

DEVELOPMENT REVIEW COORDINATOR
POST APPROVAL PROJECT CHECKLIST

Date: 8/16/10

Project Name: Cowork Office Building

Project Address: 795 Congress Str.

Site Plan ID Number: 10-79900011

Planning Board/Authority Approval Date: 7/13/10

Site Plan Approval Date: 7/13/10

Performance Guarantee Accepted: 8/25/10 \$2890 ck# 193 City Escrow

Inspection Fee Paid: 8/25/10 \$300.00 ck# 194

Infrastructure Contributions Paid: N/A

Amount of Disturbed Area in SF or Acres: < 1 Acre 3,708 SF

MCGP/Chapter 500 Stormwater PBR: N/A

Plans/CADD Drawings Submitted: 8/26/10

Pre-Construction Meeting: 8/26/10

Conditions of Approval Met: 6/9/11

As-Builts Submitted: N/A

Public Services Sign Off: 4/27/11?

Certificate of Occupancy Memo Processed:
(Temporary or Permanent) 6/8/11

Performance Guarantee to Defect Guarantee: 6/8/11

Defect Guarantee Released: 6/26/12



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Planning and Urban Development
Gregory A. Mitchell, Acting Director

Planning Division
Alexander Jaegerman, Director

TO: Ellen Sanborn, Finance Department
FROM: Alexander Jaegerman, Planning Division Director
DATE: June 26, 2011
SUBJECT: Request for Release of Defect Guarantee
Cowork Office Building, 795 Congress Street
(ID# 10-79900011 Lead CBL #047 A 013001)

Please release the Defect Guarantee, Internal Escrow Account #710-0000-233.92-02 for the Co-work Office Building Project at 795 Congress Street.

Remaining Balance \$ 289.00

Approved:

Alexander Jaegerman
Planning Division Director

cc: Barbara Barhydt, Development Review Services Manager
Philip DiPierro, Development Review Coordinator
File: 1 Solution



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Planning and Urban Development
Penny St. Louis, Director

Planning Division
Alexander Jaegerman, Director

TO: Ellen Sanborn, Finance Department
FROM: Alexander Jaegerman, Planning Division Director
DATE: June 8, 2011
SUBJECT: Request for Reduction of Performance Guarantee to Defect Guarantee
Cowork Office Building, 795 Congress Street
(ID# 10-79900011 Lead CBL #047 A 013001)

Please reduce the Performance Guarantee, Internal Escrow Account #710-0000-233.92-02 for the Cowork Office Building Project at 795 Congress Street, to the Defect Guarantee.

Original Amount	\$2,890.00
<u>This Reduction</u>	<u>\$2,601.00</u>
Remaining Balance	\$ 289.00

This is the first reduction for the project.

Approved: 
Alexander Jaegerman
Planning Division Director

cc: Barbara Barhydt, Development Review Services Manager
Philip DiPierro, Development Review Coordinator
File: 1 Solution

389 Congress Street, Portland, Maine 04101-3509 Ph (207)874-8721 or 874-8719 Fx 756-8258 TTY 874-8936

Memorandum
Department of Planning and Development
Planning Division



TO: Inspections Department

FROM: Philip DiPierro, Development Review Coordinator

DATE: June 8, 2011

RE: C. of O. for # 795 Congress Street, Co-Work Office Building,
(Id# 10-79900011) (CBL 047 A 013001)

After visiting the site, I have the following comments:

Site work complete:

At this time, **I recommend issuing a permanent Certificate of Occupancy.**

Cc: Tammy Munson, Inspection Services Manager
Barbara Barhydt, Development Review Services Manager
File: 1 Solution

Memorandum
Department of Planning and Development
Planning Division



TO: Inspections Department

FROM: Philip DiPierro, Development Review Coordinator

DATE: February 7, 2011

RE: C. of O. [redacted] Office Building,
(Id# 10-7 [redacted])

