



Planning & Urban Development Department

*Bramhall St. - 22, MMC Congress Street Building*

**LEVEL II and LEVEL III APPLICATION SUBMISSION CHECKLIST**

Please submit each document as a separate PDF file.

Please confirm by electronically checking the boxes to the left

#

**General Application Documents**

Checklist	Items to be Provided
Yes / NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>PROJECT DESCRIPTION</b> <ul style="list-style-type: none"> <li>Cover Letter with detailed project description</li> </ul>
Yes NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>COMPLETED CHECKLIST - LEVEL III APPLICATION</b>
Yes NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>RIGHT, TITLE AND INTEREST</b> <ul style="list-style-type: none"> <li>Deeds, leases, or purchase and sales agreements</li> </ul>
Yes NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>EVIDENCE OF STATE OR FEDERAL APPROVALS, if applicable</b> <ul style="list-style-type: none"> <li>Permits or letters of non-jurisdiction, if applicable</li> </ul>
Yes NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ZONING ASSESSMENT</b> <ul style="list-style-type: none"> <li>Table listing required and proposed uses and dimensional standards <u>Zoning Assessment Table</u></li> </ul>
Yes NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>EXISTING &amp;/OR PROPOSED EASEMENTS OR COVENANTS, if applicable</b> <ul style="list-style-type: none"> <li>Evidence of existing easements and any proposed easements</li> </ul>
Yes NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>WAIVER REQUESTS</b> <ul style="list-style-type: none"> <li>Written request for waiver describing request and reason. <u>Waiver Table</u></li> </ul>
Yes NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>FINANCIAL CAPABILITY</b> <ul style="list-style-type: none"> <li>Letter or evidence from a financial institution or third party verifying financial capacity to undertake project</li> </ul>
Yes NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>TECHNICAL CAPABILITY</b> <ul style="list-style-type: none"> <li>Evidence of technical capability of applicant and consultants - resumes and/or examples of past projects</li> </ul>

## LEVEL II AND LEVEL III SITE PLAN STANDARDS AND SUBMISSION CHECKLIST

Provide assessment of compliance with standards and include supplemental documentation, as applicable.

Please submit each document as a separate PDF file.

### TRANSPORTATION

Check list	Assess/Provide/Document:
09 Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Transportation Analysis- Traffic Impact (14-526 (a) 1)</b> <ul style="list-style-type: none"> <li>Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts</li> <li>Traffic Impact Study (Technical Manual, Section 1) if applicable</li> </ul>
10 Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Access and Circulation (14-526 (a) 2 a)</b> <ul style="list-style-type: none"> <li>Access and internal circulation, addressing ADA access</li> <li>Access and egress impacts on traffic flows</li> <li>Description and use of drive-up features, if applicable</li> </ul>
11 Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Loading and Servicing (14-526 (a) 2 b)</b> <ul style="list-style-type: none"> <li>Loading and servicing needs, route and travel way geometrics for deliveries</li> <li>Turning templates for delivery vehicles, if applicable</li> </ul>
12 Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Sidewalks (14-526 (a) 2 c)</b> <ul style="list-style-type: none"> <li>Sidewalks and condition along street frontages and internal walkways</li> <li>Engineered details for ADA ramps and public sidewalk details meeting sidewalk materials policy and ADA ramp construction details as applicable (Technical Manual, Section 1)</li> </ul>
13 Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Public Transit (14-526 (a) 3 ), if applicable</b> <ul style="list-style-type: none"> <li>Existing available transit services</li> <li>Proposed site plan design details, such as easement, pad base, and shelter</li> </ul>
14 Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Off-Street Parking: Vehicle &amp; Motorcycle/Scooter) (14-526 (a) 4 a and c )</b> <ul style="list-style-type: none"> <li>Expected parking demand, proposed parking supply, ADA parking, and applicable Zoning Requirements</li> <li>Address Technical Manual standards (Section 1) for curb cut separation and parking lot layout and locate on site plan</li> </ul>
15 Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Bicycle Parking (14-526 (a) 4 b)</b> <ul style="list-style-type: none"> <li>Address bicycle parking requirements and identify locations on-site</li> <li>Construction details for bike racks (Technical Manual, Section 1)</li> </ul>
16 Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Snow Storage (14-526 (a) 4 d)</b> <ul style="list-style-type: none"> <li>Management plan for snow removal and locate snow storage areas on plan</li> </ul>
17 Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/> Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Traffic Demand Management (TDM) (14-526 (a) 5 ), if applicable</b> <ul style="list-style-type: none"> <li>Develop TDM with Trip Reduction Targets and Strategies</li> </ul>

**ENVIRONMENTAL AND LANDSCAPE FEATURES**

Check list

Assess/Provide/Document:

