

PROJECT NAME: Infinity Federal Credit Union

PROPOSED DEVELOPMENT ADDRESS:

29 Baxter Blvd

PROJECT DESCRIPTION:

Construction of a 2,834 sq. ft. credit union.

CHART/BLOCK/LOT: 112 / F11 / 1

PRELIMINARY PLAN _____ (date)

FINAL PLAN _____ (date)

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer Name: Ryan Wing Business Name, if applicable: Infinity Federal Credit Union Address: 202 Larrabee Rd City/State : Westbrook, ME Zip Code: 04092	Applicant Contact Information E-mail: rwing@infinityfcu.com Home #: Work #: 207.854.6000 Cell #: Fax#:
Owner – (if different from Applicant) Name: Chabot Street, LLC Address: 100 Silver St City/State : Portland, ME Zip Code: 04101	Owner Contact Information E-mail: Home #: Work #: Cell #: Fax#:
Agent/ Representative Thomas S. Greer, P.E Name: Pinkham & Greer, Civil Engineers Address: 28 Vannah Ave City/State : Portland, ME Zip Code: 04103	Agent/Representative Contact information E-mail: tgreer@pinkhamandgreer.com Home #: Work #: 207.781.5242 Cell #: Fax#: 207.781.4245
Billing Information Name: Same As Applicant Address: City/State : Zip Code:	Billing Information E-mail: Home #: Work #: Cell #: Fax#:

<p>Engineer Thomas S. Greer, P.E. Name: Pinkham & Greer, Civil Engineers Address: 28 Vannah Ave City/State : Portland, ME Zip Code: 04103</p>	<p>Engineer Contact Information E-mail: tgreer@pinkhamandgreer.com Home #: Work #: 207.781.5242 Cell #: Fax#: 207.781.4245</p>
<p>Surveyor Del Maxfield Name: Maine Survey Consultants, Inc. Address: PO Box 485 City/State : Harrison, ME Zip Code: 04040</p>	<p>Surveyor Contact Information E-mail: dmaxfield@mainesurveyconsultants.com Home #: Work #: (207) 583-6159 Cell #: Fax#: (207) 583-2334</p>
<p>Architect Jim Durgin Name: Theriault/Landmann Associates Address: 400 US Route One Suite A South City/State : Falmouth, ME Zip Code: 04105</p>	<p>Architect Contact Information E-mail: jdurgin@e-tla.com Home #: Work #: 207.842.6260 Cell #: Fax#: 207.842.6271</p>
<p>Attorney Name: Address: City/State : Zip Code:</p>	<p>Attorney Contact Information E-mail: Home #: Work #: Cell #: Fax#:</p>

APPLICATION FEES:

Check all reviews that apply. (Payment may be made by Credit Card, Cash or Check payable to the City of Portland.)

<p>Level II Development (check applicable reviews)</p> <p><input checked="" type="checkbox"/> Less than 10,000 sq. ft. (\$400) <input type="checkbox"/> After-the-fact Review (\$1,000 plus applicable application fee)</p> <hr/> <p>The City invoices separately for the following:</p> <ul style="list-style-type: none"> • Notices (\$.75 each) • Legal Ad (% of total Ad) • Planning Review (\$40.00 hour) • Legal Review (\$75.00 hour) <p>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.</p>	<p>Other Reviews (check applicable reviews)</p> <p><input type="checkbox"/> Traffic Movement (\$1,000) <input type="checkbox"/> Stormwater Quality (\$250) <input type="checkbox"/> Site Location (\$3,000, except for residential projects which shall be \$200/lot) # of Lots ___ x \$200/lot = ___ <input type="checkbox"/> Other _____ <input type="checkbox"/> Change of Use <input type="checkbox"/> Flood Plain <input type="checkbox"/> Shoreland <input type="checkbox"/> Design Review <input type="checkbox"/> Housing Replacement <input type="checkbox"/> Historic Preservation</p>
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APPLICATION SUBMISSION:

1. All site plans and written application materials must be submitted electronically on a CD or thumb drive with each plan submitted as separate files, with individual file which can be found on the **Electronic Plan and Document Submittal** page of the City’s website at <http://me-portland.civicplus.com/764/Electronic-Plan-and-Document-Submittal>
2. **In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), paper copy of written materials, and the application fee must be submitted to the Building Inspections Office to start the review process.**

The application must be complete, including but not limited to the contact information, project data, application checklists, wastewater capacity, plan for fire department review, and applicant signature. The submissions shall include one (1) paper packet with folded plans containing the following materials:

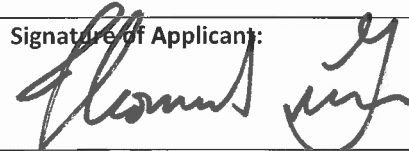
1. **One (1) full size site plans** that must be **folded**.
2. One (1) copy of all written materials or as follows, unless otherwise noted:
 - a. Application form that is completed and signed.
 - b. Cover letter stating the nature of the project.
 - c. All Written Submittals (Sec. 14-527 (c), including evidence of right, title and interest.
3. A stamped standard boundary survey prepared by a registered land surveyor at a scale not less than one inch to 50 feet.
4. Plans and maps based upon the boundary survey and containing the information found in the attached sample plan checklist.
5. One (1) set of plans reduced to 11 x 17.

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

APPLICANT SIGNATURE:

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: 8/30/16
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PROJECT DATA

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

Total Area of Site	Leased Area 16,840 sq. ft.
Proposed Total Disturbed Area of the Site	Leased Area 16,840 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)	14,759 sq. ft.
Impervious Area (Total Proposed)	11,740 sq. ft.
Building Ground Floor Area and Total Floor Area	
Building Footprint (Total Existing)	6,835 sq. ft.
Building Footprint (Total Proposed)	2,834 sq. ft.
Building Floor Area (Total Existing)	6,835 sq. ft.
Building Floor Area (Total Proposed)	2,834 sq. ft.
Zoning	
Existing	B2
Proposed, if applicable	B2
Land Use	
Existing	Multi Use Storage
Proposed	Professional Office
Residential, If applicable	
# of Residential Units (Total Existing)	n/a
# of Residential Units (Total Proposed)	
# of Lots (Total Proposed)	
# of Affordable Housing Units (Total Proposed)	
Proposed Bedroom Mix	
# of Efficiency Units (Total Proposed)	n/a
# of One-Bedroom Units (Total Proposed)	
# of Two-Bedroom Units (Total Proposed)	
# of Three-Bedroom Units (Total Proposed)	
Parking Spaces	
# of Parking Spaces (Total Existing)	7
# of Parking Spaces (Total Proposed)	11
# of Handicapped Spaces (Total Proposed)	2
Bicycle Parking Spaces	
# of Bicycle Spaces (Total Existing)	0
# of Bicycle Spaces (Total Proposed)	3
Estimated Cost of Project	\$750,000.00

PRELIMINARY PLAN (Optional) - Level II Site Plan

Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
X		1	Completed Application form
X		1	Application fees
X		1	Written description of project
X		1	Evidence of right, title and interest
n/a		1	Evidence of state and/or federal approvals, if applicable
X		1	Written assessment of proposed project's compliance with applicable zoning requirements
X		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site
X		1	Written requests for waivers from site plan or technical standards, if applicable.
X		1	Evidence of financial and technical capacity
X		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST
X		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);
n/a			Preliminary infrastructure improvements;
X			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;
X			Exterior building elevations.