After visiting the site, I

Site work incom

1. Landscap
2. Refuse C
3. Minor M

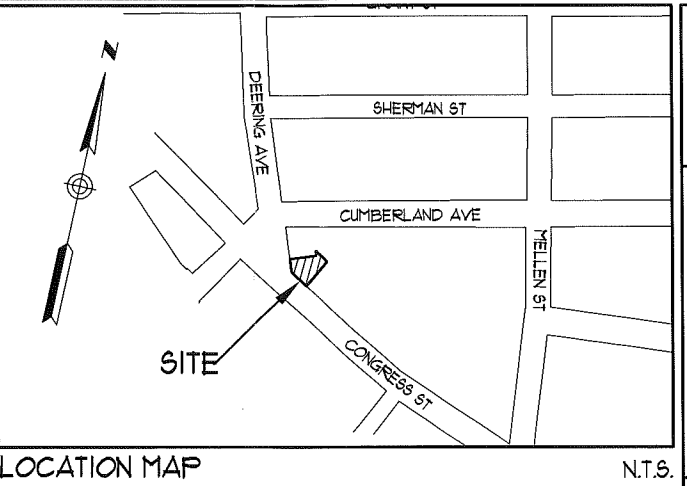
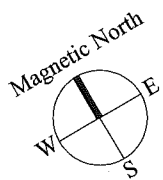
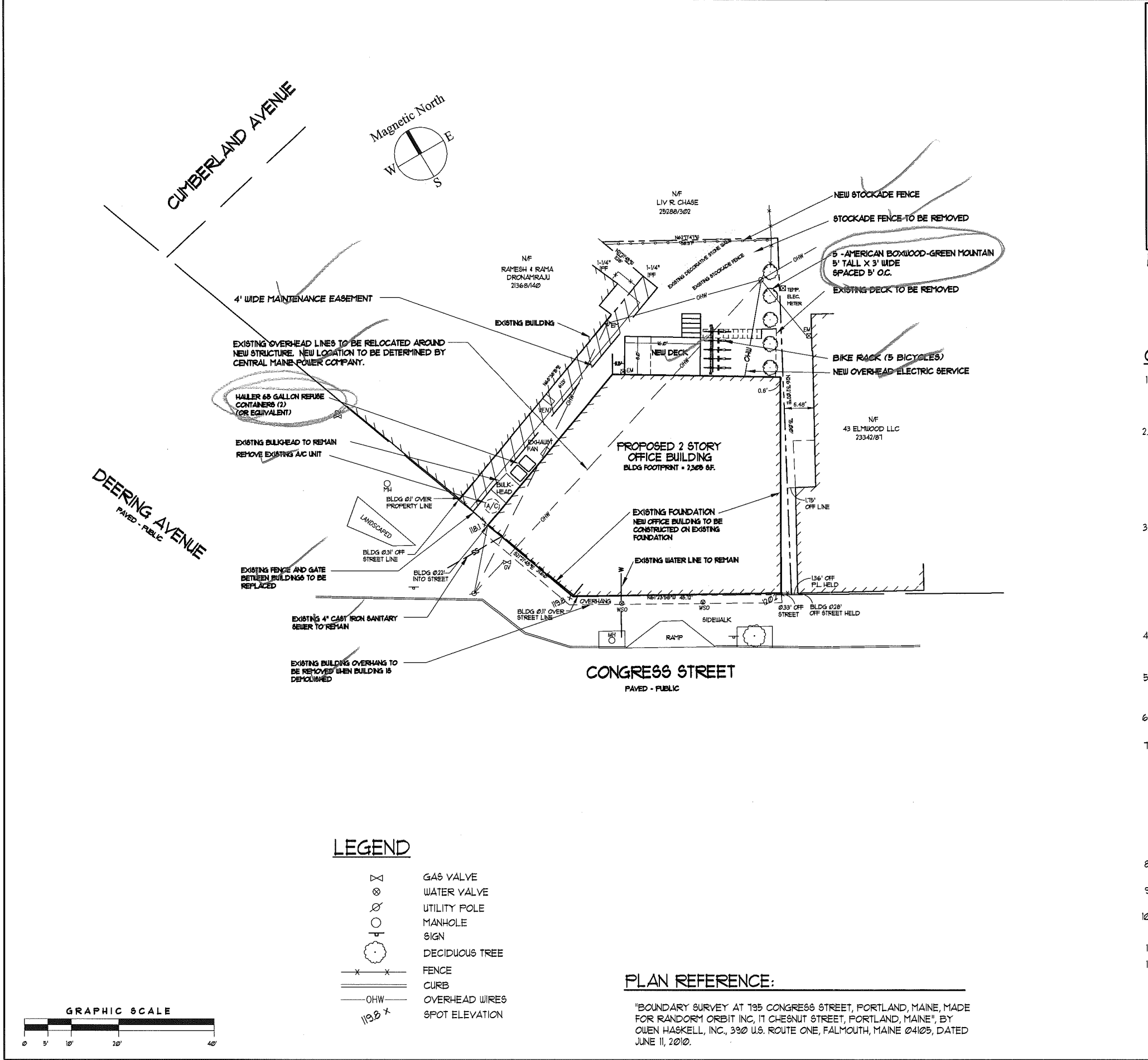
2/10/11
Let Nelle H.
know when final
sidewalk inspection
has been completed
so she can release
Grant Funds.

