



PORTLAND MAINE

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Planning and Development Department
Lee D. Urban, Director

Planning Division
Alexander Jaegerman, Director

April 27, 2005

Mr. Steve Sanders
57 Clark Street, Apt. #1
Portland, ME 04012

RE: 1-3 Orange Street, Proposed Condominium Duplex
ID #2004-0120, CBL #057 H005001

Dear Mr. Sanders:

On April 27, 2005 the Portland Planning Authority conditionally approved the above referenced application for minor site plan review based on final plans comprised of (1) site and engineering plans prepared by Sevee & Maher Engineers, dated 2/15/05 and last revised March 30, 2005, (2) building elevations and floor plans prepared by FroMus Consultants, revision date 5/10/05, and (3) a topographic survey prepared by Back Bay Boundary, Inc., dated March 29, 2005.

The approval includes a two unit residential duplex at the 1-3 Orange Street and associated on and off-site improvements in conformance with the City's R6 and Site Plan ordinances. The approval is contingent on successful satisfaction of conditions contained in this letter.

Conditions of Approval:

1. During the construction phase, City streets shall be clean swept daily and the contractor shall avoid tracking earth onto City streets.
2. The applicant shall work with Planning Division staff and the **City** Arborist on the final street tree species selection and sidewalk/planter details.
3. As per the official determination of the Department of Public Works, Unit #1 shall be addressed *1 Orange Street* and Unit #2 shall be addressed *3 Orange Street*.
4. The applicant will shall not disturb existing trees on the abutting Foley property to the

East.

The approval is based on the submitted site plan referenced above. Once all of the above listed conditions have been met, the applicant must submit a revised site plan for staff review and approval.

Standard Provisions and Requirements:

Please note the following provisions and requirements for all site plan approvals:

1. The applicant shall submit seven (7) complete, full size sets of the final approved plans referenced above.
2. Where submission drawings are available in electronic form, the applicant shall also submit any available electronic Autocad files (*.dwg), release 14 or greater.
3. A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount and 7 final sets of plans must be submitted to and approved by the Planning Division and Public Works prior to the release of the building permit. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.
4. 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.
5. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. Prior to construction, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Work'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.
7. 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.

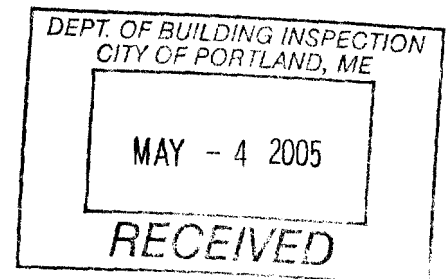
If you have any questions, please contact Ethan Boxer-Macomber, Planner at 756-8083 or ebm@portlandmaine.gov.

Sincerely,



Alexander Jaegerman
Planning Division Director

cc: Lee D. Urban, Planning and Development Department Director
Alexander Jaegerman, Planning Division Director
Sarah Hopkins, Development Review Services Manager
Ethan Boxer-Macomber, Planner
Jay Reynolds, Development Review Coordinator
Marge Schmuckal, Zoning Administrator
Inspections
Michael Bobinsky, Public Works Director
Traffic Division
Eric Labelle, City Engineer
Jeff Tarling, City Arborist
Penny Littell, Associate Corporation Counsel
Fire Prevention
Assessor's Office
Approval Letter File



From: Marge Schmuckal
To: Ethan Boxer-Macomber
Date: Wed, Mar 16, 2005 9:47 AM
Subject: L'Orange St

Ethan,

My memo to you on 1/20/05 outlined what I needed for a complete zoning review. The site plans that I received on 3/9/05 have the revised site plan and an elevation of the adjoining rear building. However, I still have not received any scalable drawings to confirm the maximum building height (with average grade information) and to confirm the permissible rear setback. I can not complete my review without this information.

Marge

From: Marge Schmuckal
To: Ethan Boxer-Macomber
Date: Thu, Jan 20, 2005 6:34 PM
Subject: Orange St.

