Approved for Historic Preservation
Certificate of Appropriateness
Date: 07/10/18

Portland, Maine — Yes. Life's good here.

Planning & Urban Development Department

LEVEL I: SITE ALTERATION APPLICATION AND GENERAL DOCUMENTS CHECKLIST

Submit each Tab as one PDF file and bookmark the items as noted below
Please confirm by electronically checking the boxes to the left

Tab 1 – General Application Documents

Checklist	Items to be Provided
Yes ✓ NA Plan	PROJECT DESCRIPTION • Cover Letter with detailed project description
Yes ✓ NA Plan	COMPLETED CHECKLIST - LEVEL I: SITE ALTERATION
Yes NA ✓ Plan	RIGHT, TITLE AND INTEREST • Deeds, leases, or purchase and sales agreements
Yes NA ✓ Plan	EVIDENCE OF STATE OR FEDERAL APPROVALS • Permits or letters of non-jurisdiction, if applicable
Yes NA ✓ Plan	ZONING ASSESSMENT • Table listing required and proposed uses and dimensional standards Zoning Analysis Table
Yes NA ✓ Plan	EXISTING &/OR PROPOSED EASEMENTS OR COVENANTS, applicable • Evidence of existing easements and any proposed easements
Yes NA ✓ Plan	WAIVER REQUESTS • Written request for waiver describing request and reason. Waiver Table
Yes NA ✓ Plan	FINANCIAL CAPABILITY • Letter or evidence from a financial institution or third party verifying financial capacity to undertake project

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IRONMENTAL AND LANDSCAPE FEATURES

	Assess/Provide/Document:
	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
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
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)
Yes NA ✓ Plan	**Parking Lot Landscaping (14-526 (b) 2 b ii), if applicable** • Landscaped islands within parking areas (Technical Manual Standards, Section 4)
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

Tab 4 - ENVIRONMENTAL AND STORMWATER

Check list	Assess/Provide/Document:
Yes NA ✓ Plan	**Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a)** • Stormwater report in compliance with Technical Manual (Section 5) and DEP Chapter 500 stormwater regulations (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, if applicable

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Level I: Site Alteration Plan Checklist

ıpload the following drawings with the listed details into e-Plan

DARY SURVEY (stamped by Maine Licensed Surveyor)

Must be in compliance with Technical Manual, Section 13

SITE PLAN(s) (stamped by Maine Licensed Engineer) including:

- ☑ **Site Plan(s)**
  - ☐ **Existing Conditions:**
    - ✓ Locate existing structures
    - Approximate location of structures on abutting property
    - Topography
    - Locate water courses
    - Delineate wetlands
    - Zone lines
  - ☑ **Proposed Site Alteration Plan:**
    - ✓ Locate existing and proposed paved areas, if applicable.
    - Location, area, and limits of the proposed site disturbance or alteration.
  - ☑ **Transportation Standards**
    - ✓ Identify existing and proposed curb and sidewalk. Show any proposed geometric modifications, if applicable
    - Engineered specifications and cross-sections for proposed driveways, sidewalks and paved areas, if applicable
    - Locate parking spaces and dimensions.
    - Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.
  - ☑ **Environmental Quality Standards**
    - Proposed protection measures for any significant natural features as defined in Section 14-526 (a)
    - Location and proposed alteration of a water course
    - Preservation or alteration of wetlands
    - Existing vegetation to be preserved and preservation measures
    - ✓ Proposed Landscaping and buffers
    - Proposed topography (grades)
    - Proposed stormwater management meeting Section 5 of the Technical Manual
    - Soil erosion control plan meeting Section 5 of the Technical Manual
  - ☑ **Public Infrastructure and community safety.**
    - Location, and sizing of all existing and proposed utilities