



383 Commercial Street  
**Master Development Plan  
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 to be used for a Master Development 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.

**Purpose of a Master Development Plan:**

- The purpose of a Master Development Plan is to provide for a mix of land uses at designated locations to achieve a land development responsive to the assets of a site. A Master Development Plan is a well-integrated development in terms of land uses, functional activities, and major design elements such as buildings, roads, utilities, drainage systems and open space. The Master Development Plan is deemed appropriate to large scale mixed use projects that are intended to be developed in phases. The Master Development Plan shall be reviewed by the Planning Board and may be reviewed independently or concurrently with review of a Level III site plan application for a phased development.

**A Master Development Plan is applicable as follows:**

- A Master Development Plan is applicable for a site with one acre or larger in cumulative lot area that is designed as a cohesive and integral development program consisting of multiple buildings and associated site improvements proposed to be built in phases.
- The Master Development Plan option shall not apply in residential zones, except for institutional uses.

**Planning Board Decision:**

- A Master Development Plan approval shall not be construed as final authorization of the development. An approval shall confer pending proceeding status upon the development with the effect of maintaining the applicability of regulations in effect at the time of approval for as long as the Master Development approval remains valid (6 years from date of approval), including permissible extensions if granted (two 2-year extensions may be granted based upon criteria). All Level III site plans for each phase shall be in general conformance with the Master Development Plan.

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

[planning@portlandmaine.gov](mailto:planning@portlandmaine.gov)

**Office Hours**

Monday thru Friday

8:00 a.m. – 4:30 p.m.

**PROJECT NAME:**

383 Commercial Street

**PROPOSED DEVELOPMENT ADDRESS:**

383 Commercial Street

**PROJECT DESCRIPTION:**

Mixed Use Retail (22,691 SF) and Residential  
Condominiums (275 units) and Structured Parking

**CHART/BLOCK/LOT:** 42/A/1

**PRELIMINARY PLAN** \_\_\_\_\_ (date)

**FINAL PLAN** \_\_\_\_\_ (date)

**CONTACT INFORMATION:**

<p><b>Applicant – must be owner, Lessee or Buyer</b></p> <p>Name: <u>Deering Property Management LLC</u></p> <p>Business Name, if applicable:</p> <p>Address: <u>2730 Transit Road</u></p> <p>City/State: <u>West Seneca NY</u> Zip Code: <u>14224</u></p>	<p><b>Applicant Contact Information</b></p> <p>Work #:</p> <p>Home #:</p> <p>Cell #: <u>413.244.9092</u> Fax#:</p> <p>e-mail: <u>joedasco@comcast.net</u></p>
<p><b>Owner – (if different from Applicant)</b></p> <p>Name: <u>Milliken Smith Block LLC</u></p> <p>Address:</p> <p>City/State: Zip Code:</p>	<p><b>Owner Contact Information</b></p> <p>Work #:</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail:</p>
<p><b>Agent/ Representative</b></p> <p>Name: <u>Sebago Technics (Will Conway)</u></p> <p>Address: <u>75 John Roberts Road</u></p> <p>City/State: <u>So. Portland ME</u> Zip Code: <u>04106</u></p>	<p><b>Agent/Representative Contact information</b></p> <p>Work #: <u>207.200.2055</u></p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail: <u>wconway@sebago technics.com</u></p>
<p><b>Billing Information</b></p> <p>Name: <u>Sebago Technics Inc</u></p> <p>Address:</p> <p>City/State: Zip Code:</p>	<p><b>Billing Information</b></p> <p>Work #:</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail:</p>

<b>Engineer</b> Name: <i>Serbyo Technics Inc.</i> Address: City/State :                      Zip Code:	<b>Engineer Contact Information</b> Work #: Home #: Cell #:                              Fax#: e-mail:
<b>Surveyor</b> Name: <i>Owen Haskell, Inc.</i> Address: City/State :                      Zip Code:	<b>Surveyor Contact Information</b> Home #: Work #: Cell #:                              Fax#: e-mail:
<b>Architect</b> Name: <i>Archetype PA/ David Lloyd</i> Address: <i>48 Union Street</i> City/State : <i>Portland ME</i> Zip Code: <i>04101</i>	<b>Architect Contact Information</b> Work #: <i>207. 772. 6022</i> Home #: Cell #:                              Fax#: e-mail: <i>lloyd @ archetypepa . com</i>
<b>Attorney</b> Name: <i>—</i> Address: City/State :                      Zip Code:	<b>Attorney Contact Information</b> Work #: Home #: Cell #:                              Fax#: e-mail:
<b>Designated person/person(s) for uploading to e-Plan:</b> Name: <i>WILLIAM CONWAY</i> e-mail: <i>wconway @ serbyo technics . com</i>  Name: e-mail:  Name: e-mail:	

