

DEVELOPMENT REVIEW COORDINATOR
POST APPROVAL PROJECT CHECKLIST

Date: 7/25/14

Project Name: Reiter Addition

Project Address: 35 Pleasant Str.

Site Plan ID Number: 2015-138

Planning Board/Authority Approval Date: 4/11/14

Site Plan Approval Date: 4/11/14

Performance Guarantee Accepted: 4/6/17 Bank Escrow # 91219386 \$6,000.00

Inspection Fee Paid: 4/3/17 ck #1593 \$350.00

Infrastructure Contributions Paid: None

Amount of Disturbed Area in SF or Acres: 609 SF

MCGP/Chapter 500 Stormwater PBR: N/A

Plans/CADD Drawings Submitted: ?

Pre-Construction Meeting: 4/6/17

Conditions of Approval Met: _____

As-Builts Submitted: _____

Public Services Sign Off: _____

Certificate of Occupancy Memo Processed:
(Temporary or Permanent) _____

Performance Guarantee to Defect Guarantee: _____

Defect Guarantee Released: _____

Portland, Maine



Yes. Life's good here.

Tuck O'Brien
City Planning Director, Planning Division

April 11, 2016

Reiter Architecture & Design
Attention: Lauren Reiter
P.O. Box 275
Brooklin, ME 04616

Project Name:	Interior Renovation/ Addition	Project ID:	2015-138
Address:	35 Pleasant Street	CBL:	C39 F023001
Applicant:	Lauren Reiter		
Planner:	Shukria Wiar		

Dear Ms. Reiter:

On April 11, 2016, the Planning Authority approved with conditions a Level II site plan for a building addition to the structure at 35 Pleasant Street. The proposed building addition expands the existing residential use by adding one story to the rear of the building and expands the building over the existing parking area to create a garage and upper floor residential space. This project includes a construction analysis from the construction company outlining how the building expansion to the property lines can be achieved from the applicant's property and will not affect adjoining properties during construction. The applicant has a construction easement along the property boundary for 14 South Street. The decision is based upon the application, documents and plans as submitted by and prepared by Lauren Reiter with a revised date of 03.24.2016. The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

SITE PLAN REVIEW

The Planning Authority found the plan is in conformance with the Site Plan Standards of the Land Use Code subject to the following conditions of approval and the standard conditions of approval prior to the issuance of a building permit:

1. The applicant shall cleanly cut any disturbed roots of the Elm tree, on the abutters property at 37 Pleasant Street during construction and be watered if conditions are dry. Deadwood shall be pruned next dormant period as not to attract elm bark beetle to the new wound wood. The applicant shall follow 'best management practices', refer to <http://www.treesaregood.com/treecare/resources/ConstructionDamage.pdf>.
2. Based upon Lauren Reiter's email dated 03.28.2016, the proposed garage will be a two bay garage (the two bays on the southerly side of garage and in line with existing curb cut) for the parking of motor vehicles. The third bay closest to the northerly property line shall not be used for motor vehicle parking space. The doors for the third bay shall not swing onto the City's right-of-way.
3. The site work and general notes #1 and #4 on Plan A101 shall be deleted from the plan.

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** A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Services Department prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. 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. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. **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.
7. **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.)
8. **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 Shukria Wiar at (207) 756-8083 or via shukriaw@portlandmaine.gov

Sincerely,



Stuart G. O'Brien
City Planning Director

Attachments:

1. Jeff Tarling's memorandum dated 04.05.2016
2. Performance Guarantee Packet

Electronic Distribution:

cc: Jeff Levine, AICP, Director of Planning and Urban Development
Stuart G. O'Brien, City Planning Director
Barbara Barhydt, Development Review Services Manager
Shukria Wiar, Planner
Philip DiPierro, Development Review Coordinator, Planning
Ann Machado, Zoning Administrator, Inspections Division
Tammy Munson, Inspections Division Director
Jonathan Rioux, Inspections Division Deputy Director
Jeanie Bourke, Plan Reviewer/CEO, Inspections Division
Brad Saucier, Administration, Inspections Division
Katherine Earley, Engineering Services Manager, Public Services
Bill Clark, Project Engineer, Public Services
David Margolis-Pineo, Deputy City Engineer, Public Services
Doug Roncarati, Stormwater Coordinator, Public Services
Greg Vining, Associate Engineer, Public Services
Michelle Sweeney, Associate Engineer
John Low, Associate Engineer, Public Services
Rhonda Zazzara, Field Inspection Coordinator, Public Services
Mike Farmer, Project Engineer, Public Services
Jane Ward, Administration, Public Services
Jeff Tarling, City Arborist, Public Services
Jeremiah Bartlett, Public Services
Keith Gautreau, Fire Department
Jennifer Thompson, Corporation Counsel
Thomas Errico, P.E., TY Lin Associates
David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File



Tuck O'Brien City Planning Director,
Planning Division

March 6, 2017

Reiter Architecture & Design
Attention: Lauren Reiter
P.O. Box 275
Brooklin, ME 04616

Project Name: Interior Renovation/ Addition
Address: 35 Pleasant Street
Applicant: Lauren Reiter
Planner: Shukria Wiar

Project ID: 2015-138
CBL: C39 F023001

Dear Ms. Reiter:

Thank you for your letter dated February 23, 2017 requesting an extension of the approval for your Level II site plan for a building addition to the structure located at 35 Pleasant Street. I understand that your request is based on the fact that the commencement of the project has been delayed due to personal health issues.

