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## 1. APPLICATION FORM

February 16, 2016

RE: Waynflete Gym & Lower School – Agent Authorization

To Whom It May Concern:

Woodard & Curran will be acting as our agent for all local, state, and federal permitting associated with the Waynflete School Campus Upgrades project located at 360 Spring Street in Portland, Maine.

Please contact me if you have any questions.

Sincerely,



Anne C. Hagstrom  
Director of Finance and Operations  
Waynflete School  
360 Spring Street  
Portland, ME 04096

(207) 774-7863 ext. 1227  
ahagstrom@waynflete.org



Jeff Levine, AICP, Director  
Planning & Urban Development Department

**Electronic Signature and Fee Payment Confirmation**

Notice: Your electronic signature is considered a legal signature per state law.

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. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- I intend to deliver a payment method <sup>in person via check</sup> ~~through the U.S. Postal Service mail~~ once my application paperwork has been electronically delivered.

Lauren Swett (AGENT)  
Applicant Signature:

2/16/16  
Date:

Lauren Swett (AGENT)  
I have provided digital copies and sent them on: 2/16/16

2/16/16  
Date:

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3<sup>rd</sup> Floor, Room 315.



## Level III – Preliminary and Final Site Plans Development Review Application Portland, Maine

Planning and Urban Development Department  
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level III: Preliminary or Final Site Plan. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

### Level III: Site Plan Development includes:

- New structures with a total floor area of 10,000 sq. ft. or more except in Industrial Zones.
- New structures with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- New temporary or permanent parking area(s) or paving of existing unpaved parking areas for more than 75 vehicles.
- Building addition(s) with a total floor area of 10,000 sq. ft. or more (cumulatively within a 3 year period) except in Industrial Zones.
- Building addition(s) with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- A change in the use of a total floor area of 20,000 sq. ft. or more in any existing building (cumulatively within a 3 year period).
- Multiple family development (3 or more dwelling units) or the addition of any additional dwelling unit if subject to subdivision review.
- Any new major or minor auto business in the B-2 or B-5 Zone, or the construction of any new major or minor auto business greater than 10,000 sq. ft. of building area in any other permitted zone.
- Correctional prerelease facilities.
- Park improvements: New structures greater than 10,000 sq. ft. and/or facilities encompassing 20,000 sq. ft. or more (excludes rehabilitation or replacement of existing facilities); new nighttime outdoor lighting of sports, athletic or recreation facilities not previously illuminated.
- Land disturbance of 3 acres or more (includes stripping, grading, grubbing, filling or excavation).

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

### Planning Division

Fourth Floor, City Hall  
389 Congress Street  
(207) 874-8719

### Office Hours

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

**PROJECT NAME:** Waynflete School Campus Upgrades

**PROPOSED DEVELOPMENT ADDRESS:**

360 Spring Street, Portland, ME

**PROJECT DESCRIPTION:**

Demolition of existing athletic facility, construction of new gymnasium, renovation and expansion of "Lower School", and the development of new playgrounds, educational gardens, and associated site features.

061 F002001, 061 F003001, 061 F004001,  
061 F005001, 061 F006001, 061 F007001,

**CHART/BLOCK/LOT:** 061 F011001

**PRELIMINARY PLAN**  
**FINAL PLAN**

2/16/16 (date)  
                     (date)

**CONTACT INFORMATION:**

<b>Applicant – must be owner, Lessee or Buyer</b> Name: Anne C. Hagstrom, Director of Finance & Operations Business Name, if applicable: Waynflete School Address: 360 Spring Street City/State : Portland ME      Zip Code: 04102	<b>Applicant Contact Information</b> Work # 207-774-7863 ext. 1227 Home# Cell #                              Fax# e-mail: ahagstrom@waynflete.org
<b>Owner – (if different from Applicant) N/A</b> Name: Address: City/State :                      Zip Code:	<b>Owner Contact Information</b> Work # Home# Cell #                              Fax# e-mail:
<b>Agent/ Representative</b> Name: Woodard & Curran, c/o Lauren Swett, PE Address: 41 Hutchins Drive City/State : Portland ME      Zip Code: 04102	<b>Agent/Representative Contact information</b> Work # 207-558-3763 Cell # e-mail: lswett@woodardcurran.com
<b>Billing Information</b> Name: Scott Simons Architects, c/o Austin Smith Address: 75 York Street City/State : Portland ME      Zip Code: 04101	<b>Billing Information</b> Work # 207-772-4656 Cell #                              Fax# e-mail: austin@simonsarchitects.com

