



*Strengthening a Remarkable City, Building a Community for Life*

[www.portlandmaine.gov](http://www.portlandmaine.gov)

**Planning & Urban Development Department**  
Penny St. Louis Littell, Director

**Planning Division**  
Alexander Jaegerman, Director

March 2, 2010

Allan Jagger  
40 O'Brien Street  
Portland, ME 04101

**Project Name:** After the Fact Review  
**Address:** 251 Woodford Street  
**Applicant:** Allan Jagger  
**Planner:** Barbara Barhydt

**Project ID:** 2007-0210  
**CBL:** 123-L-5-7

Dear Mr. Jagger:

On March 2, 2010, the Portland Planning Authority approved the after-the-fact site plan for 251 Woodford Street. The plan shows the removal of 18.38 feet of the paved from the parking with erosion controls and final loam and seeding of the site. Marge Schmuckal, Zoning Administrator, found the removal of pavement sufficient to bring the site into compliance with the B-1 and R-5 zoning (see review included as Attachment 1). The site plan approval is based upon on the approved plan prepared by Mr. Robert T. Greenlaw and dated 12/12/07 with a revision date of 1-11-09 with the following conditions:

1. The proposed dumpster enclosure must be located on the B-1 portion of the site and not within the R-5 zone. Please confirm the final location of the dumpster prior to the issuance of a building permit.
2. The site mitigation **must be completed by June 30, 2010.**
3. The standard conditions of approval apply to this approval, including but not limited to the submission of a performance guarantee, inspection fee a pre-construction meeting and a building permit for site work prior to starting any site disturbance and work.

The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

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

Please note the following standard conditions of approval and requirements for all approved site plans:

1. The site shall be developed and maintained as depicted in the site plan and 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 the Planning Authority pursuant to the terms of Chapter 14 of the Portland City Code.

2. This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.
3. A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount 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 subdivision or site plan application for staff review and approval.
4. 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 agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the expiration date.
5. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. Prior to construction, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Service's representative and owner to review the construction schedule and critical aspects of the site work. At that time, 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. 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.)

The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division 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 Barbara Barhydt, Development Review Services Manager at 874-8699.

Sincerely,



Alexander Jaegerman  
Planning Division Director

Attachments:

1. Performance Guarantee Packet

**Electronic Distribution:**

Penny St. Louis Littell, Director of Planning and Urban Development  
Alexander Jaegerman, Planning Division Director  
Barbara Barhydt, Development Review Services Manager  
Phillip DiPietro, Development Review Coordinator  
Marge Schmuckal, Zoning Administrator  
Tammy Munson, Inspections Division  
Lannie Dobson, Administrative Assistant  
Michael Bobinsky, Public Services Director  
Katherine Earley, Public Services  
Bill Clark, Public Services  
David Margolis-Pineo, Deputy City Engineer  
Jane Ward, Public Services  
Keith Gautreau, Fire  
Jeff Tarling, City Arborist  
Tom Erico, Wilbur Smith Consulting Engineers  
Dan Coyette, Woodard & Curran  
Assessor's Office  
Approval Letter File  
Hard Copy: Project File