

DEVELOPMENT REVIEW COORDINATOR  
POST APPROVAL PROJECT CHECKLIST

Date: 10/26/17

Project Name: Liberty Bay Recovery Center

Project Address: 343 Forest Ave.

Site Plan ID Number: #2017-086

Planning Board/Authority Approval Date: 9/25/17

Site Plan Approval Date: 9/25/17

Performance Guarantee Accepted: 11/15/17

Inspection Fee Paid: 11/2/17

Infrastructure Contributions Paid: N/A

Amount of Disturbed Area in SF or Acres: 17,500 SF?

MCGP/Chapter 500 Stormwater PBR: N/A Redevelopment

Plans/CADD Drawings Submitted: ?

Pre-Construction Meeting: 11/29/17

Conditions of Approval Met: \_\_\_\_\_

As-Builts Submitted: \_\_\_\_\_

Public Services Sign Off: \_\_\_\_\_

Certificate of Occupancy Memo Processed:  
(Temporary or Permanent) \_\_\_\_\_

Performance Guarantee to Defect Guarantee: \_\_\_\_\_

Defect Guarantee Released: \_\_\_\_\_



Tuck O'Brien  
City Planning Director, Planning Division

September 26, 2017

Nathan Cermelj  
Liberty Bay Recovery Center  
343 Forest Avenue  
Portland, ME 04102

Project Name:	Liberty Bay Recovery Center	Project ID:	2017-086
Address:	343 Forest Avenue	CBL:	112-D004
Applicant:	Nathan Cermelj		
Planner:	Matthew Grooms		

Dear Mr. Cermelj:

On September 25, 2017, the Planning Authority approved a Level II Site Plan application for site work to include reconfiguration and improvement of leased parking spaces on City property and the development of a patio area to the rear of the existing building at 343 Forest Avenue in the B-2b zone. The decision is based upon the application, documents and plans as submitted. The proposal was reviewed for conformance with the standards of Portland's Site Plan Ordinance.

#### SITE PLAN REVIEW

The Planning Authority finds that the plan is in conformance with the site plan standards of the Land Use Code, subject to the following conditions of approval to be met prior to the issuance of a building permit unless otherwise stated:

1. The applicant shall provide a parking area sign detail in accordance with the Department of Public Work's review memo dated August 29, 2017. This detail shall be reviewed and approved by the Department of Public Works prior to the issuance of a certificate of occupancy; and
2. The applicant shall provide a written agreement with the adjacent property owner, Palmer Spring Company, stating that the proposed site work to occur within their property limits is acceptable. This agreement shall designate one or both parties as responsible for the completion of said site work which includes but is not limited to the removal and repaving of parking areas, striping of new parking spaces and reinstallation of existing parking signs; and
3. The two access way notes found on Sheet C2.1 reading "6' wide access way to the City of Portland from..." shall be consolidated into one note reading "Maintain a 12-foot wide vehicles and pedestrian public access centered on the lease limit line"; and
4. In accordance with the supplied lease agreement signed on January 9, 1992 with the City of Portland for off-site parking, the applicant shall supply written authorization from the Director of the Department of Public Works and the Parks Department for proposed site improvements to the rear parking area.
5. A revised construction management plan that conforms to the city's CMP template shall be submitted for review and approval by the Planning Authority and Department of Public Works.

done  
11/3/17

done  
11/3/17

done  
11/29/17

done  
11/17/17

The approval is based on the submitted plans and the findings related to site plan review standards as contained in the Planning Report for application (2017-086) which is attached.

#### **STANDARD CONDITIONS OF APPROVAL**

Please Note: The following standard conditions of approval and requirements apply to 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 Department.
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. **Performance Guarantee and Inspection Fees** A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning and Urban Development Department and Public Works Department prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
5. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. **Preconstruction Meeting** Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held with the contractor, Development Review Coordinator, Public Works representative and owner to review the construction schedule and critical aspects of the site work. At that time, the Development Review Coordinator will confirm that the contractor is working from the approved site plan. The site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.
7. **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.)
8. **As-Built Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning and Urban Development Department, 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 and Urban Development Department 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 Matthew Grooms at (207) 874-8725

Sincerely,



Stuart G. O'Brien  
City Planning Director

**Attachments:**

1. Staff Review Memo (July 28, 2017)
2. Woodard and Curran Memo (August 4, 2017)
3. City Arborist Email (August 21, 2017)
4. DPW Review Memo (August 29, 2017)
5. T.Y. Lin Review Email (September 6, 2017)
6. T.Y. Lin Review Email (September 21, 2017)
6. Performance Guarantee Packet

**Electronic Distribution:**

cc: Jeff Levine, AICP, Director of Planning and Urban Development  
Barbara Barhydt, Development Review Services Manager, Planning and Urban Development  
Matthew Grooms, Planner, Planning and Urban Development  
Philip DiPierro, DRC, Planning and Urban Development  
Mike Russell, Director of Permitting and Inspections  
Ann Machado, Zoning Administrator, Permitting and Inspections  
Jonathan Rioux, Deputy Director, Permitting and Inspections  
Jeanie Bourke, Plan Reviewer/CEO, Permitting and Inspections  
Chris Branch, Director of Public Works  
Katherine Earley, Engineering Services Manager, Public Works  
Keith Gray, Senior Engineer, Public Works  
Doug Roncarati, Stormwater Coordinator, Public Works  
Greg Vining, Associate Engineer, Public Works  
Michelle Sweeney, Associate Engineer, Public Works  
John Low, Associate Engineer, Public Works  
Jane Ward, Administration, Public Works  
Rhonda Zazzara, Field Inspection Coordinator, Public Works  
Jeff Tarling, City Arborist, Public Works  
Jeremiah Bartlett, Public Works  
Keith Gautreau, Fire  
Danielle West-Chuhta, Corporation Counsel  
Victoria Volent, Housing Program Manager, Housing and Community Development  
Thomas Errico, P.E., TY Lin Associates  
Lauren Swett, P.E., Woodard and Curran  
Christopher Huff, Assessor