18  
 Yes NA Plan

Preservation of Significant Natural Features (14-526 (b) 1), if applicable

- Trees, plants, habitats listed on State or Federal list of endangered or threatened
- High and moderate value waterfowl and wading habitat
- Aquifers on Casco Bay Islands
- Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains)
- Proposed preservation areas and protection measures
- Documentation from environmental consultants, determinations from applicable state agencies

19  
 Yes NA Plan

Landscaping and Landscape Preservation (14-526 (b) 2 a)

- Preservation of trees and preservation within required zoning setbacks (Technical Manual, Section 4)
- Protection measures of existing vegetation during construction
- Protection measures within Shoreland Zone, if applicable

20  
 Yes NA Plan

Site Landscaping (14-526 (b) 2 b)

- Screening and buffering of service areas and between non-residential and residential uses
- Planting plans with plant schedule and sizes (Technical Manual, Section 4)

21  
 Yes NA Plan

Parking Lot Landscaping (14-526 (b) 2 b ii), if applicable

- Landscaped islands within parking areas (Technical Manual, Section 4)

22  
 Yes NA Plan

Street Trees (14-526 (b) 2 b iii)

- Existing Heritage or Feature Trees on site and measures to preserve
- Identify street trees on the plan meeting the site plan and Technical Manual standards (Section 4) or identify alternative measures, if applicable

**ENVIRONMENTAL AND STORMWATER**

Check list

Assess/Provide/Document:

23  
 Yes NA Plan

Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a)

- Stormwater report in compliance with Section 5 of Technical Manual and DEP Chapter 500 stormwater for basic, general and flooding standards, as applicable
- Erosion control plan and measures
- Evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater, as applicable
- Subsurface sanitary sewage disposal and groundwater protection

**PUBLIC INFRASTRUCTURE AND SAFETY**

Check list	Assess/Provide/Document:
24 Yes / NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Consistency with City Master Plans (14-526 (c) 1)</b> <ul style="list-style-type: none"> <li>Identify consistency with master plans</li> <li>Proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable</li> </ul>
25 Yes / NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Public Safety and Fire Prevention (14-526 (c))</b> <ul style="list-style-type: none"> <li>Address Crime Prevention through Environmental Design (CPTED) (Technical Manual, Section 3)</li> <li>Emergency vehicle access</li> <li>Address consistency with public safety standards (Technical Manual, Section 3)</li> <li>Submit a code summary referring NFPA 1 and all Fire Department standards (Technical Manual, Section 3) – <u>Fire Checklist</u></li> </ul>
26 Yes / NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Availability and Adequacy of Public Utilities (14-526 (c) 3) (Technical Manual, Sections 2 &amp; 9)</b> <ul style="list-style-type: none"> <li>Electrical services, including providing underground services</li> <li>Identify existing and proposed connections for public utilities and required public utility upgrades</li> <li>Sewer line connections are required, if there is a main within 200 feet</li> <li>Proposed solid waste management facilities on-site and management for the site</li> <li>Written evidence of the ability to serve from utility companies, as applicable</li> </ul>

**SITE DESIGN**

Check list	Assess/Provide/Document:
27 Yes / NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Massing, Ventilations and Wind Impact (14-526 (d) 1)</b> <ul style="list-style-type: none"> <li>Wind and ventilation impacts on adjoining structures and/or adjacent public spaces. Wind study, if applicable</li> <li>Bulk, location or height impacts on adjoining structures</li> <li>Identify and locate HVAC equipment and venting away from public spaces and residential properties</li> <li>Identify screening and manufacturing specifications for noise, if applicable</li> </ul>
28 Yes / NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Shadows (14-526 (d) 2), if applicable</b> <ul style="list-style-type: none"> <li>Shadow analysis of impacts on publicly accessible open space (Technical Manual, Section 11)</li> </ul>
29 Yes / NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Snow and Ice Loading (14-526 (d) 3)</b> <ul style="list-style-type: none"> <li>Building design to prevent snow and ice from loading or falling onto adjacent properties or public ways</li> </ul>
30 Yes / NA Plan <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>View Corridors (14-526 (d) 4), if applicable</b> <ul style="list-style-type: none"> <li>Protection of designated view corridors (Portland Design Manual, Appendix 1)</li> </ul>

