

**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM
Planning Department Copy**

19990141

I. D. Number

Trinity Episcopal Church

Applicant

113 Coyle Street, Portland, ME 04103

Applicant's Mailing Address

Barba Architecture, Anthony Mu

Consultant/Agent

772-2722 **772-3667**

Applicant or Agent Daytime Telephone, Fax

10/05/1999

Application Date

Coyle St. 113 phase 1A

Project Name/Description

113 - 113 Coyle St, Portland, Maine 04103

Address of Proposed Site

125 K013

Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply): New Building Building Addition Change Of Use Residential
 Office Retail Manufacturing Warehouse/Distribution Parking Lot Other (specify) **site work**

Proposed Building square Feet or # of Units 28,193 sf., .647AC Acreage of Site B2 Zoning

Check Review Required:

- Site Plan (major/minor) Subdivision # of lots _____ PAD Review 14-403 Streets Review
- Flood Hazard Shoreland Historic Preservation DEP Local Certification
- Zoning Conditional Use (ZBA/PB) Zoning Variance Other _____

Fees Paid: Site Plan \$400.00 Subdivisio _____ Engineer Review \$335.00 Date 10/22/1999

Planning Approval Status:

Reviewer _____

- Approved** **Approved w/Conditions** See Attached **Denied**

Approval Date 10/28/1999 Approval Expiration 10/28/2000 Extension to _____ Additional Sheets Attached

OK to Issue Building Permi Kandi Talbot 10/28/1999
signature date

Performance Guarantee **Required*** **Not Required**

* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input checked="" type="checkbox"/> Performance Guarantee Accepted	<u>11/08/1999</u> date	<u>\$30,358.00</u> amount	<u>08/31/2000</u> expiration date
<input checked="" type="checkbox"/> Inspection Fee Paid	<u>10/28/1999</u> date	<u>\$516.00</u> amount	
<input type="checkbox"/> Building Permit Issue	_____ date		
<input type="checkbox"/> Performance Guarantee Reduced	_____ date	_____ remaining balance	_____ signature
<input type="checkbox"/> Temporary Certificate of Occupancy	_____ date	<input checked="" type="checkbox"/> Conditions (See Attached)	_____ expiration date
<input type="checkbox"/> Final Inspection	_____ date	_____ signature	
<input type="checkbox"/> Certificate Of Occupancy	_____ date		
<input type="checkbox"/> Performance Guarantee Released	_____ date	_____ signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____ submitted date	_____ amount	_____ expiration date
<input type="checkbox"/> Defect Guarantee Released	_____ date	_____ signature	

**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM
D.R.C. Copy**

19990141

I. D. Number

Trinity Episcopal Church

Applicant
113 Coyle Street, Portland, ME 04103

Applicant's Mailing Address
Barba Architecture, Anthony Mu

Consultant/Agent
772-2722 772-3667

Applicant or Agent Daytime Telephone, Fax

10/05/1999

Application Date

Coyle St. 113 phase 1A

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113 - 113 Coyle St, Portland, Maine 04103

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- Zoning Conditional Use (ZBA/PB) Zoning Variance Other _____

Fees Paid: Site Plan **\$400.00** Subdivision _____ Engineer Review **\$335.00** Date: **10/22/1999**

DRC Approval Status:

Reviewer _____

- Approved** **Approved w/Conditions** see attache **Denied**

Approval Date **10/28/1999** Approval Expiration **10/28/2000** Extension to _____ Additional Sheets Attached

Condition Compliance **Kandi Talbot** **10/28/1999**
signature date

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* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input checked="" type="checkbox"/> Performance Guarantee Accepted	<u>11/08/1999</u> date	<u>\$30,358.00</u> amount	<u>08/31/2000</u> expiration date
<input checked="" type="checkbox"/> Inspection Fee Paid	<u>10/28/1999</u> date	<u>\$516.00</u> amount	
<input type="checkbox"/> Building Permit	_____ date		
<input type="checkbox"/> Performance Guarantee Reduced	_____ date	_____ remaining balance	_____ signature
<input type="checkbox"/> Temporary Certificate Of Occupancy	_____ date	<input checked="" type="checkbox"/> Conditions (See Attached)	_____ expiration date
<input type="checkbox"/> Final Inspection	_____ date	_____ signature	
<input type="checkbox"/> Certificate Of Occupancy	_____ date		
<input type="checkbox"/> Performance Guarantee Released	_____ date	_____ signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____ submitted date	_____ amount	_____ expiration date
<input type="checkbox"/> Defect Guarantee Released	_____ date	_____ signature	

