



## 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) 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  
p.m. (207) 874-8719

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

#### Office Hours

Monday thru Friday  
8:00 a.m. – 4:30

**PROJECT NAME:**

161 York Street Redevelopment

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**PROPOSED DEVELOPMENT ADDRESS:**

161 York Street Portland, Maine 04101

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**PROJECT DESCRIPTION:**

11-unit urban infill project utilizing an energy efficient building design with implementation of the latest green infrastructure.

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**CHART/BLOCK/LOT:** 044-B-007

**PRELIMINARY PLAN**  
**FINAL PLAN**

11/8/2016

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**CONTACT INFORMATION:**

<p><b>Applicant – must be owner, Lessee or Buyer</b></p> <p>Name: Michael J. Cianchette</p> <p>Business Name, if applicable: York Street Redevelopment, LLC</p> <p>Address: 42 Market Street</p> <p>City/State : Portland, Maine                      Zip Code: 04101</p>	<p><b>Applicant Contact Information</b></p> <p>Work #: (207) 774-1000</p> <p>Home #:</p> <p>Cell #:    Fax#:</p> <p>e-mail: mcianchette@theregency.com</p>
<p><b>Owner – (if different from Applicant)</b></p> <p>Name:    N/A</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: Acorn Engineering, Inc. Will Savage, P.E.</p> <p>Address: 158 Danforth Street</p> <p>City/State : Portland, Maine                      Zip Code: 04102</p>	<p><b>Agent/Representative Contact information</b></p> <p>Work #: (207) 775-2655</p> <p>Home #:</p> <p>Cell #: (207) 317-1884</p> <p>e-mail: wsavage@acorn-engineering.com</p>
<p><b>Billing Information</b></p> <p>Name:    See applicant information</p> <p>Address:</p> <p>City/State :                                      Zip Code:</p>	<p><b>Billing Contact Information</b></p> <p>Work #:</p> <p>Home #:</p> <p>Cell #:    Fax#:</p> <p>e-mail:</p>

<p><b>Engineer</b></p> <p>Name: See agent information</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p><b>Engineer Contact Information</b></p> <p>Work #:</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail:</p>
<p><b>Surveyor</b></p> <p>Name: Spurwink Surveying LLC James Mullen, P.L.S.</p> <p>Address: 182 Spurwink Road</p> <p>City/State : Scarborough, Maine Zip Code: 04074</p>	<p><b>Surveyor Contact Information</b></p> <p>Home #:</p> <p>Work #: (207) 799-2654</p> <p>Cell #: (207) 321-8966 Fax#:</p> <p>e-mail: spurwinksurveying@gmail.com</p>
<p><b>Architect</b></p> <p>Name: Mark Mueller Architects Mark Mueller, A.I.A.</p> <p>Address: 100 Commercial Street, Suite205</p> <p>City/State : Portland, Maine Zip Code: 04101</p>	<p><b>Architect Contact Information</b></p> <p>Work #: (207) 774-9057</p> <p>Home #:</p> <p>Cell #: (207) 749-6876 Fax#:</p> <p>e-mail: mark@muellerarchitects.com</p>
<p><b>Attorney</b></p> <p>Name: See applicant information</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p><b>Attorney Contact Information</b></p> <p>Work #:</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail:</p>
<p><b>Designated person/person(s) for uploading to e-Plan:</b></p> <p>Name: Olivia Dawson, E.I. (Acorn Engineering, Inc.) e-mail: odawson@acorn-engineering.com</p> <p>Name: Sam Lebel, E.I. (Acorn Engineering, Inc.) e-mail: slebel@acorn-engineering.com</p> <p>Name: Will Savage, P.E. (Acorn Engineering, Inc.) e-mail: wsavage@acorn-engineering.com</p>	

