Portland, Maine — Yes. Life's good here.

Planning & Urban Development Department

LEVEL II and LEVEL III APPLICATION SUBMISSION CHECKLIST

Submit each Tab as one PDF file and bookmark the items as noted below

Please confirm by electronically checking the boxes to the left

Tab 1 – General Application Documents

Checklist	Items to be Provided
Yes ✔ NA ☐ Plan ☐	PROJECT DESCRIPTION • Cover Letter with detailed project description
Yes ✔ NA ☐ Plan ☐	COMPLETED CHECKLIST – LEVEL III APPLICATION
Yes ✔ NA ☐ Plan ☐	RIGHT, TITLE AND INTEREST • Deeds, leases, or purchase and sales agreements
Yes ☐ NA ✔ Plan ☐	EVIDENCE OF STATE OR FEDERAL APPROVALS, if applicable • Permits or letters of non-jurisdiction, if applicable
Yes ✔ NA ☐ Plan ☐	ZONING ASSESSMENT • Table listing required and proposed uses and dimensional standards Zoning Assessment Table
Yes ✔ NA ☐ Plan ☐	EXISTING &/OR PROPOSED EASEMENTS OR COVENANTS, if applicable • Evidence of existing easements and any proposed easements
Yes ☐ NA ✔ Plan ☐	WAIVER REQUESTS • Written request for waiver describing request and reason. Waiver Table
Yes ✔ NA ☐ Plan ☐	FINANCIAL CAPABILITY • Letter or evidence from a financial institution or third party verifying financial capacity to undertake project
Yes ✔ NA ☐ Plan ☐	TECHNICAL CAPABILITY • Evidence of technical capability of applicant and consultants – resumes and/or examples of past projects

LEVEL II AND LEVEL III SITE PLAN STANDARDS AND SUBMISSION CHECKLIST

Provide assessment of compliance with standards and include supplemental documentation, as applicable.

Submit each Tab as one PDF file and bookmark the items as noted below

Tab 2 - TRANSPORTATION

Check list	Assess/Provide/Document:
Yes NA Plan ☐ ✔ ☐	**Transportation Analysis- Traffic Impact (14-526 (a) 1)** • Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts • Traffic Impact Study (Technical Manual, Section 1) if applicable
Yes NA Plan ☐ ✔ ☐	**Access and Circulation (14-526 (a) 2 a)** • Access and internal circulation, addressing ADA access • Access and egress impacts on traffic flows • Description and use of drive-up features, if applicable
Yes NA Plan ☐ ✔ ☐	**Loading and Servicing (14-526 (a) 2 b)** • Loading and servicing needs, route and travel way geometrics for deliveries • Turning templates for delivery vehicles, if applicable
Yes NA Plan ☐ ✔ ☐	**Sidewalks (14-526 (a) 2 c)** • Sidewalks and condition along street frontages and internal walkways • Engineered details for ADA ramps and public sidewalk details meeting sidewalk materials policy and ADA ramp construction details as applicable (Technical Manual, Section 1)
Yes NA Plan ☐ ✔ ☐	**Public Transit (14-526 (a) 3), if applicable** • Existing available transit services • Proposed site plan design details, such as easement, pad base, and shelter
Yes NA Plan ☐ ✔ ☐	**Off-Street Parking: Vehicle & Motorcycle/Scooter) (14-526 (a) 4 a and c)** • Expected parking demand, proposed parking supply, ADA parking, and applicable Zoning Requirements • Address Technical Manual standards (Section 1) for curb cut separation and parking lot layout and locate on site plan
Yes NA Plan ☐ ✔ ☐	**Bicycle Parking (14-526 (a) 4 b)** • Address bicycle parking requirements and identify locations on-site • Construction details for bike racks (Technical Manual, Section 1)
Yes NA Plan ☐ ✔ ☐	**Snow Storage (14-526 (a) 4 d)** • Management plan for snow removal and locate snow storage areas on plan
Yes NA Plan ☐ ✔ ☐	**Traffic Demand Management (TDM) (14-526 (a) 5), if applicable** • Develop TDM with Trip Reduction Targets and Strategies

Tab 3 - ENVIRONMENTAL AND LANDSCAPE FEATURES	
Check list	Assess/Provide/Document:
Yes NA Plan ✔	**Preservation of Significant Natural Features (14-526 (b) 1), if applicable** • Trees, plants, habitats listed on State or Federal list of endangered or threatened • High and moderate value waterfowl and wading habitat • Aquifers on Casco Bay Islands • Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains) • Proposed preservation areas and protection measures • Documentation from environmental consultants, determinations from applicable state agencies
Yes NA Plan ✔	**Landscaping and Landscape Preservation (14-526 (b) 2 a)** • Preservation of trees and preservation within required zoning setbacks (Technical Manual, Section 4) • Protection measures of existing vegetation during construction • Protection measures within Shoreland Zone, if applicable
Yes NA Plan ✔	**Site Landscaping (14-526 (b) 2 b)** • Screening and buffering of service areas and between non-residential and residential uses • Planting plans with plant schedule and sizes (Technical Manual, Section 4)
Yes NA Plan ✔	**Parking Lot Landscaping (14-526 (b) 2 b ii), if applicable** • Landscaped islands within parking areas (Technical Manual, Section 4)
Yes NA Plan ✔	**Street Trees (14-526 (b) 2 b iii)** • Existing Heritage or Feature Trees on site and measures to preserve • Identify street trees on the plan meeting the site plan and Technical Manual standards (Section 4) or identify alternative measures, if applicable

