Level II – 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 II: Site Plan Development includes:

- New construction of structures with a total floor area of less than 10,000 sq. ft. in all zones, except in Industrial Zones.
- New construction of structures with a total floor area of less than 20,000 sq. ft. in Industrial Zones.
- Any new temporary or permanent parking area, paving of an existing unpaved surface parking area in excess of 7,500 sq. ft. and serving less than 75 vehicles, or creation of other impervious surface area greater than 7,500 sq. ft.
- Building addition(s) with a total floor area of less than 10,000 sq. ft. (cumulatively within a 3 year period) in any zone, except in Industrial Zones.
- Building addition(s) with a total floor area of less than 20,000 sq. ft. in Industrial Zones.
- Park improvements: New structures or buildings with a total floor area of less than 10,000 sq. ft., facilities encompassing an area of greater than 7,500 sq. ft. and less than 20,000 sq. ft. (excludes rehabilitation or replacement of existing facilities).
- New construction of piers, docks, wharves, bridges, retaining walls, and other structures within the Shoreland Zone.
- Land disturbance between 1 and 3 acres that are stripped, graded, grubbed, filled or excavated.
- A change in the use of a total floor area between 10,000 and 20,000 sq. ft. in any existing building (cumulatively within a 3 year period).
- Lodging house, bed and breakfast facility, emergency shelter or special needs independent living unit.
- Signage subject to approval pursuant to Section 14-526 (d) 8.a. of the Land Use Code.
- Any new major or minor auto service station with less than 10,000 sq. ft. of building area in any permitted zone other than the B-2 or B-5 zones.
- The creation of day care or home babysitting facilities to serve more than 12 children in a residential zone (not permitted as a home occupation under section 14-410) in any principal structure that has not been used as a residence within the 5 years preceding the application.
- Any drive-through facility that is not otherwise reviewed as a conditional use under Article III.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), Design Manual and Technical Manual.

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8719
planning@portlandmaine.gov

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

I. Project Information (Please enter n/a on those fields that are not applicable)

Project Name:	Shoreline Stabilization, Deck Post Stabilization, & Boat Ramp Replacement
Proposed Development Address:	10 Trefethen Avenue Peaks Island, Portland, Maine 04108
Project Description:	Shorline Stabilization, Deck Post Stabilization, Boat Ramp replacement
Chart/Block/Lot:	Map 90, Block L, Lot 6, Map 90, Block K, Lot 3
Preliminary Plan	
Final Plan	X

II. Contact Information (Please enter n/a on those fields that are not applicable)

APPLICANT

Name:	Paul Castle, House Co-Chairman
Business Name:	Trefethen Evergreen Improvement Association
Address:	P.O. Box 87
City/State:	Peaks Island, Maine
Zip Code:	04108
Work #:	
Home #:	
Cell #:	404-502-9729
Fax #:	
E-mail:	popocastle@gmail.com

OWNER

Name:	Trefethen Evergreen Improvement Association
Address:	P.O. Box 87
City/State:	Peaks Island, Maine
Zip Code:	04108
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

AGENT/REPRESENTATIVE

Name:	Silas Canavan, PE
Address:	One Karen Drive, Suite 2A
City/State:	Westbrook, Maine
Zip Code:	04092
Work #:	(207) 553-9898
Home #:	
Cell #:	
Fax #:	(207) 692-2273
E-mail:	silas@walsh-eng.com

BILLING (to whom invoices will be forwarded to)

Name:	Trefethen Evergreen Improvement Association, attn: Paul Castle, Assistant Treasurer
Address:	P.O. Box 87
City/State:	Peaks Island, Maine
Zip Code:	04108
Work #:	
Home #:	
Cell #:	404-502-9729
Fax #:	
E-mail:	

ENGINEER

Name:	Silas Canavan, PE
Address:	One Karen Drive, Suite 2A
City/State:	Westbrook, Maine
Zip Code:	04092
Work #:	(207) 553-9898
Home #:	
Cell #:	
Fax #:	(207) 692-2273
E-mail:	silas@walsh-eng.com

