

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

Office Hours
Monday thru Friday
8:00 a.m. – 4:30

PROJECT NAME:

197	Spring	Street	Renov	ation	and	Alteration
1)		Sucut		ation	ullu	rittiation

PROPOSED DEVELOPMENT ADDRESS:

197 Spring Street Portland, Maine 04102

PROJECT DESCRIPTION:

The existing building will remain and receive cosmetic upgrades. The existing addition to the rear will be demolished and replaced with a more efficient addition.

CHART/BLOCK/LOT: 045-E-021 PRELIMINARY PLAN 3/16/2017 (date) FINAL PLAN (date)

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer	Applicant Contact Information
Name: Steve Morrison	Work #: 207-879-0303
Business Name, if applicable: WAIT LLC	Home #:
Address: 158 Danforth Street	Cell #: 207-671-2523 Fax#:
City/State : Portland, ME Zip Code: 04102	e-mail: steve@morrisonrealtors.com
Owner – (if different from Applicant)	Owner Contact Information
Name:	Work #:
Address:	Home #:
City/State : Zip Code:	Cell #: Fax#:
	e-mail:
Agent/ Representative	Agent/Representative Contact information
Name: Acorn Engineering, Inc. Will Savage, P.E.	Work #: 207-775-2655
Address: 158 Danforth Street	Home #:
City/State : Portland, ME Zip Code: 04102	Cell #: 207-317-1884 Fax#:
	e-mail: wsavage@acorn-engineering.com
Billing Information	Billing Contact Information
Name:	Work #:
Address: See applicant information	Home #:
City/State : Zip Code:	Cell #: Fax#:
	e-mail:
	l

Engineer Engineer Contact Information Work #: Name: See agent information Home #: Address: Cell #: Fax#: City/State: Zip Code: e-mail: Surveyor **Surveyor Contact Information** BH2M Home #: Name: Robert Libby, Jr., P.L.S. Work #: 207-839-2771 Address: 28 State Street Cell #: 207-839-8250 Fax#: City/State: Gorham, ME Zip Code: 04038 e-mail: rlibby@bh2m.com Architect **Architect Contact Information** Work #: Name: Glenn Harmon, RA, NCARB Home #: Address: 35 Mabel St Cell #: 207-838-4035 Fax#: Zip Code: 04103City/State: Portland, ME e-mail: glennlharmon@gmail.com **Attorney Contact Information Attorney** Work #: No attorney at this time Name: Home #: Address: Cell #: Fax#: City/State: Zip Code: e-mail: Designated person/person(s) for uploading to e-Plan: Name: Sam Lebel, E.I. (Acorn Engineering, Inc.) e-mail: slebel@acorn-engineering.com Name: Matt Begley, E.I. (Acorn Engineering, Inc.) e-mail: mbegley@acorn-engineering.com Name: Olivia Dawson, E.I. (Acorn Engineering, Inc.) e-mail: odawson@acorn-engineering.com

APPLICATION FEES:

Level III Development (check applicable reviews)	Other Reviews (check applicable reviews)
x Less than 50,000 sq. ft. (\$750.00)	
50,000 - 100,000 sq. ft. (\$1,000)	Traffic Movement (\$1,500)
100,000 – 200,000 sq. ft. (\$2,000)	Stormwater Quality (\$250)
200,000 – 300,000 sq. ft. (\$3,000)	Subdivisions (\$500 + \$25/lot)
over 300,00 sq. ft. (\$5,000)	# of Lotsx \$25/lot =
Parking lots over 11 spaces (\$1,000)	Site Location (\$3,500, except for
After-the-fact Review (\$1,000.00 plus	residential projects which shall be
applicable application fee)	\$200/lot)
	# of Lotsx \$200/lot =
Plan Amendments (check applicable reviews)	Other
Planning Staff Review (\$250)	Change of Use
Planning Board Review (\$500)	Flood Plain
	Shoreland
The City invoices separately for the following:	Design Review
 Notices (\$.75 each) 	Housing Replacement
 Legal Ad (% of total Ad) 	Historic Preservation
 Planning Review (\$50.00 hour) 	
 Legal Review (\$75.00 hour) 	
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.	
are separate from any application or involce fees.	

INSTRUCTIONS FOR ELECTRONIC SUBMISSION:

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

- Fill out the application completely and e-mail the application only to 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, 4th 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 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:
15/2	3-16-17

PROJECT DATA

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

1,050 a Maine Construction f Portland. 4,450 4,520 1,392 1,663	sq. ft. sq. ft. on General Permit sq. ft. sq. ft. sq. ft. sq. ft.	
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5,950	sq. ft.	
R-6		
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Residential		
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7		
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2		
5		
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5		
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3		
\$600,000		
	3,825 5,950 R-6 Resider Resider 9 7 1 0 2 5 0 4 5 0	

	Р	RELIMIN	NARY PLAN (Optional) - Level III Site Plan
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
X	CITCORIISC	1	Completed Application form
X		1	Application fees
Х		1	Written description of project
Х		1	Evidence of right, title and interest
NA		1	Evidence of state and/or federal approvals, if applicable
х		1	Written assessment of proposed project's compliance with applicable zoning requirements
х		1	Summary of existing and/or proposed easement, covenants, public orprivate rights-of-way, or other burdens on the site
Х		1	Written requests for waivers from site plan or technical standards, if applicable.
Х		1	Evidence of financial and technical capacity
NA		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST
Х		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
х		1	Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)
Х		Proposed	grading and contours;
Х		Existing st	tructures with distances from propertyline;
х			site layout and dimensions for all proposed structures (including piers, docks or n Shoreland Zone), paved areas, and pedestrian and vehicle access ways;
х			ry design of proposed stormwater management system in accordance with of the Technical Manual (note that Portland has a separate applicability section);
Х		Prelimina	ry infrastructure improvements;
Х		Prelimina	ry Landscape Plan in accordance with Section 4 of the Technical Manual;
NA		floodplair	of significant natural features (including wetlands, ponds, watercourses, ns, significant wildlife habitats and fisheries or other important natural features) n the site as defined in Section 14-526 (b)(1);
NA			buffers and preservation measures for significant natural features, as defined in 4-526 (b) (1);
х			dimensions and ownership of easements, public or private rights of way, both nd proposed;
Х			uilding elevations.