I anticipate this work can be completed by **June 1, 2011**.

In addition, after the sidewalk was completed, a contractor was observed operating heavy equipment on the new sidewalk, therefore the sidewalk will need to be re-inspected when weather permits to make sure no damage occurred.

At this time, **I recommend issuing a temporary Certificate of Occupancy.**

Cc: Inspection Services Manager
File: Barbara Barhydt, Development Review Services Manager
File: Urban Insight



GENERAL NOTES:

- OWNER OF RECORD:** RANDOM ORBIT, INC, C/O PETER BASS
17 CHESNUT STREET, PORTLAND, MAINE
MAINE CUMBERLAND COUNTY REGISTRY OF DEEDS
BOOK 21536 PAGE 125
- PROPERTY INFORMATION:**
 - PARCEL IS SHOWN AS LOT 13 BLOCK A, ON THE CITY OF PORTLAND ASSESSORS MAP 41.
 - BEARINGS ARE GRID NORTH AS BASED ON CITY OF PORTLAND ENGINEERING DEPARTMENT CONTROL POINTS AS SHOWN ON PLAN REFERENCE 1.
 - LOT IS LOCATED IN THE B2b, COMMUNITY BUSINESS ZONE
- BUILDING INFORMATION:**
 - THE EXISTING, SINGLE STORY, BUILDING WILL BE DEMOLISHED. A NEW 2 STORY BUILDING WILL BE CONSTRUCTED ON THE EXISTING FOUNDATION. THE BUILDING WILL BE FOR GENERAL OFFICE USE.
 - BUILDING AREA:
FIRST FLOOR = 2305 SF.
SECOND FLOOR = 2305 SF.
TOTAL BUILDING = 4610 SF.
- SITE DATA:**
 - LOT AREA: 3,708 SF. (0.85 Ac.)
 - PROPOSED PARKING: NONE
- EXISTING SITE UTILITIES (WATER, SEWER AND GAS) WILL BE USED. ELECTRICAL SERVICE WILL BE OVERHEAD FROM THE POLE AT THE REAR OF THE BUILDING.
- EXISTING OVERHEAD POWER LINES WILL BE RELOCATED TO THE SIDE OF THE NEW STRUCTURE AFTER COORDINATION WITH CENTRAL MAINE POWER.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO HAVE ALL THE UTILITIES LOCATE THEIR SERVICES PRIOR TO THE START OF CONSTRUCTION.