SURVEYOR

Name:	Eugene Schleh
Address:	16 College Avenue
City/State:	Gorham, Maine
Zip Code:	04038
Work #:	(207) 831-3250
Home #:	
Cell #:	
Fax #:	
E-mail:	nelsurveying@gmail.com

ARCHITECT

Name:	N/A
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

ATTORNEY

Name:	N/A
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN

Name:	Silas Canavan, Walsh Engineering Associates, Inc.
E-mail:	silas@walsh-eng.com
Name:	Rita Sawyer, Walsh Engineering Associates, Inc.
E-mail:	rita@walsh-eng.com
Name:	
E-mail:	

III. APPLICATION FEES

LEVEL II DEVELOPMENT (check applicable review)

☑	Less than 10,000 sq. ft.	$400.00
☐	After-the-fact Review	$1,000.00 + applicable application fee above

OTHER REVIEWS (check applicable review)

☐	Traffic Movement	$1,500.00
☐	Stormwater Quality	$250.00
☐	Site Location	$3,500.00
	# of Site Location Lots x $200.00 (per lot)	$
☐	Change of Use	
☑	Flood Plain	
☑	Shoreland	
☐	Design Review	
☐	Housing Replacement	
☐	Historic Preservation	
	TOTAL APPLICATION FEE DUE:	$ 400

IV. FEES ASSESSED AND INVOICED SEPARATELY

- Notices to abutters (receipt of application, workshop and public hearing meetings) ($.75 each)
- Legal Ad in the Newspaper (% of total ad)
- Planning Review ($52.00 hour)
- Legal Review ($75.00 hour)
- Third Party Review (all outside reviews or analysis, eg. Traffic/Peer Engineer, are the responsibility of the applicant and will be assessed and billed separately)

V. PROJECT DATA (Please enter n/a on those fields that are not applicable)

TOTAL AREA OF SITE	108,900±	sq. ft.
PROPOSED DISTURBED AREA OF THE SITE	1,250±	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.		
IMPERVIOUS SURFACE AREA		
Impervious Area (Total Existing)	Unknown	sq. ft.
Impervious Area (Total Proposed)	No change	sq. ft.
Building Ground Floor Area and Total Floor		
Building Footprint (Total Existing)	N/A	sq. ft.
Building Footprint (Total Proposed)	N/A	sq. ft.
Building Floor Area (Total Existing)	N/A	sq. ft.
Building Floor Area (Total Proposed)	N/A	sq. ft.
ZONING		
Existing	IB, Shoreland	
Proposed, if applicable	No Change	
LAND USE		
Existing	Social Club	
Proposed	No Change	
RESIDENTIAL, IF APPLICABLE		
# of Residential Units (Total Existing)	N/A	
# of Residential Units (Total Proposed)	N/A	
# of Lots (Total Proposed)	N/A	
# of Affordable Housing Units (Total Proposed)	N/A	
PROPOSED BEDROOM MIX		
# of Efficiency Units (Total Proposed)	N/A	
# of One-Bedroom Units (Total Proposed)	N/A	
# of Two-Bedroom Units (Total Proposed)	N/A	
# of Three-Bedroom Units (Total Proposed)	N/A	
PARKING SPACES		
# of Parking Spaces (Total Existing)	N/A	
# of Parking Spaces (Total Proposed)	No Change	
# of Handicapped Spaces (Total Proposed)	No Change	
BICYCLE PARKING SPACES		
# of Bicycle Spaces (Total Existing)	N/A	
# of Bicycle Spaces (Total Proposed)	No Change	
ESTIMATED COST OF THE PROJECT	$ 30,000	

VI. APPLICANT SIGNATURE

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.