			FINAL PLAN - Level III Site Plan
Applicant Checklist	Planner Checklist	# of Copies	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)
		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, publicor 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.

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Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
		1	Final Site Plans including the following:
		_	and proposed structures, as applicable, and distance from propertyline g location of proposed piers, docks or wharves if in Shoreland Zone);
		Existing a	and proposed structures on parcels abutting site;
			s and intersections adjacent to the site and any proposed geometric tions to those streets or intersections;
			, dimensions and materials of all existing and proposed driveways, vehicle estrian access ways, and bicycle access ways, with corresponding curb
		_	ed construction specifications and cross-sectional drawings for all driveways, paved areas, sidewalks;
			and dimensions of all proposed loading areas including turning templates cable design delivery vehicles;
		_	and proposed public transit infrastructure with applicable dimensions and ing specifications;
			of existing and proposed vehicle and bicycle parking spaces with e 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;
			buffers and preservation measures for significant natural features, oplicable, as defined in Section 14-526(b)(1);
		Location	and proposed alteration to any watercourse;
			ation of wetlands boundaries prepared by a qualified professional as in Section 8 of the Technical Manual;
		Proposed	d buffers and preservation measures for wetlands;
		Existing	soil conditions and location of test pits and test borings;
		_	vegetation to be preserved, proposed site landscaping, screening and distrect trees, as applicable;
			vater management and drainage plan, in accordance with Section 5 of the l Manual;
		Grading	
		Ground v	water protection measures;
		Existing a	and proposed sewer mains and connections;

- Continued on next page -

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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, ifapplicable;
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 ofway, both existing and proposed.

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CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

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

Date: March 16, 2017



Bradley Roland, P.E. Water Resources Division

1. Please, Sub	mit Utility, Site,	and Locus Plan	ns.
Site Address:	197 Spring Street Port	land, ME 04102	
			Chart Block Lot Number: 45-E-021
Proposed Use:	Multifamily		
Previous Use:	Rooming House		Commercial (see part 4 below)
Existing Sanitar	y Flows:	450 GPD	Commercial (see part 4 below) Industrial (complete part 5 below) Governmental Residential Other (specify)
Existing Proces	s Flows:	0 GPD	Governmental
Description and	location of City se	wer that is to	\mathcal{L}_{ω} Residential
receive the prop	osed building sewe	er lateral.	Other (specify)
The sewer later	ral is not proposed	to change. A sto	rm
drain is propose	ed to connect to th	e sewer main in	Spring St.
2. Please, Sub City Planner's N Owner/Develop Owner/Develop Phone: 207-879 Engineering Co	er Name: er Address: 0-0303	WAIT LLC - Stev 158 Danforth Str	Phone: Pe Morrison Peet, Portland, ME 04102 E-mail: steve@morrisonrealtors.com Inneering, Inc.
	nsultant Address:		orth Street, Portland, ME 04102
	775-2655	Fax:	E-mail: wsavage@acorn-engineering.co
3. Please, Sub Estimated Dome Peaking Factor/Specify the sour <i>Maine</i> ," "Plum	mit Domestic W estic Wastewater F Peak Times: rce of design guide abers and Pipe Fitta	astewater Designation Generated: lines: (i.e. "Handers Calculation M	gn Flow Calculations. 1,260 GPD Diurnal flow pattern ndbook of Subsurface Wastewater Disposal in Manual," Portland Water District Records, ewater Disposal Rules

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.

Total Drainage Size of Externa	omit External Grease Interceptor Calcula		
Size of Externa	Fixture Unit (DFU) Values: N/A		
	l Grease Interceptor:		
Retention Time	<u> </u>		
Peaking Factor	/ Peak Times:		
Uniform Plumbing Note: Please subm please submit deta	ing your restaurant process water flows, and the size of yog Code. Note: In determining the retention time, sixty (60 ait detailed calculations showing the derivation of your resiled calculations showing the derivation of the size of you low, or attached, as a separate sheet.)) minutes is the minimum r staurant process water desig	etention time. n flows, and
	bmit Industrial Process Wastewater Flow strial Process Wastewater Flows Generated:	Calculations	GPD
	ly hold Federal or State discharge permits?	Yes	GFD No
•	vastewater termed categorical under CFR 40?	Yes	No
•	d Industrial Code (SIC):	(http://www.osha.gov/	
Peaking Factor	/Peak Process Times:		
	nitted plans, please show where the building's domestic so rcial process wastewater sewer laterals exits the facility. A	Also, show where these build	ling sewer laterals
enter the city's sew locations of filters,	rcial process wastewater sewer laterals exits the facility. A wer. Finally, show the location of the wet wells, control m , strainers, or grease traps. nit detailed calculations showing the derivation of your de	Also, show where these build anholes, or other access poi	ling sewer laterals ints; and,the