

Portland, Maine



Yes. Life's good here.

Tuck O'Brien  
City Planning Director, Planning Division

October 3, 2016

Nathan Bateman  
Harbor Plaza Associates II  
470 Fore Street, Suite 400  
Portland, ME 04101

David Lloyd, Architect  
Archetype Architects  
48 Union Wharf  
Portland, ME 04101

Project Name: Portland Harbor Hotel- Bay Window Addition  
Address: 468 Fore Street  
Applicant: Harbor Plaza Associates II  
Planner: Barbara Barhydt, Development Review Services Manager

Project ID: 2016-198  
CBL: 038 F009001

Dear Mr. Bateman and Mr. Lloyd;

On September 30, 2016, the Planning Authority approved a Level II Site Plan application for a Bay Window Addition on the Harbor Plaza Hotel. The decision is based upon the application, documents and plans as submitted by Archetype Architects and prepared by David Lloyd. The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

#### **SITE PLAN REVIEW**

The plan is in conformance with the site plan standards of the Land Use Code, subject to the following condition of approval:

1. That the applicant shall submit a construction management plan for review and approval by the Planning Authority and Department of Public Works prior to the issuance of a building permit.

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.

#### **STANDARD CONDITIONS OF APPROVAL**

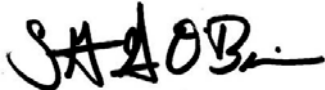
Please note the following standard conditions of approval and requirements for all approved site plans:

1. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
2. **Separate Building Permits Are Required** This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.
3. **Site Plan Expiration** The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
4. **Performance Guarantee and Inspection Fees** There is no site work proposed, so a performance guarantee covering the site improvements is not required. The minimum inspection fee of \$300 is required. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
5. **Preconstruction Meeting** Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held 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 Development Review Coordinator will confirm that the contractor is working from the approved site plan. 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. **Department of Public Services Permits** 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.)
7. **As-Built Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (\*.dwg), release AutoCAD 2005 or greater.

The Development Review Coordinator must be notified five (5) working days prior to the date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. 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 Barbara Barhydt, Development Review Services Manager at (207) 874-8699.

Sincerely,



Stuart G. O'Brien  
City Planning Director

**Electronic Distribution:**

cc: Jeff Levine, AICP, Director of Planning and Urban Development  
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Approval Letter File