**APPLICATION FEES:**

<p><b>Level III Development (check applicable reviews)</b>  <input checked="" type="checkbox"/> Less than 50,000 sq. ft. (\$750.00)  <input type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000)  <input type="checkbox"/> 100,000 – 200,000 sq. ft. (\$2,000)  <input type="checkbox"/> 200,000 – 300,000 sq. ft. (\$3,000)  <input type="checkbox"/> over 300,00 sq. ft. (\$5,000)  <input type="checkbox"/> Parking lots over 11 spaces (\$1,000)  <input type="checkbox"/> After-the-fact Review (\$1,000.00 plus applicable application fee)</p> <p><b>Plan Amendments (check applicable reviews)</b>  <input type="checkbox"/> Planning Staff Review (\$250)  <input type="checkbox"/> Planning Board Review (\$500)</p> <hr/> <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>	<p><b>Other Reviews (check applicable reviews)</b>  <input type="checkbox"/> Traffic Movement (\$1,500)  <input checked="" type="checkbox"/> Stormwater Quality (\$250)  <input checked="" type="checkbox"/> Subdivisions (\$500 + \$25/lot)  # of Lots <u>(11)</u> x \$25/lot = <u>\$775</u>  <input type="checkbox"/> Site Location (\$3,500, except for residential projects which shall be \$200/lot)  # of Lots ___ x \$200/lot = _____  <input type="checkbox"/> Other _____  <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</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 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: 
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## PROJECT DATA

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

<b>Total Area of Site</b>	11,046 sq. ft.
<b>Proposed Total Disturbed Area of the Site</b>	11,046 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)	3, sq. ft.
Impervious Area (Total Proposed)	sq. ft.
<b>Building Ground Floor Area and Total Floor Area</b>	
Building Footprint (Total Existing)	2,039 sq. ft.
Building Footprint (Total Proposed)	6,264 sq. ft.
Building Floor Area (Total Existing)	4,038 sq. ft.
Building Floor Area (Total Proposed)	31,857 sq. ft.
<b>Zoning</b>	
Existing	R-6
Proposed, if applicable	
<b>Land Use</b>	
Existing	Single-Family
Proposed	Multi-family
<b>Residential, If applicable</b>	
# of Residential Units (Total Existing)	2
# of Residential Units (Total Proposed)	11
# of Lots (Total Proposed)	1
# of Affordable Housing Units (Total Proposed)	0
<b>Proposed Bedroom Mix</b>	
# of Efficiency Units (Total Proposed)	0
# of One-Bedroom Units (Total Proposed)	0
# of Two-Bedroom Units (Total Proposed)	9
# of Three-Bedroom Units (Total Proposed)	2
<b>Parking Spaces</b>	
# of Parking Spaces (Total Existing)	3
# of Parking Spaces (Total Proposed)	22
# of Handicapped Spaces (Total Proposed)	1
<b>Bicycle Parking Spaces</b>	
# of Bicycle Spaces (Total Existing)	0
# of Bicycle Spaces (Total Proposed)	4 Internal
<b>Estimated Cost of Project</b>	<b>\$4.9 million</b>

**PRELIMINARY PLAN (Optional) - Level III Site Plan**

Applicant Checklist	Planner Checklist	# of Copies	<b>GENERAL WRITTEN SUBMISSIONS CHECKLIST</b>
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
X		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	<b>SITE PLAN SUBMISSIONS CHECKLIST</b>
X		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
X		1	<b>Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)</b>
X			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;
X			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
X			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);
X			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.

<b>FINAL PLAN - Level III Site Plan</b>			
<b>Applicant Checklist</b>	<b>Planner Checklist</b>	<b># of Copies</b>	<b>GENERAL WRITTEN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)</b>
		1	* Completed Application form
		1	* Application fees
		1	* Written description of project
		1	* Evidence of right, title and interest
		1	* Evidence of state and/or federal permits
		1	* Written assessment of proposed project's specific compliance with applicable Zoning requirements
		1	* Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site
		1	* Evidence of financial and technical capacity
		1	Construction Management Plan
		1	A traffic study and other applicable transportation plans in accordance with Section 1 of the technical Manual, where applicable.
		1	Written summary of significant natural features located on the site (Section 14-526 (b) (a))
		1	Stormwater management plan and stormwater calculations
		1	Written summary of project's consistency with related city master plans
		1	Evidence of utility capacity to serve
		1	Written summary of solid waste generation and proposed management of solid waste
		1	A code summary referencing NFPA 1 and all Fire Department technical standards
		1	Where applicable, an assessment of the development's consistency with any applicable design standards contained in Section 14-526 and in City of Portland Design Manual
		1	Manufacturer's verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.



