into e-Plan as separate pdfs.

☐ **RECENT BOUNDARY SURVEY** (stamped by Maine Licensed Surveyor)

Must be in compliance with Technical Manual, Section 13

SITE PLAN(s) (stamped by Maine Licensed Engineer) including:

☐ Existing Conditions

- Approximate location of structures on abutting property
- Topography
- Locate water courses
- Delineate wetlands
- Zone lines

☐ Proposed Site Plan

• Ground floor area, and grade elevations for all buildings

☐ Access, Circulation, and Parking

- Streets and intersections adjacent to site, any proposed geometric modifications
- Location, dimensions and materials of all existing and proposed driveways, vehicle, bicycle, & pedestrian access ways with corresponding curb lines
- Engineered specifications/ cross-sections for proposed driveways, sidewalks & paved areas
- Location and dimensions of proposed loading areas
- Existing and proposed transit infrastructure with dimensions/ engineering specifications
- Location of vehicle and bicycle parking with dimensions and engineering specifications

☐ Site Considerations

- Identify snow storage areas
- Location of fire hydrants
- Location of solid waste management facilities

☐ **UTILITY PLAN** including:

- Existing utilities on site and within public streets
- Location, sizing, and directional flows of all existing and proposed utilities
- Location and dimensions of off-premises public or publicly accessible infrastructure adjacent to site
- Electric utility infrastructure

☐ GRADING and DRAINAGE PLAN including:

- Existing grades and drainage
- Proposed grades
- Proposed stormwater management meeting Technical Manual (Section 5) standards
- Location and proposed alteration of a water course
- Preservation or alteration of wetlands

☐ EROSION CONTROL

• Must be in compliance with Technical Manual, Section 5

☐ LANDSCAPE PLAN including:

- Existing vegetation to be preserved and preservation measures
- Proposed landscaping and buffers
- Planting schedule

☐ **RECORDING PLAT**, if applicable

• IF SUBDIVISION: Must be in compliance with requirements of Section 14-496 (b)

☐ ARCHITECTURAL PLANS & RENDERINGS including:

- Exterior building elevations, color renderings, illustrations of all sides
- Location and dimensions of all existing & proposed HVAC & mechanical equipment, all proposed screening
- Provide context drawings, if applicable (Design Manual, page 1)
- Floor plans



Planning & Urban Development Department

ZONING ANALYSIS	Relevant Zone(s)
-	

All Projects:

All Frojects.	Required	Proposed
Lot Size		
Area Per Dwelling Unit		
Minimum Street Frontage		
Front Yard Minimum		
Front Yard Maximum		
Rear Yard		
Yard Right		
Yard Left		
Side Street Setback		
Step Back		
Maximum Lot Coverage		
Minimum Lot Coverage		
Maximum Height		
Open Space		
Maximum Impervious Area		
Pavement Setback		
Floor Area Ratio		
Off Street Parking Spaces		
Loading Bays		
Other 1		
Other 2		
Other 3		

Planned Residential Unit Developments (PRUD) Requirements

	Required	Proposed
Minimum Lot Size		
Minimum Lot Area per Dwelling		
Maximum # Units per Building		
Maximum Building Length		
Maximum Accessory Building Length		
Minimum Setbacks		
Minimum Building Separation		
Minimum Open Space		

Affordable Housing Density Bonuses (if applicable)

	Bonus	Maximum	
	Increase or	Allowable	Proposed
	Decrease	With Bonus	
Density			
Height			
Setback Reduction			
Recreation Space			
Maximum Accessory Building Length			
Minimum Setbacks			
Minimum Building Separation			
Minimum Open Space			
Explanatory Text 1 (optional):			
Explanatory Text 2 (optional):			
Explanatory Text 3 (optional):			