**APPLICATION FEES:**

<p><b>Master Development Plan (check applicable reviews)</b></p> <p><input checked="" type="checkbox"/> Application Fee (\$1,000.00)</p>	<p>The City invoices separately for the following:</p> <ul style="list-style-type: none"><li>• Notices (\$.75 each)</li><li>• Legal Ad (% of total Ad)</li><li>• Planning Review (\$50.00 hour)</li><li>• Legal Review (\$75.00 hour)</li></ul> <p>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.</p>
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## INSTRUCTIONS FOR ELECTRONIC SUBMISSION:

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

1. Fill out the application completely and e-mail the **application only** to [planning@portlandmaine.gov](mailto:planning@portlandmaine.gov) (Please be sure to designate a person who will be responsible for uploading documents and drawings.) This step will generate the project ID number for your project.
2. An invoice for the application fee will be e-mail to you. Payments can be made on-line at [Pay Your Invoice](#) , by mail or in person at City Hall, 4<sup>th</sup> Floor. Please reference the Application Number when submitting your payment which is located in the upper left hand corner of the invoice.
3. The designated person responsible for uploading documents and drawings will receive an email from [eplan@portlandmaine.gov](mailto:eplan@portlandmaine.gov) with an invitation into the project. At this time, you will upload all corresponding documents and plans into the project. For first time users you will receive a temporary password which you must change on entry. Make note of your username and password for any future projects.

**Reminder: Before the project can move forward, the application fee shall be paid in full and all required documents and drawings shall be uploaded into e-plan correctly.**

4. Follow the link below (Applying Online Instructions) for step by step instructions on how to do the following:  
Tab 1 - Setting up the appropriate compatibility settings for your PC and getting started in e-plan.  
Tab 2 - Preparing your drawings, documents and photos for uploading using the correct naming conventions  
Tab 3 - Preparing and uploading revised drawings and documents

### Applying Online Instructions

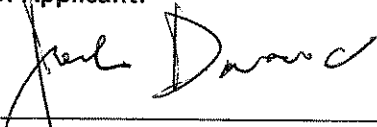
5. When ready, upload your files and documents into the following folders:  
"Application Submittal – Drawings"  
"Application Submittal – Documents"
6. Once a preliminary check has been made of the submittal documents and drawings, staff will move them to permanent folders labeled Drawings and Documents. As the process evolves you will be able to log in and see markups, comments and upload revisions as requested into these folders.

## 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 Master Development 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: 1/9/17
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## PROJECT DATA

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

<b>Total Area of Site</b>	2.58 AC	sq. ft.
<b>Proposed Total Disturbed Area of the Site</b>	2.58	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		
<b>Impervious Surface Area</b>		
Impervious Area (Total Existing)	2.43 AC	sq. ft.
Impervious Area (Total Proposed)	2.50 AC	sq. ft.
<b>Building Ground Floor Area and Total Floor Area</b>		
Building Footprint (Total Existing)	2,950	sq. ft.
Building Footprint (Total Proposed)	96,392	sq. ft.
Floor Area (Total Existing)	5,900	sq. ft.
Floor Area (Total Proposed)	483,870	sq. ft.
<b>Zoning</b>		
Existing	B5b	
Proposed, if applicable	B5b	
<b>Land Use</b>		
Existing	LUMBER RETAIL	
Proposed	RETAIL / RESIDENTIAL	
<b>Residential, If applicable</b>		
# Residential Units (Total Existing)	0	
# Residential Units (Total Proposed)	275	
# Number of Lots (Total Proposed)	1	
# Affordable Housing Units (Total Proposed)	TBD	
<b>Proposed Bedroom Mix</b>		
# Efficiency Units (Total Proposed)	40	
# One-Bedroom Units (Total Proposed)	117	
# Two-Bedroom Units (Total Proposed)	101	
# Three-Bedroom Units (Total Proposed)	17	
<b>Parking Spaces</b>		
# Parking Spaces (Total Existing)		
# Parking Spaces (Total Proposed)	386	
# Handicapped Spaces (Total Proposed)	8	
<b>Bicycle Parking Spaces</b>		
# Bicycle Spaces (Total Existing)	0	
# Bicycle Spaces (Total Proposed)	131	
<b>Estimated Cost of Project</b>		
	TBD	