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:	Silas Canavan (Agent)
Date:	2/7/18

PRELIMINARY PLAN (Optional) - Level II Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	**GENERAL WRITTEN SUBMISSIONS CHECKLIST**
☐ N/A		1	Completed Application form
☐ N/A		1	Application fees
☐ N/A		1	Written description of project
☐ N/A		1	Evidence of right, title and interest
☐ N/A		1	Evidence of state and/or federal approvals, if applicable
☐ N/A		1	Written assessment of proposed project's compliance with applicable zoning requirements
☐ N/A		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.
☐ N/A		1	Evidence of financial and technical capacity
☐ N/A		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
Applicant Checklist	Planner Checklist	# of Copies	**SITE PLAN SUBMISSIONS CHECKLIST**
☐ N/A		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
☐ N/A		1	**Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)**
☐ N/A		Proposed grading and contours;	
☐ N/A		Existing structures with distances from property line;	
☐ N/A		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;	
☐ N/A		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;	
☐ 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);	
☐ N/A		Location , dimensions and ownership of easements, public or private rights of way, both existing and proposed;	
☐ N/A		Exterior building elevations.	

FINAL PLAN - Level II Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	**GENERAL WRITTEN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)**
☑		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 permits
☑		1	* Written assessment of proposed project's specific compliance with applicable Zoning requirements
☑		1	* Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site
☑		1	* Evidence of financial and technical capacity
☑		1	Construction Management Plan
☐ N/A		1	A traffic study and other applicable transportation plans in accordance with Section 1 of the technical Manual, where applicable.
☑		1	Written summary of significant natural features located on the site (Section 14-526 (b) (a))
☐ N/A		1	Stormwater management plan and stormwater calculations, including description of project, hydrology and impervious area.
☑		1	Written summary of project's consistency with related city master plans
☐ NA/		1	Evidence of utility capacity to serve
☐ NA/		1	Written summary of solid waste generation and proposed management of solid waste
☐ N/A		1	A code summary referencing NFPA 1 and all Fire Department technical standards
☐ N/A		1	Where applicable, an assessment of the development's consistency with any applicable design standards contained in Section 14-526 and in City of Portland Design Manual
☐ N/A		1	Manufacturer’s verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.

Applicant Checklist	Planner Checklist	# of Copies	**SITE PLAN SUBMISSIONS CHECKLIST** **(* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)**
☑		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
☑		1	**Final Site Plans including the following:**
☑			Existing and proposed structures, as applicable, and distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone);
☑			Existing and proposed structures on parcels abutting site;
☑			All streets and intersections adjacent to the site and any proposed geometric modifications to those streets or intersections;
☑			Location, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways, and bicycle access ways, with corresponding curb lines;
☑			Engineered construction specifications and cross-sectional drawings for all proposed driveways, paved areas, sidewalks;
☐ N/A			Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;
☐ N/A			Existing and proposed public transit infrastructure with applicable dimensions and engineering specifications;
☐ N/A			Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;
☐ N/A			Location of all snow storage areas and/or a snow removal plan;
☐ N/A			A traffic control plan as detailed in Section 1 of the Technical Manual;
☐ N/A			Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);
☑			Location and proposed alteration to any watercourse;
☑			A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;
☑			Proposed buffers and preservation measures for wetlands;
☑			Existing soil conditions and location of test pits and test borings;
☑			Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;
☐ N/A			A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;
☐ N/A			Grading plan;
☐ N/A			Ground water protection measures;
☐ N/A			Existing and proposed sewer mains and connections;
☐ N/A			Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
☐ N/A			Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;

- Continued on next page -

☐ N/A		Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
☐ N/A		Location and size of all on site solid waste receptacles, including on site storage containers for recyclable materials for any commercial or industrial property;
☐ N/A		Plans showing the location, ground floor area, floor plans and grade elevations for all buildings;
☐ N/A		A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
☐ N/A		A note on the plan identifying the Historic Preservation designation and a copy of the Application for Certificate of Appropriateness, if applicable, as specified in Section Article IX, the Historic Preservation Ordinance;
☐ N/A		Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening, where applicable;
☐ N/A		An exterior lighting plan in accordance with Section 12 of the Technical Manual;
☐ N/A		A signage plan showing the location, dimensions, height and setback of all existing and proposed signs;
☑		Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.