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
planning@portlandmaine.gov

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

Updated: September, 2013

PROJECT NAME:
Peaks Island Ice Pond Dam Repair

PROPOSED DEVELOPMENT ADDRESS:
896 Seashore Avenue

PROJECT DESCRIPTION:
This project will dewater the Ice Pond, dredge soil from behind the dam, repair it with a new overflow.

CHART/BLOCK/LOT: Map 91, Lots 7, 8, 13, & 25

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer Name: John Whitman Business Name, if applicable: Peaks Island Land Preserve Address: PO Box 99 City/State Peaks Island, ME Zip Code: 04108	**Applicant Contact Information** Work # Home# Cell # Fax# e-mail: JWhitman@rwlb.com
Owner – (if different from Applicant) Name: Same as Applicant Address: City/State : Zip Code:	**Owner Contact Information** Work # Home# Cell # Fax# e-mail:
Agent/ Representative Name: Pinkham & Greer, Civil Engineers Thomas S. Greer, P.E. Address: 28 Vannah Avenue City/State : Portland, ME Zip Code: 04103	**Agent/Representative Contact information** Work # 207-781-5242 Cell # e-mail: tgreer@pinkhamandgreer.com
Billing Information Name: Same as Applicant Address: City/State : Zip Code:	**Billing Contact Information** Work # Cell # Fax# e-mail:

Engineer Pinkham & Greer, Civil Engineers Name: Thomas S. Greer, P.E. Address: 28 Vannah Avenue City/State : Portland, ME Zip Code: 04103	**Engineer Contact Information** Work # 207-781-5242 Cell # Fax# e-mail: tgreer@pinkhamandgreer.com
Surveyor Name: N/A Address: City/State : Zip Code:	**Surveyor Contact Information** Work # Cell # Fax# e-mail:
Architect Name: N/A Address: City/State : Zip Code:	**Architect Contact Information** Work # Cell # Fax# e-mail:
Attorney Name: Address: City/State : Zip Code:	**Attorney Contact Information** Work # Cell # Fax# e-mail:
Designated person/person(s) for uploading to e-Plan Name: Rita Sawyer e-mail: rsawyer@pinkhamandgreer.com Name: Thomas Greer e-mail: tgreer@pinkhamandgreer.com Name: e-mail:	

APPLICATION FEES:

X Level 1 Site Alteration ($200.00)	The City invoices separately for the following: • Notices ($.75 each) • Legal Ad (% of total Ad) • Planning Review ($50.00 hour) • Legal Review ($75.00 hour) 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.

INSTRUCTIONS FOR ELECTRONIC SUBMISSION:

Please refer to the application checklist (attached) for a detailed list of submission requirements.

1. Fill out the application completely and e-mail the **application only** to planning@portlandmaine.gov (Please be sure to designate a person who will be responsible for uploading documents and drawings.) This step will generate the project ID number for your project.

2. An invoice for the application fee will be e-mail to you. Payments can be made on-line at Pay Your Invoice , by mail or in person at City Hall, 4th Floor. Please reference the Application Number when submitting your payment which is located in the upper left hand corner of the invoice.

3. The designated person responsible for uploading documents and drawings will receive an email from eplan@portlandmaine.gov with an invitation into the project. At this time, you will upload all corresponding documents and plans into the project. For first time users you will receive a temporary password which you must change on entry. Make note of your username and password for any future projects.

Reminder: Before the project can move forward, the application fee shall be paid in full and all required documents and drawings shall be uploaded into e-plan correctly.

4. Follow the link below (Applying Online Instructions) for step by step instructions on how to do the following:
   Tab 1 - Setting up the appropriate compatibility settings for your PC and getting started in e-plan.
   Tab 2 - Preparing your drawings, documents and photos for uploading using the correct naming conventions
   Tab 3 - Preparing and uploading revised drawings and documents

   Applying Online Instructions

5. When ready, upload your files and documents into the following folders:
   "Application Submittal – Drawings"
   "Application Submittal – Documents"

6. Once a preliminary check has been made of the submittal documents and drawings, staff will move them to permanent folders labeled Drawings and Documents. As the process evolves you will be able to log in and see markups, comments and upload revisions as requested into these folders.

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 II 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:
Thomas D Gray AGENT	7/24/17

Updated: September, 2013

PROJECT DATA

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

Total Area of Site	sq. ft.
Proposed Total Disturbed Area of the Site	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)	Top of Dam 300 sq. ft.
Impervious Area (Total Proposed)	300 sq. ft.
Parking Spaces	
# of Parking Spaces (Total Existing)	0 sq. ft.
# of Parking Spaces (Total Proposed)	0 sq. ft.
# of Handicapped Spaces (Total Proposed)	0 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
N/A		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)
x		Proposed grading and contours;	
x		Existing structures with distances from property line;	
x		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);	
x		Preliminary infrastructure improvements;	
N/A		Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;	