

Cover letter to Planning Division  
Fourth Floor, City Hall  
389 Congress Street  
Portland, Maine 04101

June 16, 2016

Re: Level I - Site Alternation  
Development Review Application

Project: Oldham Stair Replacement  
154 Island Avenue, Peaks Island, Maine

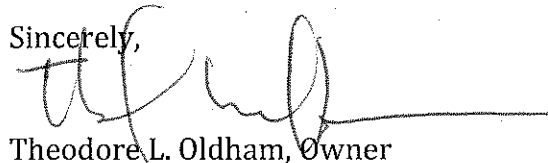
On April 6, 2016, a building permit was filed on behalf of Theodore Oldham by Main Line Fence Co. for the construction of a replacement wood stair on the back of 154 Island Avenue, Peaks island 40108. The \$450 fee was paid upon submission of the application. We were notified on May 22nd that we needed to file a Level 1 Site Alteration permit that required a site survey. We met with Barbara Barhydt on May 25<sup>th</sup> to better understand the requirements. A survey was commissioned and received today on June 16, 2016.

Last summer we began to remove a large infestation of invasive Bittersweet that covered the lower part of the rear yard with a veil of vines. Many of the vines were several inches in diameter and most of the onsite trees were being distorted in shape by the vines. The removal has taken almost a year to complete. The former greatly deteriorated stair with pipe handrails and a concrete landing was exposed with the removal of the Bittersweet. The stair was well beyond its useful life and we decided to rebuild a new wood stair of dimensions which meet current design standards placed essentially in the same location as the found stair. The concrete foundations for the replacement stair, which are limited to 12" diameter sonotubes will be hand dug to minimize soil disruption.

The stair will be built above the existing grade and will follow the grade as closely as possible. A written description of the construction steps and procedures from Main Line Fence Company is attached. The area of disturbance is indicated on the survey included with this application and also in red on the Main Line Fence drawing #1. The Maine Line Fence drawing #2 shows where they will install Silt Fence during construction.

There is no plan to alter existing grade and/or landscaping for the construction of the stair. The area of disturbance for the project is approximately 300 square feet which includes all the area under the stair. The actual disturbance will be limited to the construction of the footings that will be hand dug. The path of the stair has been located to avoid disturbing existing trees. There is a barberry shrub and a wild rose shrub that will be trimmed back and a 1" Norway Maple that will need to be removed to allow the stair to reach the seawall.

Sincerely,



Theodore L. Oldham, Owner  
25 Vaughan Street, Portland, ME 04102



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 through the U.S. Postal Service mail once my application paperwork has been electronically delivered.

*Jeff Levine*  
Applicant Signature:

June 16, 2016  
Date:

June 16, 2016  
I have provided digital copies and sent them on:

June 16, 2016  
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 I – Site Alteration 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 I: Site Alterations. 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 I: Site Alteration Development includes:

- Alteration of a watercourse or wetland as defined in Section 14-47 of the City Code.
- Alteration of a site. The disturbance of land areas of less than one (1) acre that are stripped, graded, grubbed, filled or excavated. The Planning Authority shall exempt from review the loam and seeding of lawns and the cumulative placement of less than fifteen (15) cubic yards of fill on any lot provided such loaming or placement does not alter a drainage course, swale, wetland or redirect water onto adjoining property and does not violate any other provision of the Portland City Code or state or federal law. "Disturbed area" does not include routine maintenance, but does include re-development and new impervious areas.
- The construction of any temporary or permanent parking area, paving of existing unpaved surface parking areas between 1,000 and 7,500 sq. ft., or creation of other impervious surface areas between 1,000 and 7,500 sq. ft.
- The rehabilitation or reconstruction, but not new construction, of piers, docks, wharves, bridges, retaining walls, and other structures located within the shoreland zone.
- A site alteration in which vehicle access is proposed from more than one (1) street.

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: Oldham Stair Replacement

PROPOSED DEVELOPMENT ADDRESS:  
154 Island Ave. Peaks Island Portland 04108

PROJECT DESCRIPTION:  
Replace preexisting stair (exterior) with  
new code compliant wood stair

CHART/BLOCK/LOT: 087 0001 9001  
*better better*

**CONTACT INFORMATION:**

<b>Applicant – must be owner, Lessee or Buyer</b> Name: <u>Theodore W. Oldham</u> Business Name, if applicable: Address: <u>25 Vaughan Street</u> City/State: <u>Portland</u> Zip Code: <u>04102</u> <u>Maine</u>	<b>Applicant Contact Information</b> Work # Home# <u>207 899 1192</u> Cell # <u>443 995 1766</u> Fax# e-mail: <u>toldham@mac.com</u>
<b>Owner – (if different from Applicant)</b> Name: Address: City/State: Zip Code:	<b>Owner Contact Information</b> Work # Home# Cell # Fax# e-mail:
<b>Agent/ Representative</b> Name: Address: City/State: Zip Code:	<b>Agent/Representative Contact information</b> Work # Cell # e-mail:
<b>Billing Information</b> Name: <u>Theodore W Oldham</u> Address: <u>25 Vaughan Street</u> City/State: <u>Portland</u> Zip Code: <u>04102</u> <u>Maine</u>	<b>Billing Information</b> Work # Home# <u>207 899-1192</u> Cell # <u>443 995 1766</u> Fax# e-mail:

<b>Engineer</b> Name: Address: City/State :                      Zip Code:	<b>Engineer Contact Information</b> Work # Cell #                                  Fax# e-mail:
<b>Surveyor</b> Name: <i>Gene Schleh</i> Address: <i>15 College Avenue</i> City/State : <i>Gorham</i> Zip Code: <i>04038</i> <i>Maine</i>	<b>Surveyor Contact Information</b> Work # <i>207 831 3250</i> Cell # <i>207 939 7186</i> Fax# e-mail: <i>gschleh@maine.rv.com</i>
<b>Architect</b> Name: Address: City/State :                      Zip Code:	<b>Architect Contact Information</b> Work # Cell #                                  Fax# e-mail:
<b>Attorney</b> Name: Address: City/State :                      Zip Code:	<b>Attorney Contact Information</b> Work # Cell #                                  Fax# e-mail:

**APPLICATION FEES:**

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

<input checked="" type="checkbox"/> Level 1 Site Alteration (\$200.00)	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.
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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:

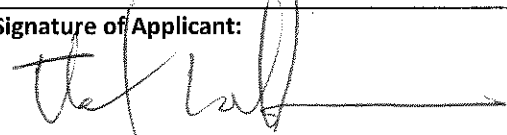
1. One (1) full size site plans that must be folded.
2. One (1) copy of all written materials or as follows, unless otherwise noted:
  - a. Application form that is completed and signed.
  - b. Cover letter stating the nature of the project.
  - c. All Written Submittals (Sec. 14-527 (c), including evidence 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 1 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: 6/16/16
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## **GENERAL WRITTEN SUBMISSIONS CHECKLIST**

### **Written description of project**

The project is the construction of a new wood stair supported on 12" diameter concrete footings and foundations. The actual stair will be built above the existing grade and will follow the grade as closely as possible. A written description of the construction steps and procedures from Main Line Fence Company is attached. The area of disturbance is indicated on the survey included with this application and also in red on the Main Line Fence drawing #1. The Maine Line Fence drawing #2 shows where they will install Silt Fence during construction. Extensive invasive bittersweet was removed from the site and trees between July 2015 and March 2016. There is no plan to alter existing grade and/or landscaping for the construction of the stair.

### **Evidence of right, title and interest**

Refer to survey submitted with application.

### **Evidence of state and/or federal approvals, if applicable**

N/A

### **Written assessment of proposed project's compliance with applicable zoning requirements**

This is a replacement stair for a preexisting stairway. No additional structures are proposed.

### **Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site**

Refer to survey submitted with application.

### **Written requests for waivers from site plan or technical standards, if applicable**

N/A

### **Evidence of financial and technical capacity**

Owner has paid the required fee for a building permit for the stair.

## **SITE PLAN SUBMISSIONS CHECKLIST**

### **Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual**

Refer to survey submitted with application.

**Preliminary Site Plan including the following: (information may be preliminary in nature during preliminary plan phase)**

Site Plan is shown on the survey submitted with application.

**Proposed grading and contours;**

No alterations are proposed. The survey includes the current contours.

**Existing structures with distances from property line;**

Refer to survey submitted with application.

**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;**

Refer to survey submitted with application. The wood stair and the removable aluminum stair from the seawall to the beach are the only structures proposed.

**Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);**

N/A

**Preliminary infrastructure improvements;**

N/A

**Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;**

The area of disturbance for the project is approximately 300 square feet which includes all the area under the stair. The path of the stair has been located to avoid disturbing existing trees. There is a barberry shrub and a wild rose shrub that will be trimmed back and a 1" Norway Maple that will need to be removed to allow the stair to reach the seawall.



## PROJECT DATA

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

<b>Total Area of Site</b>	7990 sq. ft.
<b>Proposed Total Disturbed Area of the Site</b>	300 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)	N/A sq. ft.
Impervious Area (Total Proposed)	N/A sq. ft.
<b>Parking Spaces</b>	
# of Parking Spaces (Total Existing)	N/A sq. ft.
# of Parking Spaces (Total Proposed)	N/A sq. ft.
# of Handicapped Spaces (Total Proposed)	N/A sq. ft.

Level 1 Site Alteration			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
✓		1	Completed Application form
✓		1	Application fees
✓		1	Written description of project
✓		1	Evidence of right, title and interest
✓		1	Evidence of state and/or federal approvals, if applicable
✓		1	Written assessment of proposed project's compliance with applicable zoning requirements
✓		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site
✓		1	Written requests for waivers from site plan or technical standards, if applicable.
✓		1	Evidence of financial and technical capacity
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST
✓		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
✓		1	Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)
✓			Proposed grading and contours;
✓			Existing structures with distances from property line;
✓			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;
✓			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
✓			Preliminary infrastructure improvements;
✓			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;

## Site Plan Standards for Review of Level I: Site Alteration

Level I: Site alteration plans shall only be subject to the following site plan standards, as applicable, as contained in section 14-526:

- (a) Transportation standards:
  1. Impact on surrounding street systems,
  2. Access and circulation, and
  4. Parking
  
- (b) Environmental quality standards
  1. Preservation of significant natural features,
  2. Landscaping and landscape preservation, and
  3. Water quality, stormwater management and erosion control.
  
- (c) Public infrastructure and community safety standards.
  1. Consistency with city master plans.
  
- (d) Site design standards
  5. Historic resources,
  6. Exterior lighting,
  8. Signage and wayfinding, and
  9. Zoning related design standards.

Except as provided in article III, or to conditions imposed under section 14-526(e) only, or to those submission requirements set forth in section 14-527 as relate solely thereto.



### PORTLAND FIRE DEPARTMENT SITE REVIEW FIRE DEPARTMENT CHECKLIST



A separate drawing[s] shall be provided to the Portland Fire Department for all site plan reviews.

1. Name, address, telephone number of applicant.
  2. Name address, telephone number of architect
  3. Proposed uses of any structures [NFPA and IBC classification]
  4. Square footage of all structures [total and per story]
  5. Elevation of all structures
  6. Proposed fire protection of all structures
- **As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)**