Inspections Division
Date: 02/26/18

Administrative Authorization Application
Portland, Maine

Planning and Urban Development Department
Planning Division

Administrative Authorization - Sec. 14-523(b). Applicability

No person shall undertake any development identified in Section 14-523 without obtaining a site plan improvement permit under this article.

(c) Administrative Authorization. Administrative Authorization means the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meets the standards below, as demonstrated by the applicant.

a/b. The proposed development will be located within existing structures, and there will be no new buildings, demolitions, or building additions other than those permitted by subsection b of this section;
c. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
d. The proposed site plan does not add any new curb cuts, driveways, or parking areas; the existing site has no more than one (1) curb cut and will not disrupt the circulation flows and parking on-site; and there will be no drive-through services provided;
e/f. The curbs and sidewalks adjacent to the lot are complete and in sound condition, as determined by the public works authority, with granite curb with at least four (4) inch reveal, and sidewalks are in good repair with uniform material and level surface and meet accessibility requirements of the Americans with Disabilities Act;
g/h. The use does not require additional or reduce existing parking, either on or off the site, and the project does not significantly increase traffic generation;
i. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
j. There are no evident deficiencies in existing screening from adjoining properties; and
k. Existing utility connections are adequate to serve the proposed development and there will be no disturbance to or improvements within the public right-of-way.
l. There are no current zoning violations;
m. Any emergency generators are to be located to minimize noise impacts to adjoining properties and documentation that routine testing of the generators occur on weekdays between the hours of 9 a.m. to 5 p.m. Documentation pertaining to the noise impacts of the emergency generator shall be submitted; and
n. There is no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.

Upon receipt of such a complete application, the Planning Authority will process it and render a written decision of approval, approval with conditions or denial, with all associated findings. If a full administrative authorization is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. In the event that the Planning Authority determines that standards a and b of Section 14-523(b) (1) and at least four (4) of the remaining standards have been met, the Planning Authority shall review the site plan according to all applicable review standards of Section 14-526 that are affected by the standards in this subsection that have not been met. If an exemption or partial exemption from site plan review is not granted, the applicant must submit a site plan application that will undergo a full review by the Planning Board or Planning Authority according to the standards of Section 14-526.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), Design Manual and Technical Manual.

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8719
planning@portlandmaine.gov

Office Hours
Monday thru Friday
8:00 a.m. – 4:30 p.m.

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I. Project Information (Please enter n/a on those fields that are not applicable)

Project Name:	Canal Landing Site Work for Travel Lift
Proposed Development Address:	100 West Commercial Street
Project Description: (Please attach a sketch/plan of the proposal/development)	See attached Site Plan Sheet C-2.1
Chart/Block/Lot:	See attached Site Plan Sheet C-2.1

II. Contact Information (Please enter n/a on those fields that are not applicable)

APPLICANT

Name:	Canal Landing LLC / Phineas Sprague / Clint Marshall
Business Name:	Same
Address:	100 West Commercial Street
City/State:	Portland, Maine
Zip Code:	04101
Work #:	207-774-1067
Home #:	
Cell #:	
Fax #:	
E-mail:	phin@portlandyacht.com

OWNER

Name:	Same
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

AGENT/REPRESENTATIVE

Name:	Stantec Consulting Services Inc. - Attn: Stephen R. Bushey, P.E.
Address:	482 Payne Road
City/State:	Scarborough, Maine
Zip Code:	04074
Work #:	207-887-3478
Home #:	
Cell #:	
Fax #:	
E-mail:	stephen.bushey@stantec.com

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BILLING (to whom invoices will be forwarded to)

Name:	Clint Marshall - Manager
Address:	PO Box 213
City/State:	Biddeford, Maine
Zip Code:	04006
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	clintm@coastalcfo.com

ENGINEER

Name:	Gagnon Engineering - Attn: Roger Gagnon
Address:	198 Main Street
City/State:	Gorham, Maine
Zip Code:	04038
Work #:	
Home #:	
Cell #:	207-939-4689
Fax #:	
E-mail:	roger@gagnonengineering.com

SURVEYOR

Name:	Owen Haskell, Inc. - Attn: John Swan
Address:	390 US-1 Suite 10
City/State:	Falmouth, Maine
Zip Code:	04105
Work #:	207-774-0424
Home #:	
Cell #:	
Fax #:	
E-mail:	jswan@owenhaskell.com

ARCHITECT

Name:	N/A
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

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ATTORNEY

Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN

Name:	Stephen Bushey
E-mail:	stephen.bushey@stantec.com
Name:	Sandi Keef
E-mail:	sandi.keef@stantec.com
Name:	Celina Daniell
E-mail:	celina.daniell@stantec.com

III. APPLICATION FEES

ADMINISTRATIVE AUTHORIZATION

☑	Administrative Authorization	$50.00

IV. CRITERIA FOR AN ADMINISTRATIVE AUTHORIZATION (see Section 14-523(4) on the first page)

CRITERIA FOR AN ADMINISTRATIVE AUTHORIZATION		Applicant's Assessment		
		Y (yes)	N (no)	N/A
a)	Is the proposal within the existing structure?	☐	☐	☑
b)	Are there any new buildings, additions, or demolitions?	☐	☐	☑
c)	Is the footprint increase less than 500 sq. ft.?	☐	☐	☑
d)	Are there any new curb cuts, driveways or parking areas?	☐	☐	☑
e)	Are the curbs and sidewalks in sound condition?	☐	☐	☑
f)	Do the curbs and sidewalks comply with ADA?	☐	☐	☑
g)	Is there any additional parking?	☐	☐	☑
h)	Is there an increase in traffic?	☐	☐	☑
i)	Are there any known stormwater problems?	☐	☐	☑
j)	Does sufficient property screening exist?	☐	☐	☑
k)	Are there adequate utilities?	☐	☐	☑
l)	Are there any zoning violations?	☐	☐	☑
m)	Is an emergency generator located to minimize noise?	☐	☐	☑
n)	Are there any noise, vibration, glare, fumes or other impacts?	☐	☐	☑

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VI. 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.

The granting of an Administrative Authorization, to exempt a development from site plan review, <u>does not exempt</u> this proposal from other required approvals or permits. 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:	February 7, 2018