

PROJECT NAME: 749 Congress Street

PROPOSED DEVELOPMENT ADDRESS:
749 Congress Street

PROJECT DESCRIPTION:
This project is the construction of 7 residential town houses and the conversion of the Congress Street building to a 16 room Bed and Breakfast.

CHART/BLOCK/LOT: 47/A20, A28, A30 & A32 **PRELIMINARY PLAN** _____ (date)
FINAL PLAN _____ (date)

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer Name: Joe Delois Business Name, if applicable: Denovo LLC Address: 47 Waites Landing Road City/State : Falmouth, ME Zip Code: 04105	Applicant Contact Information Work # 207.899.4068 Home# Cell # 207.232.6274 Fax# e-mail: joedelois@gmail.com
Owner – (if different from Applicant) Name: Martin B. Dassa & Alyssa J. Dassa Trustees Rochelle G. Dassa Residuary Trust Address: 5 Cottonwood Lane City/State : Falmouth, ME Zip Code: 04105	Owner Contact Information Work # Home# Cell # Fax# e-mail:
Agent/ Representative Thomas S. Greer, P.E. Name: Pinkham & Greer, Civil Engineers Address: 28 Vannah Avenue City/State : Portland, ME Zip Code: 04103	Agent/Representative Contact information Work # 207.781.5242 Cell # e-mail: tgreer@pinkhamandgreer.com
Billing Information Name: Denovo LLC (Joe Delois) Address: 47 Waites Landing Road City/State : Falmouth, ME Zip Code: 04105	Billing Information Work # 207.846.9535 Cell # Fax# e-mail: joedelois@gmail.com

Engineer Thomas S. Greer, P.E. Name: Pinkham & Greer, Civil Engineers Address: 28 Vannah Avenue City/State : Portland, ME Zip Code: 04103	Engineer Contact Information Work # 207.781.5242 Cell # Fax# 207.781.4245 e-mail: tgreer@pinkhamandgreer.com
Surveyor Rex Croteau Name: Titcomb Associates Address: 133 Gray Road City/State : Falmouth, ME Zip Code: 04105	Surveyor Contact Information Work # 207.797.9199 Cell # Fax# 207.878.3142 e-mail: rcroteau@titcombsurvey.com
Architect David Lloyd Name: Archetype Architects Address: 48 Union Wharf City/State : Portland, ME Zip Code: 04101	Architect Contact Information Work # 207.772.6022 Cell # Fax# 207.772.4056 e-mail: lloyd@archetypepepa.com
Attorney Thomas Federle Name: FEDERLE LAW Address: 254 Commercial Street City/State :Portland, ME Zip Code: 04101	Attorney Contact Information Work # 207.899.0155 Cell # Fax# e-mail: Tom@federlelawmaine.com

APPLICATION FEES:

Check all reviews that apply. (Payment may be made by Credit Card, Cash or Check payable to the City of Portland.)

Level III Development (check applicable reviews) <input checked="" type="checkbox"/> Less than 50,000 sq. ft. (\$500.00) <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) Plan Amendments (check applicable reviews) <input type="checkbox"/> Planning Staff Review (\$250) <input type="checkbox"/> Planning Board Review (\$500) The City invoices separately for the following: <ul style="list-style-type: none"> • Notices (\$.75 each) • Legal Ad (% of total Ad) • Planning Review (\$40.00 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.	Other Reviews (check applicable reviews) <input type="checkbox"/> Traffic Movement (\$1,000) <input type="checkbox"/> Stormwater Quality (\$250) <input checked="" type="checkbox"/> Subdivisions (\$500 + \$25/lot) # of Lots <u>8</u> x \$25/lot = <u>200.00</u> <input type="checkbox"/> Site Location (\$3,000, 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
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APPLICATION SUBMISSION:

1. All site plans and written application materials must be submitted electronically on a CD or thumb drive with each plan and each document submitted as separate files. Naming conventions for the individual files can be found on the **Electronic Plan and Document Submittal** page of the City’s website at <http://me-portland.civicplus.com/764/Electronic-Plan-and-Document-Submittal>
2. **In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), paper copy of written materials, and the application fee must be submitted to the Building Inspections Office to start the review process.**