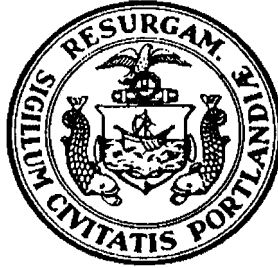
Applicant Checklist	Planner Checklist	# of Copies	<b>SITE PLAN SUBMISSIONS CHECKLIST</b> <b>(* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)</b>
		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
		1	<b>Final Site Plans including the following:</b>
			Existing and proposed structures, as applicable, and distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone);
			Existing and proposed structures on parcels abutting site;
			All streets and intersections adjacent to the site and any proposed geometric modifications to those streets or intersections;
			Location, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways, and bicycle access ways, with corresponding curb lines;
			Engineered construction specifications and cross-sectional drawings for all proposed driveways, paved areas, sidewalks;
			Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;
			Existing and proposed public transit infrastructure with applicable dimensions and engineering specifications;
			Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;
			Location of all snow storage areas and/or a snow removal plan;
			A traffic control plan as detailed in Section 1 of the Technical Manual;
			Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);
			Location and proposed alteration to any watercourse;
			A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;
			Proposed buffers and preservation measures for wetlands;
			Existing soil conditions and location of test pits and test borings;
			Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;
			A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;
			Grading plan;
			Ground water protection measures;
			Existing and proposed sewer mains and connections;

- Continued on next page -

		Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
		Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;
		Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
		Location and size of all on site solid waste receptacles, including on site storage containers for recyclable materials for any commercial or industrial property;
		Plans showing the location, ground floor area, floor plans and grade elevations for all buildings;
		A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
		A note on the plan identifying the Historic Preservation designation and a copy of the Application for Certificate of Appropriateness, if applicable, as specified in Section Article IX, the Historic Preservation Ordinance;
		Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening, where applicable;
		An exterior lighting plan in accordance with Section 12 of the Technical Manual;
		A signage plan showing the location, dimensions, height and setback of all existing and proposed signs;
		Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.

# 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: November 8, 2016

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

Site Address: 161 York Street Portland, Maine 04101

Chart Block Lot Number: 044-B-007

Proposed Use: Residential

Previous Use: Residential

Existing Sanitary Flows: 270 GPD

Existing Process Flows: 0 GPD

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

Proposed connection to the 36" sewer main within York Street

Site Category	Commercial ( <i>see part 4 below</i> )	<input type="checkbox"/>
	Industrial ( <i>complete part 5 below</i> )	<input type="checkbox"/>
	Governmental	<input type="checkbox"/>
	Residential	<input checked="" type="checkbox"/>
	Other ( <i>specify</i> )	<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: Michael J. Cianchette, York Street Redevelopment, LLC

Owner/Developer Address: 42 Market St. Portland, ME 04101

Phone: (207) 774-1000 Fax: \_\_\_\_\_ E-mail: mcianchette@theregency.com

Engineering Consultant Name: Will Savage, P.E. - Acorn Engineering, Inc.

Engineering Consultant Address: 158 Danforth Street, Portland Maine 04102

Phone: (207) 775-2655 Fax: \_\_\_\_\_ E-mail: wsavage@acorn-engineering.com

*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: 2,070 GPD

Peaking Factor/ Peak Times: Diurnal Residential Flow Pattern

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) State of Maine Subsurface Wastewater Disposal Rules, Effective 8/3/15)

*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.*