<b>Engineer</b> Name: Woodard & Curran, c/o Lauren Swett, PE Address: 41 Hutchins Drive City/State : Portland ME      Zip Code: 04102	<b>Engineer Contact Information</b> Work # 207-558-3763 Cell #                              Fax# e-mail: lswett@woodardcurran.com
<b>Surveyor</b> Name: Titcomb Associates, c/o Rex Croteau Address: 133 Gray Road City/State : Falmouth ME      Zip Code: 04105	<b>Surveyor Contact Information</b> Work # 207-797-9199 Cell #                              Fax# e-mail: rcroteau@titcombsurvey.com
<b>Architect</b> Name: Scott Simons Architects, c/o Austin Smith Address: 75 York Street City/State : Portland ME      Zip Code: 04101	<b>Architect Contact Information</b> Work # 207-772-4656 Cell #                              Fax# e-mail: austin@simonsarchitects.com
<b>Attorney</b> Name: Address: City/State :                      Zip Code:	<b>Attorney Contact Information</b> Work # Cell #                              Fax# e-mail:

**APPLICATION FEES:**

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

<b>Level III Development (check applicable reviews)</b> ___ Less than 50,000 sq. ft. (\$500.00) <input checked="" type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000) ___ 100,000 – 200,000 sq. ft. (\$2,000) ___ 200,000 – 300,000 sq. ft. (\$3,000) ___ over 300,00 sq. ft. (\$5,000) ___ Parking lots over 11 spaces (\$1,000) ___ After-the-fact Review (\$1,000.00 plus applicable application fee)  <b>Plan Amendments (check applicable reviews)</b> ___ Planning Staff Review (\$250) ___ Planning Board Review (\$500)  The City invoices separately for the following: <ul style="list-style-type: none"> <li>• Notices (\$.75 each)</li> <li>• Legal Ad (% of total Ad)</li> <li>• Planning Review (\$40.00 hour)</li> <li>• Legal Review (\$75.00 hour)</li> </ul> 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.	<b>Other Reviews (check applicable reviews)</b> ___ Traffic Movement (\$1,000) <input checked="" type="checkbox"/> Stormwater Quality (\$250) ___ Subdivisions (\$500 + \$25/lot) # of Lots ___ x \$25/lot = _____ ___ Site Location (\$3,000, except for residential projects which shall be \$200/lot) # of Lots ___ x \$200/lot = _____ ___ Other _____ ___ Change of Use ___ Flood Plain ___ Shoreland ___ Design Review ___ Housing Replacement ___ 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: 
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## PROJECT DATA

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

<b>Total Area of Site</b>	156,374 (Boundary Survey Parcel A) sq. ft.		
<b>Proposed Total Disturbed Area of the Site</b>	91,130 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.			
<b>Impervious Surface Area</b>			
Impervious Area (Total Existing)	91,876	sq. ft.	
Impervious Area (Total Proposed)	96,652	sq. ft.	
<b>Building Ground Floor Area and Total Floor Area</b>			
Building Footprint (Total Existing)	Gym: 9,242	LS: 4,520	sq. ft.
Building Footprint (Total Proposed)	Gym: 10,568	LS: 10,270	sq. ft.
Building Floor Area (Total Existing)	Gym: 9,242	LS: 8,967	sq. ft.
Building Floor Area (Total Proposed)	Gym: 13,412	LS: 26,698	sq. ft.
<b>Zoning</b>			
Existing	R4 & Waynflete Overlay		
Proposed, if applicable	N/A		
<b>Land Use</b>			
Existing	School		
Proposed	School		
<b>Residential, If applicable</b>			
# of Residential Units (Total Existing)	N/A		
# of Residential Units (Total Proposed)			
# of Lots (Total Proposed)			
# of Affordable Housing Units (Total Proposed)			
<b>Proposed Bedroom Mix</b>			
# of Efficiency Units (Total Proposed)	N/A		
# of One-Bedroom Units (Total Proposed)			
# of Two-Bedroom Units (Total Proposed)			
# of Three-Bedroom Units (Total Proposed)			
<b>Parking Spaces</b>			
# of Parking Spaces (Total Existing)	N/A		
# of Parking Spaces (Total Proposed)			
# of Handicapped Spaces (Total Proposed)			
<b>Bicycle Parking Spaces</b>			
# of Bicycle Spaces (Total Existing)	N/A		
# of Bicycle Spaces (Total Proposed)			
<b>Estimated Cost of Project</b>			
	\$12,500,000		



**PRELIMINARY PLAN (Optional) - Level III Site Plan**

<b>PRELIMINARY PLAN (Optional) - Level III Site Plan</b>			
Applicant Checklist	Planner Checklist	# of Copies	<b>GENERAL WRITTEN SUBMISSIONS CHECKLIST</b>
X		1	Completed Application form
X		1	Application fees
X		1	Written description of project
X		1	Evidence of right, title and interest
X		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
N/A		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	<b>SITE PLAN SUBMISSIONS CHECKLIST</b>
X		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
X		1	<b>Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)</b>
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;
X			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;
N/A			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);
N/A			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.