Ethan,
This property is using the R-6 small lot development standards.

I have a question as to which line is the official property line along Orange Street. Neither line will violate the required setbacks. However, our Code Enforcement Officers need to know for their field work.

There is also a question as to the actual size of the buildings. The site plan size is different than the reduced building elevation plan. What actually is being built? It will reflect what we are approving.

I am unable to confirm the rear setback to zoning requirements. The ordinance states that the rear setback shall be 10 or the sum of heights divided by 5, whichever is greater. I have not received any calculations as to the height of the adjoining building on Salem Street. Did they submit those calculations to you? I would need to review them to be sure that the required rear setback is being met. At this point I don't know that it is or isn't a problem.

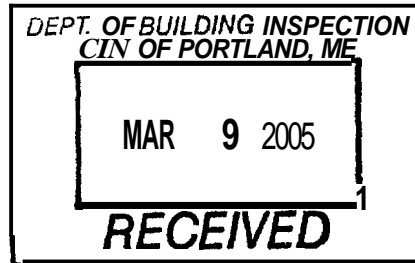
I also have no revised scaled drawings to confirm the maximum building height. Since this lot is far from being level, the grade can be averaged. I usually get the grades of each corner of the building which would then be averaged. That average grade is then used to measure from to assess the building height. If you have any of this information, please get me copies so that I can finish my review.

Thank you,
Marge

March 3, 2005

05025
050210ebm.doc

Ethan Boxer-Macomber
City of Portland
Planning Department
389 Congress Street
Portland, ME 04101



3/9/05

Subject: 1-3 Orange Street
Proposed Condominium Duplex

Dear Mr. Boxer-Macomber:

Sevee & Maher Engineers, Inc. (SME) is assisting Steve Sanders with his project on the corner of Orange and Salem Streets. He has asked us to address comments in your January 3, 2005 memorandum. Our responses are in the same order as your comments.

January 3, 2005 Letter From City

A. SITE PLAN

1. Generally, the site plans are completely contained on a single sheet, which results in a confusing presentation. Please separate information onto multiple sheets for clarity (e.g., Site and utility plan, drainage plan, landscaping plan). **Also**, in this instance staff recommends that the scale be increased in order to improve legibility.

Response. The plans have been separated into a site plan, a grading plan and a utility plan. The site plan is presented at a scale of 1"=5'.

2. Despite your January 3, 2005 appeal to the City's Development Review Manager, as per §14-525 (b)(2), the utility, drainage, and site plans must be prepared and stamped by a licensed engineer.

Response. The appropriate plans are stamped by a professional engineer.

3. Several required submittals required under section 14-525 (c) have still not been entered into the public record. Please review this section carefully and be sure to submit all required submissions such as evidence of right, title, and interest, letter of water capacity, letter of sewer / stormwater capacity, etc.

Response. Evidence of title, right and interest, along with letters on water and sewer capacity has been forwarded to you by Mr. Sanders. A stormwater capacity letter has been requested from John Giles. It will be forwarded to you when it is received.

4. Curb (in granite), sidewalk (in brick), and esplanade, built to City standards, must be provided along the site's entire Orange and Salem Street frontages as per City Code Section 25-96 or a waiver must be requested. The site plan must be amended to demonstrate compliance with this requirement including cross sections and typicals.

Response. The site plan has been changed. The sidewalks are brick and the curbing is granite. Driveways will also be made of brick. Given the narrow width of Orange Street and the steep grades, the applicant requests a waiver of the requirement for an esplanade. Any esplanade would be very narrow and difficult to maintain. The sidewalk on Salem Street will be 5 feet with a 2-foot esplanade.

B. TRAFFIC CIRCULATION

1. Neither of the proposed driveways offers adequate space for parking on the apron. The developer and future occupants should be advised that parked cars may not block the City sidewalk.

Response. The applicant is aware of the parking requirement and a note has been added to the site plan.