# CONSTRUCTION MANAGEMENT PLAN

343 Forest Avenue  
Liberty Bay Recovery Center

**Project Description:** This project includes the reconstruction of the existing parking lot adjacent the City ball field and Palmer Spring Company. It also includes the reconstruction of the court yard area adjacent the building. See Sheets CM-1 and CM-2.

**Coordination:** It is the responsibility of the contractor to coordinate the project schedule with Palmer Spring and the City of Portland Department of Public Works. The City retains the right to modify the Construction Management Plan during construction.

Provide the City with the following contact information:

**Owner:** Nathan Cermelj  
Liberty Bay Recovery  
343 Forest Avenue  
Portland, ME 04101

**Civil Engineer:** Thomas Greer  
Pinkham & Greer, Civil Engineers  
28 Vannah Avenue  
Portland, ME 04103

**Contractor:**

**Job Site Superintendent:**

**Pre-Construction Meeting:** The contractor and owner will attend the pre-construction meeting with the City.

**Work Product:** The contractor is to provide the project in accordance with the approved plans. All changes to the plan to be approved by the City.

**Traffic Control and Work Place Safety:** The contractor will corden off the work place area with fencing, barricades, cones and or concrete barriers to control access to the work area. Signs are to be posted noting the closure of the road during construction.

No pedestrian access across the work site shall be allowed.

**Erosion Control:** The contractor to install erosion control prior to any work and maintained throughout the construction process.

**Trash:** Pick up trash daily.

**Site Cleaning:** Sweep the access roads of construction soil regularly to minimize dust.

**Construction Staging:** Remove existing materials such as existing pavement and soil as they are excavated. Place gravel as it is delivered to the site. Minimize the use of stockpiles.

**COST ESTIMATE FORM  
PORTLAND SUBDIVISION/SITE DEVELOPMENT  
Cost Estimate of Improvements to be covered by Performance Guarantee**

Date: 10-16-17

Name of Project: LIBERTY BAY RECOVERY  
 Address/Location: 343 FOREST AVE PORTLAND, ME 04101  
 Application ID #: \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Form of Performance Guarantee: \_\_\_\_\_

Type of Development: Subdivision \_\_\_\_\_ Site Plan (Level I, II or III) LEVEL II

**TO BE FILLED OUT BY THE APPLICANT:**

Item	PUBLIC			PRIVATE		
	Quantity	Unit Cost	Subtotal	Quantity	Unit Cost	Subtotal
1. STREET/SIDEWALK						
Road/Parking Areas				<u>273 Ton</u>	<u>95.-</u>	<u>25,935.-</u>
Curbing				<u>220'</u>	<u>14.-</u>	<u>3080.-</u>
Sidewalks						
Esplanades						
Monuments						
Street Lighting						
Street Opening Repairs						
Other <u>Counters</u>				<u>1</u>		<u>1,500</u>
2. EARTH WORK						
Cut				<u>131 yds</u>	<u>16.-</u>	<u>2100.-</u>
Fill				<u>158 yds</u>	<u>26.-</u>	<u>4108.-</u>
3. SANITARY SEWER						
Manholes						
Piping						
Connections						
Main Line Piping						
House Sewer Service Piping						
Pump Stations						
Other						
4. WATER MAINS						
5. STORM DRAINAGE						
Manholes						
Catchbasins						
Piping						
Detention Basin						
Stormwater Quality Units						
Other <u>Level Spreader</u>						<u>1,500</u>

38,223

6. SITE LIGHTING	_____	_____	_____	_____	_____
7. EROSION CONTROL	_____	_____	_____	_____	_____
Silt Fence	_____	_____	_____	200'	4. - 800. -
Check Dams	_____	_____	_____	_____	_____
Pipe Inlet/Outlet Protection	_____	_____	_____	_____	_____
Level Lip Spreader	_____	_____	_____	_____	_____
Slope Stabilization	_____	_____	_____	_____	_____
Geotextile	_____	_____	_____	_____	_____
Hay Bale Barriers	_____	_____	_____	_____	_____
Catch Basin Inlet Protection	_____	_____	_____	_____	_____
8. RECREATION AND OPEN SPACE AMENITIES	_____	_____	_____	_____	_____
9. LANDSCAPING (Attach breakdown of the quantities of plant material and unit costs) <i>lawn &amp; sand</i>	_____	_____	_____	1	5,000 5,800
10. MISCELLANEOUS	_____	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____	<del>36,023.00</del>
GRAND TOTAL:	_____	_____	_____	_____	\$44,023

total \$44,023  
16/31/17  
OK  
PAID

INSPECTION FEE (to be filled out by the City)

	PUBLIC	PRIVATE	TOTAL
A: 2.0% of totals:	_____	\$880.46	\$880.46
or			
B: Alternative Assessment:	_____	_____	_____
Assessed by:	_____	_____	_____
	(name)	(name)	