The application must be complete, including but not limited to the contact information, project data, application checklists, wastewater capacity, plan for fire department review, and applicant signature. The submissions shall include one (1) paper packet with folded plans containing the following materials:

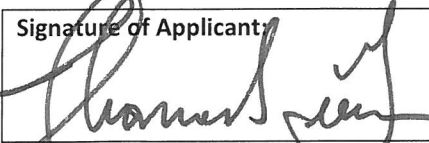
1. **One (1) full size site plans that must be folded.**
2. One (1) copy of all written materials or as follows, unless otherwise noted:
 - a. Application form that is completed and signed.
 - b. Cover letter stating the nature of the project.
 - c. All Written Submittals (Sec. 14-525 2. (c), including evidence of right, title and interest.
3. A stamped standard boundary survey prepared by a registered land surveyor at a scale not less than one inch to 50 feet.
4. Plans and maps based upon the boundary survey and containing the information found in the attached sample plan checklist.
5. One (1) set of plans reduced to 11 x 17.

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

APPLICANT SIGNATURE:

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: 2/22/16
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PROJECT DATA

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

Total Area of Site	30,928 sq. ft.
Proposed Total Disturbed Area of the Site	140,280 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.	
Impervious Surface Area	
Impervious Area (Total Existing)	21,542 sq. ft.
Impervious Area (Total Proposed)	22,292 sq. ft.
Building Ground Floor Area and Total Floor Area	
Building Footprint (Total Existing)	5,988 sq. ft.
Building Footprint (Total Proposed)	4,786 sq. ft.
Building Floor Area (Total Existing) Former Funeral Home=12,979, Carriage House=4290	sq. ft. 17,269 Total
Building Floor Area (Total Proposed) Bed & Breakfast=12,979, Townhouse=16,856, Carriage House= 4,290	sq. ft. 34,125 Total
Zoning	
Existing	R6 & B-2b
Proposed, if applicable	N/A
Land Use	
Existing	Residential / Funeral Home
Proposed	Residential / Bed & Breakfast
Residential, If applicable	
# of Residential Units (Total Existing)	2
# of Residential Units (Total Proposed)	9
# of Lots (Total Proposed)	1
# of Affordable Housing Units (Total Proposed)	0
Proposed Bedroom Mix	
# of Efficiency Units (Total Proposed)	0
# of One-Bedroom Units (Total Proposed)	0
# of Two-Bedroom Units (Total Proposed)	0
# of Three-Bedroom Units (Total Proposed)	7
Parking Spaces	
# of Parking Spaces (Total Existing)	28
# of Parking Spaces (Total Proposed)	11 exterior / 7 interior
# of Handicapped Spaces (Total Proposed)	0
Bicycle Parking Spaces	
# of Bicycle Spaces (Total Existing)	0
# of Bicycle Spaces (Total Proposed)	2
Estimated Cost of Project	3.8 Million

PRELIMINARY PLAN (Optional) - Level III Site Plan

PRELIMINARY PLAN (Optional) - Level III Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
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
x		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST
x		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
		1	Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)
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;
n/a			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;
x			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.

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)
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 permits
x		1	* Written assessment of proposed project's specific compliance with applicable Zoning requirements
x		1	* Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site
x		1	* Evidence of financial and technical capacity
		1	Construction Management Plan
x		1	A traffic study and other applicable transportation plans in accordance with Section 1 of the technical Manual, where applicable.
x		1	Written summary of significant natural features located on the site (Section 14-526 (b) (a))
x		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
x		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	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)
x		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
		1	Final Site Plans including the following:
x			Existing and proposed structures, as applicable, and distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone);
x			Existing and proposed structures on parcels abutting site;
x			All streets and intersections adjacent to the site and any proposed geometric modifications to those streets or intersections;
x			Location, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways, and bicycle access ways, with corresponding curb lines;
x			Engineered construction specifications and cross-sectional drawings for all proposed driveways, paved areas, sidewalks;
x			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;
x			Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;
x			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;
x			Existing soil conditions and location of test pits and test borings;
x			Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;
n/a			A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;
x			Grading plan;
x			Ground water protection measures;
x			Existing and proposed sewer mains and connections;

- Continued on next page -

x		Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
x		Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;
x		Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
x		Location and size of all on site solid waste receptacles, including on site storage containers for recyclable materials for any commercial or industrial property;
x		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;
n/a		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.