2. City standards require a 20-foot separation between residential driveways. While this separation may not be possible between the proposed Salem Street driveway and the existing Foley driveway, the City's consulting traffic engineer finds the adequate separation can be achieved considering Salem Street's light traffic levels.

Response. No response required.

3. The City's consulting traffic engineer has expressed continued concern about grade issues at the proposed driveway on Orange Street. Conditions would seem to indicate that access to the garage may be very difficult for a passenger car. While no specific City standard exists, the general engineering practice would be not to have a **20%(+/-)** grade in the area where the driveway meets the road. In the attached January **28, 2005** memo the City's consulting civil engineer echoes these concerns. Staff strongly encourages you to consider other options, such as providing both garages on Salem Street.

Response. The applicant has investigated options for providing access to the garages. The buildings as designed offer a clean line of separation between the condominiums. Putting the garage of one unit under another would only cause potential problems between neighbors. The revised grades as shown on the plan will provide access to the Orange Street garage that is adequate.

C. ENGINEERING

The City's Development Review Engineer, Jim Seymour P.E., has reviewed the most recent plans dated **12/28/2004** and has submitted response comments in a January **28,2005** memo which you will find attached. The site plans should be revised so as to satisfy the concerns contained in this memo. If you or members of your design team have any specific questions related to the engineering comments, you may contact Mr. Seymour directly at **856-0277**.

Response. See responses to Sebago Technics memorandum below.

D. ZONING

As we have discussed in recent telephone conversations, the zoning administrator has reviewed your plans dated **12/28/04** and has submitted the following requests for additional information:

1. There remains a question as to which line is the official property line along Orange Street. Neither line will violate the required setbacks. However, our Code Enforcement Officers need to know for their field work.

Response. For the purpose of this Site Plan, the pins will be set on the 1854 line. The property line on Orange Street is assumed to be the 1854 line.

2. There is also a question as to the actual size of the buildings. The site plan size is different than the reduced building elevation plan. What actually is being built? It will reflect what we are approving.

Response. The buildings are 24' x 26'. The site plan and elevations coincide.

3. We are unable to confirm the rear setback to zoning requirements. The ordinance states that the rear setback shall be 10' or the sum of heights divided by 5, whichever is greater. Please submit calculations as to the height of the adjoining building on Salem Street.

Response. The ordinance page 14-153 Rear Yard Setback , appears to say that 10' is the minimum distance between buildings. It goes on to say that the distance between buildings is the sum of the heights divided by 5. Then it says that the minimum setback is 4 feet. The height of the building on the adjacent lot is approximately 24 feet.

4. Please provide finished grades at each corner of the proposed building(s). These grades are averaged for the purpose of determining roof height. Please also provide currently proposed elevations to scale with height clearly dimensioned.

Response. Finished grades are provided at the corners of the building.

January 31,2005 Sebago Technics Memo

SITE PLAN

1. Show acceptable sidewalk section with clear labeling on site plan, or pedestrian access measures on Orange Street frontage. Include engineer's detailed cross section at proposed driveway and clearly indicate cross and longitudinal slopes on sidewalk and proposed driveway. The typical detail indicates a constant width with esplanade; however, the plan section indicates a tapered width not parallel to curbside.

Response. We are proposing that the sidewalk be on the curb with no esplanade on Orange Street. The required dimensions and details have been added.

2. Please clarify the metes and bounds of the property and document the legal R.O.W. or front property line along Orange Street. Note 7 refers to a street line discrepancy, has this been rectified?

Response. The metes and bounds of the property are shown on the existing conditions and topographic survey plans. For the purpose of this Site Plan, the R.O.W. line is assumed to be the 1854 line.

