



## 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:**

Onejoy Place Condominium

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**PROPOSED DEVELOPMENT ADDRESS:**

1 Joy Place, Portland, Maine 04102

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**PROJECT DESCRIPTION:**

Construction of a three-story residential building containing 12 units.

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**CHART/BLOCK/LOT:** 45/E/48, 45/E/49

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

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

**CONTACT INFORMATION:**

<p><b>Applicant – must be owner, Lessee or Buyer</b></p> <p>Name: Onejoy Place, LLC</p> <p>Business Name, if applicable: c/o Renewable Housing Assoc.</p> <p>Address: 2 Union Street, 5th Floor</p> <p>City/State : Portland, ME      Zip Code: 04101</p>	<p><b>Applicant Contact Information</b></p> <p>Work #: (207) 347-3018</p> <p>Home #:</p> <p>Cell #:                                      Fax#:</p> <p>e-mail: talexander@renewalhousing.com</p>
<p><b>Owner – (if different from Applicant)</b></p> <p>Name: SAME</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: Michael Tadema-Wielandt, P.E. Terradyn Consultants, LLC</p> <p>Address: 565 Congress Street, Suite 310</p> <p>City/State : Portland, ME      Zip Code: 04101</p>	<p><b>Agent/Representative Contact information</b></p> <p>Work #:</p> <p>Home #:</p> <p>Cell #: (207) 632-9010      Fax#:</p> <p>e-mail: mtw@terradyconsultants.com</p>
<p><b>Billing Information</b></p> <p>Name: Todd Alexander Renewal Housing Associates</p> <p>Address: 2 Union Street, 5th Floor</p> <p>City/State : Portland, ME      Zip Code: 04101</p>	<p><b>Billing Contact Information</b></p> <p>Work #: (207) 347-3018</p> <p>Home #:</p> <p>Cell #:                                      Fax#:</p> <p>e-mail: talexander@renewalhousing.com</p>

<p><b>Engineer</b>  Michael Tadema-Wielandt, P.E.  Name: Terradyn Consultants, LLC  Address: 565 Congress Street, Suite 310  City/State : Portland, ME      Zip Code: 04101</p>	<p><b>Engineer Contact Information</b>  Work #:  Home #:  Cell #: (207) 632-9010      Fax#:  e-mail: mtw@terradyconsultants.com</p>
<p><b>Surveyor</b>  John Swan  Name: Owen Haskell, Inc.  Address: 390 U.S. Route One  City/State : Falmouth, ME      Zip Code: 04105</p>	<p><b>Surveyor Contact Information</b>  Home #:  Work #: (207) 774-0424  Cell #:                              Fax#:  e-mail: jswan@owenhaskell.com</p>
<p><b>Architect</b>  David Lloyd  Name: Archetype, P.A.  Address: 48 Union Warf  City/State : Portland, ME      Zip Code: 04101</p>	<p><b>Architect Contact Information</b>  Work #: (207) 772-6022  Home #:  Cell #:                              Fax#:  e-mail: llloyd@archetypepa.com</p>
<p><b>Attorney</b>  Name:  Address:  City/State :                              Zip Code:</p>	<p><b>Attorney Contact Information</b>  Work #:  Home #:  Cell #:                              Fax#:  e-mail:</p>
<p><b>Designated person/person(s) for uploading to e-Plan:</b>  Name: Michael Tadema-Wielandt  e-mail: mtw@terradyconsultants.com   Name:  e-mail:   Name:  e-mail:</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 type="checkbox"/> Stormwater Quality (\$250)  <input checked="" type="checkbox"/> Subdivisions (\$500 + \$25/lot)  # of Lots <u>12</u> x \$25/lot = <u>300</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"

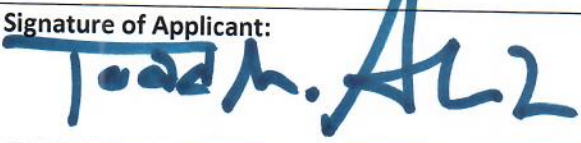
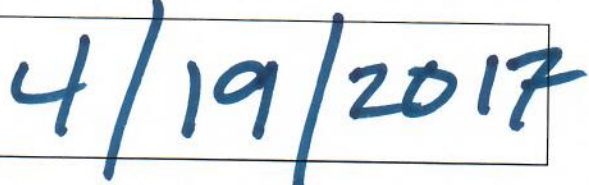
6. Once a preliminary check has been made of the submittal documents and drawings, staff will move them to permanent folders labeled Drawings and Documents. As the process evolves you will be able to log in and see markups, comments and upload revisions as requested into these folders.

**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>	5,851 sq. ft.
<b>Proposed Total Disturbed Area of the Site</b>	5,851 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)	3,164 sq. ft.
Impervious Area (Total Proposed)	3,602 sq. ft.
<b>Building Ground Floor Area and Total Floor Area</b>	
Building Footprint (Total Existing)	0 sq. ft.
Building Footprint (Total Proposed)	2,612 sq. ft.
Building Floor Area (Total Existing)	0 sq. ft.
Building Floor Area (Total Proposed)	7,851 sq. ft.
<b>Zoning</b>	
Existing	B-1
Proposed, if applicable	
<b>Land Use</b>	
Existing	Vacant, Previously Residential
Proposed	Residential
<b>Residential, If applicable</b>	
# of Residential Units (Total Existing)	0
# of Residential Units (Total Proposed)	12
# 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)	12
# of Two-Bedroom Units (Total Proposed)	0
# of Three-Bedroom Units (Total Proposed)	0
<b>Parking Spaces</b>	
# of Parking Spaces (Total Existing)	10 (lease agreement)
# of Parking Spaces (Total Proposed)	4
# of Handicapped Spaces (Total Proposed)	1
<b>Bicycle Parking Spaces</b>	
# of Bicycle Spaces (Total Existing)	0
# of Bicycle Spaces (Total Proposed)	5
<b>Estimated Cost of Project</b>	\$2,250,000

<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
N/A		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
N/A		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;
N/A			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;
N/A			Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);
N/A			Location and proposed alteration to any watercourse;
N/A			A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;
N/A			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;
N/A		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.