In my capacity as Director of Planning and Urban Development and under the provisions of Section 14532 (c) expiration of site plan approval, I am granting your request to extend your approval to April 11, 2018. This extension is only for the site plan approval. Please contact the Permitting and Inspections Department regarding the building permit.

If there are any questions, please contact Shukria Wiar at 756-8083 or via shukriaw@portlandmaine.gov

Sincerely,

Stuart G. O'Brien
City Planning Director

Electronic Distribution:

CC: Jeff Levine, AICP, Director of Planning and Urban Development
Barbara Barhydt, Development Review Services Manager
Shukria Wiar, Planner
Philip DiPierro, Development Review Coordinator, Planning
Mike Russell, Director of Permitting and Inspections
Ann Machado, Zoning Administrator, Inspections Division
Jonathan Rioux, Inspections Division Deputy Director
Jeanie Bourke, Plan Reviewer/CEO, Inspections Division
Chris Branch, Director of Public Works
Katherine Earley, Engineering Services Manager, Public Works
Bill Clark, Project Engineer, Public Works
Doug Roncarati, Stormwater Coordinator, Public Works
Greg Vining, Associate Engineer, Public Works
Michelle Sweeney, Associate Engineer, Public Works
John Low, Associate Engineer, Public Works

TRANSMITTAL

.....

To: ... Planning Division

Co./ Address: ... City of Portland Planning Division, 4th Floor, 389 Congress St., Portland ME

Date: ... March 24, 2017

Re: ... 35 Pleasant Street, Project ID: 2015-138 (CBL: C39 F023001)

Enclosed Items: ... \$300.00 check addressed to City of Portland

Message: ... Site Inspection Fee, as per requirements

SUBDIVISION/SITE DEVELOPMENT
Cost Estimate of Improvements to be covered by Performance Guarantee

Date: June 29, 2016

Name of Project: Reiter Residence -Interior Renovation/Addition

Address/Location: 35 Pleasant Street, Portland, Maine 04101

Application ID #: 2015- 138

Developer: Lauren & Neil Reiter

Form of Performance Guarantee: Escrow Account

Type of Development: Subdivision _____ Site Plan (Level I, II or III) Level II

TO BE FILLED OUT BY THE APPLICANT:

Item	PUBLIC			PRIVATE		
	Quantity	Unit Cost	Subtotal	Quantity	Unit Cost	Subtotal
1. STREET/SIDEWALK						
Road/Parking Areas	_____	_____	_____	_____	_____	_____
Curbing	_____	_____	_____	_____	_____	_____
Sidewalks	_____	_____	_____	_____	_____	_____
Esplanades	_____	_____	_____	_____	_____	_____
Monuments	_____	_____	_____	_____	_____	_____
Street Lighting	_____	_____	_____	_____	_____	_____
Street Opening Repairs	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
2. EARTH WORK						
Cut	_____	_____	_____	_____	_____	_____
Fill	_____	_____	_____	_____	_____	_____
				1	\$20.500	\$20,500.00
3. SANITARY SEWER						
Manholes	_____	_____	_____	_____	_____	_____
Piping	_____	_____	_____	_____	_____	_____
Connections	_____	_____	_____	_____	_____	_____
Main Line Piping	_____	_____	_____	_____	_____	_____
House Sewer Service Piping	_____	_____	_____	_____	_____	_____
Pump Stations	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
4. WATER MAINS	_____	_____	_____	_____	_____	_____
5. STORM DRAINAGE						
Manholes	_____	_____	_____	_____	_____	_____
Catchbasins	_____	_____	_____	_____	_____	_____
Piping	_____	_____	_____	_____	_____	_____
Detention Basin	_____	_____	_____	_____	_____	_____
Stormwater Quality Units	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____

6. SITE LIGHTING	_____	_____	_____	_____	_____	_____
7. EROSION CONTROL						
Silt Fence	_____	_____	_____	_____	_____	_____
Check Dams	_____	_____	_____	_____	_____	_____
Pipe Inlet/Outlet Protection	_____	_____	_____	_____	_____	_____
Level Lip Spreader	_____	_____	_____	_____	_____	_____
Slope Stabilization	_____	_____	_____	_____	_____	_____
Geotextile	_____	_____	_____	_____	_____	_____
Hay Bale Barriers	_____	_____	_____	_____	_____	_____
Catch Basin Inlet Protection	_____	_____	_____	_____	_____	_____
8. RECREATION AND OPEN SPACE AMENITIES	_____	_____	_____	_____	_____	_____
9. LANDSCAPING (Attach breakdown of plant materials, quantities, and unit costs)	_____	_____	_____	_____	_____	_____
10. MISCELLANEOUS	_____	_____	_____	_____	_____	_____
TOTAL:		NA	_____		\$20,500.00	_____
GRAND TOTAL:		NA	_____		\$20,500.00	_____

INSPECTION FEE (to be filled out by the City)

	PUBLIC	PRIVATE	TOTAL
A: 2.0% of totals:	NA	\$20,500.00	\$410.00
<u>or</u>			
B: Alternative Assessment:	_____	_____	_____
Assessed by:	_____	_____	_____
	(name)	(name)	