## MASTER DEVELOPMENT PLAN SUBMISSIONS

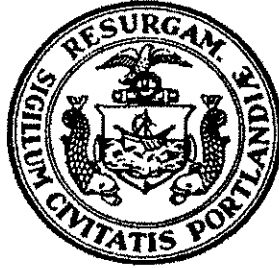
Applicant Checklist	Planner Checklist	# of Copies	<b>GENERAL WRITTEN SUBMISSIONS CHECKLIST Sec. 14-527 (c) and (e)</b>
✓		1	Completed Application form
✓		1	Application fees
✓		1	Written description of project
✓		1	A written statement and/or plan as to the general impact of the proposed Master Development plan upon the area, relationship to surrounding properties, and measures to create appropriate transitions and access to abutting public properties and neighboring tracts.
✓		1	Evidence of right, title and interest
✓		1	Evidence of state and/or federal approvals, if applicable
✓		1	Written assessment of proposed project's compliance with applicable zoning requirements
✓		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site
✓		1	Written requests for waivers from site plan or technical standards, if applicable
✓		1	Evidence of financial and technical capacity
✓		1	General statements concerning storm water management techniques.
✓		1	Traffic Analysis and recommendations prepared by a registered professional engineer, including current traffic counts, existing street capacity, traffic generation projections, and ability to absorb the increased traffic. If Traffic Movement Permit applies, the TMP submissions and review supersede. (Section 14-527 (e) xii)
✓		1	Utilities analysis and recommendations prepared by registered professional engineer. (see utility plan below) Analysis shall assess capacity, identify deficiencies and recommend improvements, including timing, funding mechanisms and coordination with City (14-527 (e) xiii)
Applicant Checklist	Planner Checklist	# of Copies	<b>SITE PLAN SUBMISSIONS CHECKLIST Sec. 14-527 (c) and (e)</b>
✓		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
✓		1	<b>Master Development Plan Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase) – scale not less than 1 inch equaling 50 feet</b>
✓			Neighborhood context map, at a scale not less than 1 inch 100feet
✓			Approximate boundary lines of existing and proposed lots with areas and dimensions
✓			Plan show north arrow, date, scale, legend, title Master Development Concept Site Plan, followed by project name, applicant, engineer, designer, and/or agents
✓			For residential areas, proposed density, lot configuration, circulation and plot plan
✓			Analysis of natural features of the site, including natural waterways, wetlands, floodplains, topography, soil conditions and other natural features
✓			Analysis of designated view corridors, historic resources, and archeological resources associated with the site
✓			Existing/proposed buildings and other significant structures, building groupings, exterior building elevations and entrances, parking areas and other significant physical features of the site



✓		Context drawings, perspective renderings, photographic montages, or computer generated graphics depicting the proposed development within the surrounding building and environmental context
✓		Building elevation drawings shall include:
✓		• Illustration of all sides of the structures
✓		• Views of major entries or prominent building features
✓		• Illustration of building articulation and elements
✓		• Building finish composition
✓		• Pedestrian and streetscape elements of the Master Development Plan
		Digital 3-D model tied to specific location that is submitted as a KML, KMZ, DXF or DWG file on a CD or DVD or such format as approved by the Planning Authority (Sec. 14527 (e)2)
✓		Major circulation patterns surrounding and serving the site, existing and proposed street lines, ways, easement and public areas within or next to the site
✓		Major landscaping elements, features, open space, and plans for preservation of natural features
		Analysis of the public safety services needed to support the Master Development Plan
✓		Analysis of the anticipated impacts on the public school system to support the Master Development Plan
✓		Generalized drainage plan for the site, drainage ways, flows, points of outfall and indicating impacts of development on affected drainage basins. Contour information at not less than 2 ft. intervals and document run-off characteristics
✓		Inventory of existing utilities (storm water, sanitary, electrical, fire alarm boxes & lines, gas, water, lighting, curb and gutter and etc.) illustrating locations, sizes, diameters carrying capacity and present load

# CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Department of Public Services,  
55 Portland Street,  
Portland, Maine 04101-2991



Bradley Roland, P.E.  
Water Resources Division

Date: \_\_\_\_\_

**1. Please, Submit Utility, Site, and Locus Plans.**

Site Address: 323 Commercial Street

Chart Block Lot Number: 42/A/1

Proposed Use: Retail / Residential

Previous Use: Lumber Yard

Existing Sanitary Flows: TBD GPD

Existing Process Flows: 0 GPD

Description and location of City sewer that is to receive the proposed building sewer lateral.

Commercial Street

Site Category	Commercial (see part 4 below)	<input checked="" type="checkbox"/>
	Industrial (complete part 5 below)	<input type="checkbox"/>
	Governmental	<input type="checkbox"/>
	Residential	<input checked="" type="checkbox"/>
	Other (specify)	<input type="checkbox"/>

*Clearly, indicate the proposed connections, on the submitted plans.*

**2. Please, Submit Contact Information.**

City Planner's Name: TBD Phone: \_\_\_\_\_

Owner/Developer Name: \_\_\_\_\_

Owner/Developer Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Engineering Consultant Name: \_\_\_\_\_

Engineering Consultant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Note: Consultants and Developers should allow +/- 15 days, for capacity status, prior to Planning Board Review.*

**3. Please, Submit Domestic Wastewater Design Flow Calculations.**

Estimated Domestic Wastewater Flow Generated: 42,150 GPD

Peaking Factor/ Peak Times: \_\_\_\_\_

Specify the source of design guidelines: (i.e. "Handbook of Subsurface Wastewater Disposal in Maine," "Plumbers and Pipe Fitters Calculation Manual," Portland Water District Records, Other (specify) \_\_\_\_\_)

*Note: Please submit calculations showing the derivation of your design flows, either on the following page, in the space provided, or attached, as a separate sheet.*

**FLOW CALCULATIONS:**

Retail - 45 employees @ 12 gpd = 540 gpd  
 (157) Efficiency / 10 BR units @ 120 gpd = 18,840 "  
 (101) 2 BR units @ 180 gpd = 18,180 "  
 (17) 3 BR units @ 270 gpd = 4,590 "  


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**TOTAL = 42,150 gpd**

**4. Please, Submit External Grease Interceptor Calculations.**

Total Drainage Fixture Unit (DFU) Values: TBD  
Size of External Grease Interceptor: \_\_\_\_\_  
Retention Time: \_\_\_\_\_  
Peaking Factor/ Peak Times: \_\_\_\_\_

*Note: In determining your restaurant process water flows, and the size of your external grease interceptor, please use The Uniform Plumbing Code. Note: In determining the retention time, sixty (60) minutes is the minimum retention time.  
Note: Please submit detailed calculations showing the derivation of your restaurant process water design flows, and please submit detailed calculations showing the derivation of the size of your external grease interceptor, either in the space provided below, or attached, as a separate sheet.*

**5. Please, Submit Industrial Process Wastewater Flow Calculations**

Estimated Industrial Process Wastewater Flows Generated: N/A GPD  
Do you currently hold Federal or State discharge permits? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is the process wastewater termed categorical under CFR 40? Yes \_\_\_\_\_ No \_\_\_\_\_  
OSHA Standard Industrial Code (SIC): <http://www.osha.gov/oshstats/sicser.html>  
Peaking Factor/Peak Process Times: \_\_\_\_\_

*Note: On the submitted plans, please show where the building's domestic sanitary sewer laterals, as well as the building's industrial-commercial process wastewater sewer laterals exits the facility. Also, show where these building sewer laterals enter the city's sewer. Finally, show the location of the wet wells, control manholes, or other access points; and, the locations of filters, strainers, or grease traps.*

*Note: Please submit detailed calculations showing the derivation of your design flows, either in the space provided, or attached, as a separate sheet.*