Tab 4 - ENVIRONMENTAL AND STORMWATER	
Check list	Assess/Provide/Document:
Yes NA Plan ✔	**Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a)** • Stormwater report in compliance with Section 5 of Technical Manual and DEP Chapter 500 stormwater for basic, general and flooding standards, as applicable • Erosion control plan and measures • Evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater, as applicable • Subsurface sanitary sewage disposal and groundwater protection

Tab 5 - PUBLIC INFRASTRUCTURE AND SAFETY	
Check list	Assess/Provide/Document:
Yes NA Plan ☐ ✔ ☐	**Consistency with City Master Plans (14-526 (c) 1)** • Identify consistency with master plans • Proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable
Yes NA Plan ✔ ☐ ☐	**Public Safety and Fire Prevention (14-526 (c))** • Address Crime Prevention through Environmental Design (CPTED) (Technical Manual, Section 3) • Emergency vehicle access • Address consistency with public safety standards (Technical Manual, Section 3) • Submit a code summary referring NFPA 1 and all Fire Department standards (Technical Manual, Section 3) – Fire Checklist
Yes NA Plan ✔ ☐ ☐	**Availability and Adequacy of Public Utilities (14-526 (c) 3) (Technical Manual, Sections 2 & 9)** • Electrical services, including providing underground services • Identify existing and proposed connections for public utilities and required public utility upgrades • Sewer line connections are required, if there is a main within 200 feet • Proposed solid waste management facilities on-site and management for the site • Written evidence of the ability to serve from utility companies, as applicable
Tab 6 - SITE DESIGN	
Check list	Assess/Provide/Document:
Yes NA Plan ☐ ✔ ☐	**Massing, Ventilations and Wind Impact (14-526 (d) 1)** • Wind and ventilation impacts on adjoining structures and/or adjacent public spaces. Wind study, if applicable • Bulk, location or height impacts on adjoining structures • Identify and locate HVAC equipment and venting away from public spaces and residential properties • Identify screening and manufacturing specifications for noise, if applicable
Yes NA Plan ☐ ✔ ☐	**Shadows (14-526 (d) 2), if applicable** • Shadow analysis of impacts on publicly accessible open space (Technical Manual, Section 11)
Yes NA Plan ☐ ✔ ☐	**Snow and Ice Loading (14-526 (d) 3)** • Building design to prevent snow and ice from loading or falling onto adjacent properties or public ways
Yes NA Plan ☐ ✔ ☐	**View Corridors (14-526 (d) 4), if applicable** • Protection of designated view corridors (Portland Design Manual, Appendix 1)

Yes	NA	Plan	
	✔		**Historic Resources (14-526 (d) 5), if applicable** • Identify developments within Historic Districts or affecting Designated Landmarks • Certificate of Appropriateness or other evidence • Identify Developments within 100 feet of Historic Districts or affecting Designated Landmarks. Advisory HP review may be required • Address preservation and documentation of Archaeological Resources
✔			**Exterior Lighting (14-526 (d) 6)** • Cut sheets of on-site light fixtures and any architectural or specialty lights (Technical Manual, Section 12) • Engineered details for any lights proposed in street right-of-way (Technical Manual, Section 10)
	✔		**Noise and Vibration (14-526 (d) 7)** • Evidence of noise levels for equipment, such as equipment specifications, to demonstrate consistency with zoning requirements
	✔		**Signage and Wayfinding (14-526 (d) 8), if applicable** • 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 • Proposed commercial and directional signage on site
	✔		**Zone Related Design Standards (14-526 (d) 5)** • Address Historic Preservation Design Review, if applicable • Address any applicable design review standards by zone • Address submission requirements from Design Manual, page 1, addressing neighborhood context • Description of exterior materials, color, finish, and samples

Tab 7 - Construction Management Plan

Check list			
Yes	NA	Plan	**Construction Management Plan** • Construction Management Document and Plan
	✔		

Level II and Level III Site Plan Checklist

Please upload the following drawings with the listed details into e-Plan

☐ **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

☑	**GRADING and DRAINAGE PLAN** including:
	• Existing grades and drainage • Proposed grades • Proposed stormwater management meeting Technical Manual (Section 5) standards • Location and proposed alteration of a water course • Preservation or alteration of wetlands
☑	**EROSION CONTROL**
	• Must be in compliance with Technical Manual, Section 5
☐	**LANDSCAPE PLAN** including:
	• Existing vegetation to be preserved and preservation measures • Proposed landscaping and buffers • Planting schedule
☐	**RECORDING PLAT**, if applicable
	• IF SUBDIVISION: Must be in compliance with requirements of Section 14-496 (b)
☑	**ARCHITECTURAL PLANS & RENDERINGS** including:
	• Exterior building elevations, color renderings, illustrations of all sides • Location and dimensions of all existing & proposed HVAC & mechanical equipment, all proposed screening • Provide context drawings, if applicable (Design Manual, page 1) • Floor plans