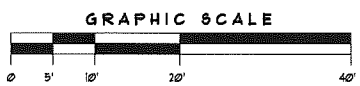
EXISTING UTILITY LOCATIONS ARE APPROXIMATE. CONTRACTOR SHALL CONTACT DIG SAFE AT LEAST THREE (3) BUT NOT MORE THAN THIRTY (30) DAYS PRIOR TO COMMENCEMENT OF EXCAVATION TO VERIFY HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH THE REQUIREMENTS OF 23 M.S.R.A. 3360-A.
- CONSTRUCTION WILL NOT IMPEDE PEDESTRIAN ACCESS ALONG CONGRESS STREET AND DEERING AVE.
- ALL WORK NOTED ON THIS SHEET NEEDS TO BE CO-ORDINATED WITH PUBLIC WORKS AND NOT IMPEDE COMMUTER TRAFFIC
- ALL SITE WORK TO BE IN CONFORMANCE WITH CITY OF PORTLAND OR UTILITY COMPANY SPECIFICATIONS AND DETAILS
- PATCH AND REPAIR ALL DAMAGE TO SITE PER CITY OF PORTLAND SPEC
- ALL DISTURBED AREAS ON SITE TO BE RESEEDING AND MULCHED.

LEGEND

- GAS VALVE
- WATER VALVE
- UTILITY POLE
- MANHOLE
- SIGN
- DECIDUOUS TREE
- FENCE
- CURB
- OVERHEAD WIRES
- SPOT ELEVATION

PLAN REFERENCE:

"BOUNDARY SURVEY AT 135 CONGRESS STREET, PORTLAND, MAINE, MADE FOR RANDOM ORBIT INC, 17 CHESNUT STREET, PORTLAND, MAINE", BY OWEN HASKELL, INC., 330 U.S. ROUTE ONE, FALMOUTH, MAINE 04105, DATED JUNE 11, 2010.



ENGINEER:
STEPHEN TIBBETTS, PE
15 OAK RIDGE ROAD BRUNSWICK, MAINE
(207) 725-6168

OWNER:
RANDOM ORBIT, LLC
17 CHESNUT STREET, PORTLAND, MAINE
(207) 712-6025

Project:
COWORK OFFICE BUILDING
135 CONGRESS STREET, PORTLAND, MAINE

Date: JUNE 16, 2010
Scale: 1" = 40'-0"
Revisions:

SITE PLAN

S1



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Planning & Urban Development Department
Penny St. Louis Littell, Director

Planning Division
Alexander Jaegerman, Director

JULY 13, 2010

Random Orbit Inc.
17 Chestnut St.
Portland, ME 04101

Barbara Vestal
109 Congress St.
Portland, ME 04101

Project Name: Cowork Office Building
Project ID: 10-79900011
Project Address: 795 CONGRESS ST.
Planner: Erick Giles, AICP, LEED AP

Dear Mr. Bass:

On **July 13, 2010**, the Portland Planning Authority approved a minor site plan to demolish an existing building and replace with an office building at 795 Congress St. as shown on the approved plan prepared by **Stephen W. Tibbets** and dated **June 16, 2010** with the following conditions:

1. **Prior to a Certificate of Occupancy and unit installation**, the applicant shall submit for review and approval by the Planning Authority, all HVAC or other **noise producing units**. All units shall meet the current maximum noise requirements. **Specification sheets** showing the manufacture's sound manifestations shall be provided **prior to any unit installation**. Separate permits are required for such units from Inspection Services.
2. Separate building permits and signage permits are required.
3. No Building Permit may be issued without a Certificate of Appropriateness from the Historic Preservation Commission.

*done
2/7/11
Morse OK*

*done
8/23/10*

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. The site shall be developed and maintained as depicted in the site plan and 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 Authority pursuant to the terms of Article 14 of the Portland Land Use Code.

2. The above approvals do not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.
3. Final sets of plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.
4. A performance guarantee covering the site improvements as well as an 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 Dept. prior to the release of the subdivision plat for recording at the Registry of Deeds or 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 subdivision or site plan application for staff review and approval.
5. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the expiration date.
6. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
7. Prior to construction, a pre-construction meeting shall be held at the project site 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 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.
8. 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.)

