



## 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<br><input 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<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <b>COMPLETED CHECKLIST – LEVEL III APPLICATION</b>   |
| Yes   NA   Plan<br><input 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<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <b>EVIDENCE OF STATE OR FEDERAL APPROVALS</b> , if applicable <ul style="list-style-type: none"> <li>Permits or letters of non-jurisdiction, if applicable</li> </ul>                          |
| Yes   NA   Plan<br><input 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<br/> <a href="#">Zoning Assessment Table</a></li> </ul>     |
| Yes   NA   Plan<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <b>EXISTING &amp;/OR PROPOSED EASEMENTS OR COVENANTS</b> , if applicable <ul style="list-style-type: none"> <li>Evidence of existing easements and any proposed easements</li> </ul>           |
| Yes   NA   Plan<br><input 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. <a href="#">Waiver Table</a></li> </ul>                                |
| Yes   NA   Plan<br><input 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<br><input 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:  |
|--|---|
| <b>Yes NA Plan</b><br><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>  |
| <b>Yes NA Plan</b><br><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>  |
| <b>Yes NA Plan</b><br><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>   |
| <b>Yes NA Plan</b><br><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>                          |
| <b>Yes NA Plan</b><br><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>  |
| <b>Yes NA Plan</b><br><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> |
| <b>Yes NA Plan</b><br><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>  |
| <b>Yes NA Plan</b><br><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>  |
| <b>Yes NA Plan</b><br><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:   |
| Yes                                  | NA                       | Plan                     | <b>Preservation of Significant Natural Features (14-526 (b) 1), if applicable</b> <ul style="list-style-type: none"> <li>Trees, plants, habitats listed on State or Federal list of endangered or threatened</li> <li>High and moderate value waterfowl and wading habitat</li> <li>Aquifers on Casco Bay Islands</li> <li>Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains)</li> <li>Proposed preservation areas and protection measures</li> <li>Documentation from environmental consultants, determinations from applicable state agencies</li> </ul> |
| <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                                  | NA                       | Plan                     | <b>Landscaping and Landscape Preservation (14-526 (b) 2 a )</b> <ul style="list-style-type: none"> <li>Preservation of trees and preservation within required zoning setbacks (Technical Manual, Section 4)</li> <li>Protection measures of existing vegetation during construction</li> <li>Protection measures within Shoreland Zone, if applicable</li> </ul>   |
| <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                                  | NA                       | Plan                     | <b>Site Landscaping (14-526 (b) 2 b)</b> <ul style="list-style-type: none"> <li>Screening and buffering of service areas and between non-residential and residential uses</li> <li>Planting plans with plant schedule and sizes (Technical Manual, Section 4)</li> </ul>   |
| <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                                  | NA                       | Plan                     | <b>Parking Lot Landscaping (14-526 (b) 2 b ii), if applicable</b> <ul style="list-style-type: none"> <li>Landscaped islands within parking areas (Technical Manual, Section 4)</li> </ul>  |
| <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                                  | NA                       | Plan                     | <b>Street Trees (14-526 (b) 2 b iii)</b> <ul style="list-style-type: none"> <li>Existing Heritage or Feature Trees on site and measures to preserve</li> <li>Identify street trees on the plan meeting the site plan and Technical Manual standards (Section 4) or identify alternative measures, if applicable</li> </ul>   |
| <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |  |
| ENVIRONMENTAL AND STORMWATER         |                          |                          |  |
| Check list                           |                          |                          | Assess/Provide/Document:   |
| Yes                                  | NA                       | Plan                     | <b>Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a )</b> <ul style="list-style-type: none"> <li>Stormwater report in compliance with Section 5 of Technical Manual and DEP Chapter 500 stormwater for basic, general and flooding standards, as applicable</li> <li>Erosion control plan and measures</li> <li>Evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater, as applicable</li> <li>Subsurface sanitary sewage disposal and groundwater protection</li> </ul>   |
| <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |  |

**PUBLIC INFRASTRUCTURE AND SAFETY**

| Check list   | Assess/Provide/Document: |                          |      |                          |                          |                          |   |
|--|--------------------------|--------------------------|------|--------------------------|--------------------------|--------------------------|---|
| <table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | Yes                      | NA                       | Plan | <input 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>   |
| Yes  | NA                       | Plan                     |      |                          |                          |                          |   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |      |                          |                          |                          |   |
| <table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | Yes                      | NA                       | Plan | <input 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) – <a href="#">Fire Checklist</a></li> </ul>  |
| Yes  | NA                       | Plan                     |      |                          |                          |                          |   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |      |                          |                          |                          |   |
| <table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | Yes                      | NA                       | Plan | <input 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> |
| Yes  | NA                       | Plan                     |      |                          |                          |                          |   |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |      |                          |                          |                          |   |

**SITE DESIGN**

| Check list   | Assess/Provide/Document: |                          |      |                          |                          |                          |  |
|--|--------------------------|--------------------------|------|--------------------------|--------------------------|--------------------------|--|
| <table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | Yes                      | NA                       | Plan | <input 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> |
| Yes  | NA                       | Plan                     |      |                          |                          |                          |  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |      |                          |                          |                          |  |
| <table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | Yes                      | NA                       | Plan | <input 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>   |
| Yes  | NA                       | Plan                     |      |                          |                          |                          |  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |      |                          |                          |                          |  |
| <table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | Yes                      | NA                       | Plan | <input 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>   |
| Yes  | NA                       | Plan                     |      |                          |                          |                          |  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |      |                          |                          |                          |  |
| <table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | Yes                      | NA                       | Plan | <input 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>   |
| Yes  | NA                       | Plan                     |      |                          |                          |                          |  |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |      |                          |                          |                          |  |

|   |                          |                          |                          |   |
|---|--------------------------|--------------------------|--------------------------|---|
| <p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Historic Resources (14-526 (d) 5), if applicable</b></p> <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> |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> |                          |   |
| <p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Exterior Lighting (14-526 (d) 6)</b></p> <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>  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> |                          |   |
| <p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Noise and Vibration (14-526 (d) 7)</b></p> <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>  |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> |                          |   |
| <p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Signage and Wayfinding (14-526 (d) 8), if applicable</b></p> <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>   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> |                          |   |
| <p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Zone Related Design Standards (14-526 (d) 5)</b></p> <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>   |
| <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> |                          |   |
|   |                          |                          |                          |   |
| <p><b>Construction Management Plan</b></p>  |                          |                          |                          |   |
| <p>Check list</p>   |                          |                          |                          |   |
| <p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>Construction Management Plan</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Construction Management Document</a> and Plan</li> </ul>  |
| <input 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 type="checkbox"/> <b>GRADING and DRAINAGE PLAN</b> 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 type="checkbox"/> <b>EROSION CONTROL</b>  |
| <ul style="list-style-type: none"> <li>• Must be in compliance with Technical Manual, Section 5</li> </ul>   |
| <input type="checkbox"/> <b>LANDSCAPE PLAN</b> 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"/> <b>RECORDING PLAT</b> , if applicable   |
| <ul style="list-style-type: none"> <li>• IF SUBDIVISION: Must be in compliance with requirements of Section 14-496 (b)</li> </ul>  |
| <input type="checkbox"/> <b>ARCHITECTURAL PLANS &amp; RENDERINGS</b> 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> |