3. Driveway slope off of Orange Street has extreme slopes, which will create safety issues, especially in winter (icy) conditions. The cross slope exceeds 24% grade and the approved slope from the street line to the garage slab exceeds 22% grade. Based on past applications, the city has requested a landing area at the garage for 10 feet of not more than 5%, and an approach grade not to exceed 15% at the street line. The cross slope should not exceed 5% as well. These slopes will promote safe access without potential for passenger cars (rubbing or bottoming out) and allow for safe egress and ingress to a driveway/garage. Given the short driveway of 12' in length and the site dimensions of existing street grades, this becomes a very different access. The project's engineer needs to provide detailed sections of the driveway, indicating both pedestrian and vehicular safety is maintained for the movements in and out of the site on Orange Street. Also, the slope issues on Salem Street appear to be exceeding 18% with no leveling transition grades.

Response. The driveway access of Orange Street has been revised. As revised, the driveway provides safe, workable access to the garage.

DRAINAGE

1. We have concerns with the offsite contribution of potential runoff impacting the proposed retaining wall. The engineer should address grading/diverting drainage away from the wall and dictate how earth movements/sliding action have been addressed in the wall design since the land elevation climbs at a slope of 36% behind the wall. One end of the wall is off the apparent property into Orange Street.

Response. The retaining wall has been revised and a portion is part of the building foundation. There are also two segments of segmental block retaining wall. The site soils are Hinckley soils which are excessively well drained soils. Given the type of soil and the short walls, sliding is not a concern. Design of the segmental block walls will be done by the block

supplier. Off-site drainage is intercepted above the wall and directed to an inlet basin and through a storm drain.

2. How will drainage be directed from behind the wall and end of the walls? How will roof run-off and yard drainage be directed to Orange Street on the north end of the proposed building? Drainage shall be discouraged from flowing over the driveway.

Response. The wall has been changed (see Item 1). Roof runoff will be collected by gutters that connect directly to the footing drain. The only drainage flowing over the driveway is the roof drainage in that area and water that falls on the driveway.

3. We recommend installation of a yard basin at the bottom of the swale, which travels on the east side of the building. The yard basin could then connect the retaining wall and perimeter-footing basin and tie into the combined sewer in Salem Street. All pipe sizes shall be indicated for storm drain and sewer connections.

Response. A yard basin will be installed. All pipe sizes have been shown on the utility plan.

4. Please submit an erosion control plan showing stabilized entrances, construction schedule and a modification plan for construction storage or lay-down areas.

Response. This site is only 2,700 square feet with 60 percent of it being covered by brick and building. The minimal erosion control required includes silt sacks in catch basins, hay bale barriers and a stabilized construction entrance. These items are covered on the grading and utility plan, along with the requirement to comply with MEDEP's Best Management Practices. Because of the size of the site, storage of construction materials onsite will be minimal until the foundation is complete. After completion of the foundation, storage will be within the foundation.

GENERAL

Please indicate electric services proposed.

Response. Electrical service is shown on the utility plan

Please delineate extent of construction/disturbed areas planned for city streets, for trenching and/or general improvements.

Response. The extent of disturbance of city streets is shown on the site plan.

Please set a site benchmark for project construction.

Response. A site benchmark is noted.

Please set proper boundary irons/monuments on all bounding corners along Orange Street.

Response. Proper boundary monuments will be set along the Orange Street R.O.W.

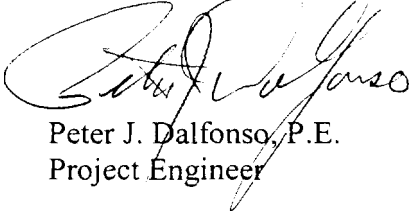
Overall, it appears that the development could have a positive impact on the surrounding neighborhood, but with the exceptional topography present and limited area the site has many difficult design and engineering issues. More detailed site plan information is required under the site plan ordinances. We will leave it to the discretion of the staff to make recommendations for the handling of the approval, if they so choose. We feel that given the access issues and need for an engineer's input and stamp that the necessary revisions should be made prior to granting approvals. Please contact our office if you have any questions.

Response. The plans have been revised by a professional engineer and have been stamped.