31	<table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Historic Resources (14-526 (d) 5), if applicable</b> <ul style="list-style-type: none"> <li>Identify developments within Historic Districts or affecting Designated Landmarks</li> <li>Certificate of Appropriateness or other evidence</li> <li>Identify Developments within 100 feet of Historic Districts or affecting Designated Landmarks. Advisory HP review may be required</li> <li>Address preservation and documentation of Archaeological Resources</li> </ul>
Yes	NA	Plan						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
32	<table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Exterior Lighting (14-526 (d) 6)</b> <ul style="list-style-type: none"> <li>Cut sheets of on-site light fixtures and any architectural or specialty lights (Technical Manual, Section 12)</li> <li>Engineered details for any lights proposed in street right-of-way (Technical Manual, Section 10)</li> </ul>
Yes	NA	Plan						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
33	<table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Noise and Vibration (14-526 (d) 7)</b> <ul style="list-style-type: none"> <li>Evidence of noise levels for equipment, such as equipment specifications, to demonstrate consistency with zoning requirements</li> </ul>
Yes	NA	Plan						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
34	<table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Signage and Wayfinding (14-526 (d) 8), if applicable</b> <ul style="list-style-type: none"> <li>Signage plan showing the location, dimensions, height and setback of all existing and proposed signs. Signs in Historic Districts are reviewed by Historic Preservation staff</li> <li>Proposed commercial and directional signage on site</li> </ul>
Yes	NA	Plan						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
35	<table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Zone Related Design Standards (14-526 (d) 5)</b> <ul style="list-style-type: none"> <li>Address Historic Preservation Design Review, if applicable</li> <li>Address any applicable design review standards by zone</li> <li>Address submission requirements from Design Manual, page 1, addressing neighborhood context</li> <li>Description of exterior materials, color, finish, and samples</li> </ul>
Yes	NA	Plan						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
36	<b>Construction Management Plan</b>							
	<table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Construction Management Plan</b> <ul style="list-style-type: none"> <li><u>Construction Management Document and Plan</u></li> </ul>
Yes	NA	Plan						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

## Level II and Level III Site Plan Checklist

Please upload the following drawings with the listed details into e-Plan as separate pdfs.

### RECENT BOUNDARY SURVEY (stamped by Maine Licensed Surveyor)

Must be in compliance with Technical Manual, Section 13

### SITE PLAN(S) (stamped by Maine Licensed Engineer) including:

#### Existing Conditions

- Approximate location of structures on abutting property
- Topography
- Locate water courses
- Delineate wetlands
- Zone lines

#### Proposed Site Plan

- Ground floor area, and grade elevations for all buildings

#### Access, Circulation, and Parking

- Streets and intersections adjacent to site , any proposed geometric modifications
- Location, dimensions and materials of all existing and proposed driveways, vehicle, bicycle, & pedestrian access ways with corresponding curb lines
- Engineered specifications/ cross-sections for proposed driveways, sidewalks & paved areas
- Location and dimensions of proposed loading areas
- Existing and proposed transit infrastructure with dimensions/ engineering specifications
- Location of vehicle and bicycle parking with dimensions and engineering specifications

#### Site Considerations

- Identify snow storage areas
- Location of fire hydrants
- Location of solid waste management facilities

### UTILITY PLAN including:

- Existing utilities on site and within public streets
- Location, sizing, and directional flows of all existing and proposed utilities
- Location and dimensions of off-premises public or publicly accessible infrastructure adjacent to site
- Electric utility infrastructure

<input checked="" type="checkbox"/> GRADING and DRAINAGE PLAN including:
<ul style="list-style-type: none"> <li>• Existing grades and drainage</li> <li>• Proposed grades</li> <li>• Proposed stormwater management meeting Technical Manual (Section 5) standards</li> <li>• Location and proposed alteration of a water course</li> <li>• Preservation or alteration of wetlands</li> </ul>
<input checked="" type="checkbox"/> EROSION CONTROL
<ul style="list-style-type: none"> <li>• Must be in compliance with Technical Manual, Section 5</li> </ul>
<input checked="" type="checkbox"/> LANDSCAPE PLAN including:
<ul style="list-style-type: none"> <li>• Existing vegetation to be preserved and preservation measures</li> <li>• Proposed landscaping and buffers</li> <li>• Planting schedule</li> </ul>
<input type="checkbox"/> RECORDING PLAT, if applicable
N/A
<ul style="list-style-type: none"> <li>• IF SUBDIVISION: Must be in compliance with requirements of Section 14-496 (b)</li> </ul>
<input checked="" type="checkbox"/> ARCHITECTURAL PLANS & RENDERINGS including:
<ul style="list-style-type: none"> <li>• Exterior building elevations, color renderings, illustrations of all sides</li> <li>• Location and dimensions of all existing &amp; proposed HVAC &amp; mechanical equipment, all proposed screening</li> <li>• Provide context drawings, if applicable (Design Manual, page 1)</li> <li>• Floor plans</li> </ul>