The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as 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 you have any questions, please contact **Erick Giles** at **874-8723** or **egiles@portlandmaine.gov**

Sincerely,



Alexander Jaegerman
Planning Division Director

Attachments:

1. Performance Guarantee Packet

Electronic Distribution:

Penny St. Louis Littell, Director of Planning and Urban Development
Alexander Jaegerman, Planning Division Director
Barbara Barhydt, Development Review Services Manager
Eric Giles, Aicp Planner/Senior Planner
Philip DiPierro, Development Review Coordinator
Marge Schmuckal, Zoning Administrator
Tammy Munson, Inspections Division Director
Gayle Guertin, Inspections Division
Lannie Dobson, Inspections Division
Michael Bobinsky, Public Services Director
Kathi Earley, Public Services
Bill Clark, Public Services
David Margolis-Pineo, Deputy City Engineer
Greg Vining, Public Services
John Low, Public Services
Jane Ward, Public Services
Keith Gautreau, Fire
Jeff Tarling, City Arborist
Tom Errico, TY Lin
Dan Goyette, Woodard & Curran
Assessor's Office
Approval Letter File
Hard Copy: Project File

Philip DiPierro - Peloton building 795 congress st.

From: "Bill Cuddy" <bcuddy@portlandbuilders.com>
To: "Philip DiPierro " <PD@portlandmaine.gov>
Date: 8/23/2010 3:26 PM
Subject: Peloton building 795 congress st.

Good afternoon Phil,
Peter Bass the owner of the Peloton building and I would like to set up a preconstruction meeting to prepare for the project start. Can you please let me know what times you might have available possible this week.

Thank you,

Bill

**Planning and Development Department
SUBDIVISION/SITE DEVELOPMENT**

COST ESTIMATE OF IMPROVEMENTS TO BE COVERED BY PERFORMANCE GUARANTEE

Date: 8/24/10

Name of Project: Peloton Building

Address/Location: 795 Congress St.

Developer: RANDOM ORBIT INC

Form of Performance Guarantee: CITY ESCROW ACCOUNT

Type of Development: Subdivision _____ Site Plan (Major/Minor) _____

TO BE FILLED OUT BY THE APPLICANT:

<u>Item</u>	<u>PUBLIC</u>			<u>PRIVATE</u>	
	<u>Quantity</u>	<u>Unit Cost</u>	<u>Subtotal</u>	<u>Quantity</u>	<u>Unit Cost</u>
<u>Subtotal</u>					
1. STREET/SIDEWALK					
Road/Parking Areas	_____	_____	_____	_____	_____
Curbing	_____	_____	_____	_____	_____
Sidewalks - <i>repairs</i>	_____	_____	<u>1790.00</u>	_____	_____
Esplanades	_____	_____	_____	_____	_____
Monuments	_____	_____	_____	_____	_____
Street Lighting	_____	_____	_____	_____	_____
Street Opening Repairs	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
2. EARTH WORK					
Cut	_____	_____	_____	_____	_____
Fill	_____	_____	_____	_____	_____
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	_____	_____	600.00	_____	_____	_____
Check Dams	_____	_____	_____	_____	_____	_____
Pipe Inlet/Outlet Protection	_____	_____	_____	_____	_____	_____
Level Lip Spreader	_____	_____	_____	_____	_____	_____
<hr/>						
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)	_____	_____	500.00	_____	_____	_____
10. MISCELLANEOUS	_____	_____	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____	_____	_____
GRAND TOTAL:	_____	_____	\$ 2890.00	_____	_____	_____

INSPECTION FEE (to be filled out by the City)

	<u>PUBLIC</u>	<u>PRIVATE</u>	<u>TOTAL</u>
A: 2.0% of totals:	_____	_____	_____
or			
B: Alternative Assessment:	_____	_____	_____
Assessed by:	_____	_____	_____
	(name)	(name)	