Should you have any questions or require further information, please contact us.

Sincerely,

SEVEE & MAHER ENGINEERS, INC.



Peter J. Dalfonso, P.E.
Project Engineer

cc: Steve Sanders

PURCHASE AND SALE AGREEMENT

This Agreement made this 12th day of March, 2004, by and *between* Matthew P. Dana ("Sella"), and Jeannine Sanders ("Buyer").

1. **PREMISES:** Seller *agrees to sell* and Buyer *agrees to buy* a certain lot or parcel of land, with the improvements thereon, located on the northwesterly side of Salem Street and the easterly side of Orange Street in the City of Portland, County of Cumberland and State of Maine, and more particularly described in the attached Exhibit A (the "Premises"), all as subject to all encumbrances of record.

2. **PURCHASE PRICE:** Buyer *agrees to pay to Seller for the Premises* the sum of Seventy-Five Thousand Dollars (\$75,000.00) (the "Purchase Price"), payable as follows:

Two Thousand Five Hundred Dollars (\$2,500.00) upon the execution of this Agreement (the "Deposit"), to be held by Seller *in an interest bearing account;*

Seventy-Two Thousand Five Hundred Dollars (\$72,500.00) at closing *in cash or certified funds drawn on a local Maine bank.*

3. **CLOSING:** Unless otherwise agreed in writing, *the closing shall occur on the last business day* within thirty (30) days of the date hereof at 10:00 a.m. in the offices of Verrill & Dana, LLP at One Portland Square, Portland, Maine.

4. **DEED, TITLE:** Seller *agrees to convey to Buyer good and marketable title to the Premises, by quitclaim deed with covenant delivered at closing, free and clear of encumbrances other than existing easements, restrictions and conditions of record as well as zoning and building laws or ordinances, and real estate taxes assessed but not due and payable.* Buyer shall have seven (7) days from the date hereof to (i) examine title to the Premises, and (ii) review applicable zoning laws and ordinances; and to give written notice to Seller of any objections to the status of title or review of the applicable zoning laws or ordinances. The failure of Buyer to timely deliver such notice shall constitute a waiver of objection to any matters of record existing as of the date hereof and of all applicable zoning laws and ordinances. If Buyer timely objects to the status of title, then Seller shall have forty-five (45) days from such notice to agree to undertake to clear title of the specified defects. If Seller fails within such period to so elect to clear title, or if Buyer elects to terminate this Agreement due to its review of the applicable zoning laws or ordinances, then this Agreement shall terminate, the Deposit and interest thereon shall be returned to Buyer, and neither party shall have any further obligations hereunder.

Should title to the Premises prove to be defective at closing, for any reason other than one waived by Buyer as aforesaid, then Seller shall have a reasonable period of time (not to exceed forty-five (45) days) in which to clear title of such defects and the closing shall be extended for such reasonable period. If title cannot be cleared of such defects within such a reasonable period, then Buyer shall either elect to close and accept title "as is", without reduction in the Purchase Price, or terminate this Agreement whereupon the Deposit and interest thereon shall be returned to Buyer, and neither party shall have any further obligations hereunder. For the purpose of this

Paragraph 4, Seller may elect to clear title of specified defects by providing Buyer with a title insurance commitment for affirmative coverage against a loss arising out of such defects, at no additional premium to Buyer.

5. COLLATERAL DOCUMENTS: The parties further agree to execute and deliver to each other at the closing such title insurance affidavits, evidences of authority and further documents as are reasonably necessary to effect the conveyance of Premises.

6. PRORATIONS: All real estate taxes and utilities shall be prorated at closing.

7. INSPECTIONS: The Premises is to be conveyed "as is" and Seller has made no representation or warranty other than as specifically provided in this Agreement. Prior to the closing, upon reasonable written notice to Seller, Buyer shall have the right to enter, inspect, measure, survey and assess the Premises for the purpose of Buyer's intended acquisition and use of the Premises, provided that there shall be no unreasonable interference with Seller. Buyer shall indemnify and hold Seller harmless from any claims or loss resulting from such entry, including without limitation attorneys' fees.

