

Portland, Maine



Yes. Life's good here.

Tuck O'Brien  
City Planning Director, Planning Division

January 9, 2017

Jeffrey D Clements  
46 Wood Street  
Concord, MA 01742

Rachel Conly Design LLC  
26 Sterling Street  
Peaks Island, ME 04108

Project Name: Accessory Studio building  
Project ID: #2016-257  
Address: 11 Ocean Street, Peaks Island CBL: 090 B003001  
Applicant: Jeffrey D Clements  
Planner: Jean Fraser

Dear Mr Clements:

On January 9, 2017, the Planning Authority approved a Level I Site Alteration application to construct a new 440 sq ft accessory studio to replace the existing shed, located within the Shoreland Zone on the rear part of 11 Ocean Street, Peaks Island. The decision is based upon the application, documents and plans as submitted and prepared by Rachel Conly Design LLC.

The proposal was reviewed for conformance with the standards of Portland's site plan ordinance and the Shoreland Zone. The approval is based on the submitted site plan (Site Plan A2 dated 11.2.2016) and subject to the following conditions:

1. That the project does not add fill nor grade near the root zone of the large tree at the back corner of the lot, as filling and grading would likely stress the tree and impact its growth. Grading within the drip line of the tree should be minimal and care should be taken to protect the tree from grading or other construction impacts.
2. That all Site Work shall conform to the City of Portland ordinance on Shoreland Regulations (Division 26).
3. That Erosion and Sedimentation control shall be established and inspected by the Development Review Coordinator prior to soil disturbance, and shall be done in accordance with Best Management Practices, Maine Department of Environmental Protection Technical and Design Standards and Guidelines. All Erosion and Sedimentation control measures must be inspected and maintained daily.

The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

**STANDARD CONDITIONS OF APPROVAL**

Please note the following standard conditions of approval and requirements for all approved site plans:

1. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
2. **Separate Building Permits Are Required** This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Permitting and Inspections Division.
3. **Site Plan Expiration** The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
4. **Department of Public Works Permits** If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, a street opening permit(s) is required for your site. Please contact Carol Merritt at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)
5. **As-Built Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (\*.dwg), release AutoCAD 2005 or greater.

The Development Review Coordinator must be notified five (5) working days prior to the date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. All site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact Jean Fraser at (207) 874- 8728.

Sincerely,

Stuart O'Brien

Stuart G. O'Brien  
City Planning Director

(BB)

**Electronic Distribution:**

cc.

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Approval Letter File