8. DEFAULT: Upon Buyer's default under this Agreement, Seller may cause the Deposit, with interest thereon, to be forfeited to Seller as liquidated damages or pursue other legal or equitable remedies.

9. REAL ESTATE BROKER: Each party represents and warrants that there is no real estate broker involved in this transaction. Each party shall indemnify and hold harmless the other for breach of the representation and warranty in this paragraph, with the indemnifying party being the party whose actions give rise to the claim asserted.

10. NOTICES: Any notices, elections or exercise of contingencies under this Agreement shall be in writing, delivered in hand or sent by certified mail, return receipt requested, addressed as follows:

To Buyer Jeannine Sanders
 75 Cottage Road
 Millinocket, ME 04462

To Seller: Matthew P. Dana
 14 West Elm Street
 Yarmouth, ME 04096

11. MERGER: This Agreement represents the entire contract between Buyer and Seller and shall not be amended except by a writing executed by both the parties.

12. SURVIVAL: The representations, warranties and indemnifications set forth in Paragraphs 7 and 9 shall survive the closing or other termination of this Agreement.


13. MISCELLANEOUS: All dates mentioned are an essential part of this Agreement. Whenever in this Agreement consent or approval of any party is required, such consent or

approval shall not be unreasonably withheld or delayed unless specifically otherwise provided for. This Agreement shall be governed by Maine law, and shall be binding upon and inure to the benefit of the parties and their respective heirs, successors, and assigns, provided that there this clause shall not be deemed to allow Buyer to assign this Agreement without the prior Written consent of Seller.

IN WITNESS WHEREOF, BUYER and SELLER have executed this Agreement as of the date first above written.

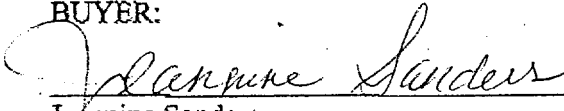
WITNESS:

SELLER:



Matthew P. Dana

BUYER:



Jeannine Sanders

From: Ethan Boxer-Macomber
To: pjd@smemaine.com; sassanders@hotmail.com
Date: Mon, Apr 4, 2005 11:33 AM
Subject: Orange Street

Good morning Steve and Pete,

A few points on the Orange Street project:

I received the elevations that Steve mailed last week. As you know, the zoning administrator needs to be able to determine height compliance based on these plans. The disclaiming plan note under the heading "Do Not Scale Prints" makes it **impossible** to base site plan and zoning approvals **on** these plans. Also, the average grade line on the elevations needs to be labeled and an explanation of how it was calculated needs to be provided. Consider adding finished grade lines to the elevations and have them match the site plan, which Peter has prepared. Again, the zoning piece is fundamental and no approval can be made without zoning standards met.

Also, please note one change to the conditions I **emailed** you both last week- Due to the presence of overhead power lines, the ~~street~~ trees in the Salem Street esplanade should be either Tree Lilacs, Crusgalis, Hawthorns or other similar tree which satisfies the City Arborist.

Best,

Ethan Boxer-Macomber, AICP
Planner
City of Portland Planning Division
389 Congress Street
Portland, ME 04101

Tel: 207.756.8083
Fax: 207.756.8258

CC: Marge Schmuckal; Sarah Hopkins



Total Square Footage of Proposed Structure:			Square Footage of Lot:		
4608 sf			2790 sf		
Fax Assessor's Chart, Block & Lot:			Property owner's mailing address:		Telephone#
Chart#	Block#	Lot#	Jeannine Sanders 75 Cottage Rd Millinocket, ME 04462		(207)723-4412
57	H	5			
Consultant/Agent, mailing address, phone # & contact person:			Applicant's name, mailing address, telephone #/Fax#/Pager#:		Project name:
Stephen Sanders 57 Clark St. Apt. #1 Portland, ME 04102 (207)450-0004			Stephen Sanders (same)		1-3 Orange St.
Proposed Development (check all that apply)					
<input checked="" type="checkbox"/> New Building — Building Addition <input type="checkbox"/> Change of Use <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Manufacturing					
<input type="checkbox"/> Warehouse/Distribution <input type="checkbox"/> Parking lot					
<input type="checkbox"/> Subdivision (\$500.00) + amount of lots — (\$25.00 per lot) \$ _____					
<input type="checkbox"/> Site Location of Development (\$3,000.00)					
(except for residential projects which shall be \$200.00 per lot _____)					
<input type="checkbox"/> Traffic Movement (\$1,000.00) <input type="checkbox"/> Stormwater Quality (\$250.00)					
<input type="checkbox"/> Section 14-403 Review (\$400.00 + \$25.00 per lot)					
<input type="checkbox"/> Other _____					
Major Development (more than 10,000 sq. ft.)					
<input type="checkbox"/> Under 50,000 sq. ft. (\$500.00)					
<input type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000.00)					
<input type="checkbox"/> Parking Lots over 100 spaces (\$1,000.00)					
<input type="checkbox"/> 100,000 - 200,000 sq. ft. (\$2,000.00)					
<input type="checkbox"/> 200,000 - 300,000 sq. ft. (\$3,000.00)					
<input type="checkbox"/> Over 300,000 sq. ft. (\$5,000.00)					
<input type="checkbox"/> After-the-fact Review (\$1,000.00 + applicable application fee)					
Minor Site Plan Review					
<input type="checkbox"/> Less than 10,000 sq. ft. (\$400.00)					
<input type="checkbox"/> After-the-fact Review (\$1,000.00 + applicable application fee)					
Plan Amendments					
<input type="checkbox"/> Planning Staff Review (\$250.00)					
<input type="checkbox"/> Planning Board Review (\$500.00)					
- Please see next page -					

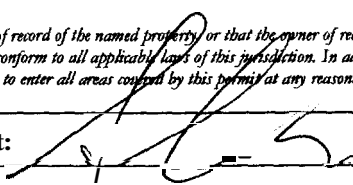
Who billing will be sent to: (Company, Contact Person, Address, Phone #)
Stephen Sanders 57 Clark St. Apt. #1 (207) 450-0004
Portland, ME 04102

- Submittals shall include (9) separate **folded** packets of the following:
- a. copy of application
 - b. cover letter stating the nature of the project
 - c. site plan containing the information found in the attached sample plans check list

Amendment to Plans: Amendment applications should include 6 separate packets of the above (a, b, & c)
ALL PLANS MUST BE FOLDED NEATLY AND IN PACKET FORM

Section 14-522 of the Zoning Ordinance outlines the process; copies are available at the counter at .50 per page (8.5 x11) you may also visit the web site: ci.portland.me.us chapter 14

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 Code Official'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.

Signature of applicant:  Date: 6, 10, 04

This application is for site review ONLY, a building Permit application and associated fees will be required prior to construction.

Development in Portland

The City of Portland has instituted the following fees to recover the costs of reviewing development proposals under the Site Plan and Subdivision ordinances: application fee; engineering fee; and inspection fee. Performance and defect guarantees are also required by ordinance to cover all site work proposed.

The **Application Fee** covers general planning and administrative processing costs, and is paid at the time of application.

The Planning Division is required to send notices to neighbors upon receipt of an application and prior to public meetings. The applicant will be billed for mailing and advertisement costs. Applicants for development will be charged an **Engineering Review Fee**. This fee is charged by the Planning Division for review of on-site improvements of a civil engineering nature, such as storm water management as well as the engineering analysis of related improvements within the public right-of-way, such as public streets and utility connections, as assessed by the Department of Public Works. The Engineering Review fee must be paid before a building permit can be issued. Monthly invoices are sent out by the Planning Division on a monthly basis to cover engineering costs.

A **Performance Guarantee** will be required following approval of development plans. This guarantee covers all required improvements within the public right-of-way, plus certain site improvements such as landscaping, paving, and drainage improvements. The Planning Division will provide a cost estimate form for figuring the amount of the performance guarantee, as well as sample form letters to be filled out by a financial institution.

An **Inspection Fee** must also be submitted to cover inspections to ensure that sites are developed in accordance with the approved plan. The inspection fee is 2.0% of the performance guarantee amount, or as assessed by the planning or public works engineer. The minimum inspection fee is \$300 for development, unless no site improvements are proposed. Public Works inspects work within the City right-of-way and Planning inspects work within the site including pipe-laying and connections. (The contractor must work with inspectors to coordinate timely inspections, and should provide adequate notice before inspections, especially in the case of final inspection.)

Upon completion of a development project, the performance guarantee is released, and a **Defect Guarantee** in the amount of 10% of the performance guarantee must be provided. The Defect Guarantee will be released after a year.

Other reimbursements to the City include actual or apportioned costs for advertising and mailed notices. All fees shall be paid prior to the issuance of any building permit.

For more information on the fees or review process, please call the Planning Division at 874-8719 or 874-8721.

Project: 1-3 Orange St.

This lot is currently a vacant lot. This site plan was designed using the new R-6 small lot development requirements. The proposed project is to construct two adjoining, townhouse-style condominiums. Each unit will have a one **car** garage in the street level basement. **They** will each have three **bedrooms** and two bathrooms. The downhill unit **has two**, stacked decks on the second **and** third stories of the Salem St. elevation. The uphill unit will have a deck on the **first** story on the rear of the building which **will** provide access to a yard area on the uphill side of the site. The project is scheduled to begin July 2004 and be concluded by January 2005. A building application is submitted and pending.

Utilities:

Electrical - CMP has advised me that there is sufficient electrical **capacity** in the area to **serve** the project. Currently working with them to establish temporary **and** permanent power. (**See** attached letter from **CMP**)

Sewer - Connect to existing sewer line in Salem St.

Water - (2) 2" ID services from Salem St.

Gas - (1) **service** from Salem St. with (2) meters attached to the SW corner of the building. (See attached letter from Northern Utilities)



Central Maine Power

March 30, 2004

Ms. Betsy E. Greenlaw
C/O Back Bay Boundary, Inc.
65 Newbury Street
Portland, Maine 04101

RE: Rental Units, Salem Street, Portland

Dear Ms. Greenlaw,

This letter is to advise you that Central Maine Power has sufficient single phase electrical capacity in the area to serve the subject project.

Once the project is accepted by the City of Portland, the owner will need to call our Customer Service Center at 1-800-565-3181 to sign up for a New Account and a Work Request Order so we may start a cost estimate for temporary and permanent power.

To complete the cost estimate I will need the information of what voltage is required, the size of the main disconnect and the kilowatt loads required for the new facility. This information should be provided to me from the electrician or electrical engineering firm.

If you have any questions please feel free to call me at 828-2882.

Sincerely,

Paul DuPerre
Technical Advisor

An equal opportunity employer

162 Canco Road | Portland, ME 04103

tel (800)750-4000

www.cmpco.com



April 7, 2004

Back Bay Boundary, Inc.
Betsy Greenlaw
65 Newbury St.
Portland, ME 04101

RE: 101 Salem St., Portland, ME

Dear Ms. Greenlaw,

Natural gas service is available to this property off Salem St. However final approval is dependent upon receipt of natural gas equipment sizes and specifications. This is a low-pressure natural gas distribution system and the delivery pressure to the new building will be 7 inches water column. Please inform your installer.

Please forward a utility page of your site plan for the project along with the equipment information for final approval.

If you have any questions, I can be reached at (800) 552-0347, extension #5377.

Sincerely,



Pat Dyer Commercial Sales