TRINITY EPISCOPAL CHURCH
 (207) 772-7421
 113 COYLE ST.
 PORTLAND, ME 04103

KEY BANK OF MAINE
 PORTLAND, ME 04112
 52-60/112

22091

Oct 28, 1999 *****\$516.00*

Memo:

Five Hundred Sixteen and 0/100 Dollars

PAY TO THE ORDER OF:

City of Portland

DATE AMOUNT

Elizabeth Sawyer Gilmore
 AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDED. DETAILS ON BACK
 1102209110101200608100 1880044 211

DUPLICATE

GENERAL RECEIPT

CITY OF PORTLAND, MAINE

DEPARTMENT: Planning DATE: 10/28/99
 RECEIVED FROM: Trinity Episcopal Church
 ADDRESS: 113 Coyle St.
04103

UNIT	ITEM	REVENUE CODE	DOLLAR AMOUNT
	Inspection fee		516-
	Planning: 306.00		
	PW: 210.00		
	job 19990141		
<input type="checkbox"/> CASH <input checked="" type="checkbox"/> CHECK <input type="checkbox"/> OTHER		TOTAL	516-

RECEIVED BY J. Ocker

Payees and Payments Exempt from Backup Withholding.-- The following is a list of payees exempt from Backup withholding and for which no information reporting is required. For interest and dividends, all listed payees are exempt except item 9. For broker transactions, payees listed in 1 through 13, and a person registered under the Investment Advisers Act of 1940 who regularly act as a broker are exempt.

Payments subject to reporting under sections 6041 and 6041A are generally exempt from backup withholding only if made to payees described in items 1 through 7, except a corporation that provides medical and health care services or bills and collects payments for such services is not exempt from backup withholding or information reporting. Only payees described in items 2 through 6 are exempt from backup withholding for barter exchange transactions, patronage dividends, and payments by certain fishing boat operators.

1. A corporation.
2. An organization exempt from tax under section 501(a), or an IRA, or a custodial account under section 403(b)(7).
3. The United States or any of its agencies or instrumentalities.
4. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities.
5. A foreign government or any of its political subdivisions, agencies, or instrumentalities.
6. An international organization or any of its agencies or instrumentalities.
7. A foreign central bank of issue.
8. A dealer in securities or commodities required to register in the United States or a possession of the United States.
9. A futures commission merchant registered in the Commodity Futures Trading Commission.
10. A real estate investment trust.
11. An entity registered at all times during the tax year under the Investment Company Act of 1940.
12. A common trust fund operated by a bank under section 584(a).
13. A financial institution.
14. A middleman known in the investment community as a nominee or listed in the most recent publication of the American Society of Corporate Secretaries, Inc., Nominee List.
15. A trust exempt from tax under section 664 or described in section 4947.

Trinity Episcopal Church

Coyle Street at Forest Avenue, Portland, Maine 04103 Phone (207) 772-7421

January 18, 2000

Mr. Joseph Gray, Director
City of Portland
Planning Dept.
389 Congress St.
Portland, Me. 04101

Encl: Thaxter Ltr

Dear Mr. Gray,

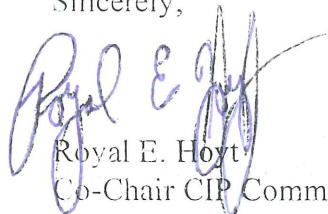
I am writing to you as co-chair of the Capital Improvement Committee at Trinity Episcopal Church, Coyle St at Forest Ave, here in Portland.

As you know we have begun major renovations to our church property to enhance the asthetic appearance and to make it truly accessible to the handicapped. The first phase of the project has addressed the two parking lots at the rear of our church. As can be verified by the attached letter from our contractor, The Thaxter Co., that phase is nearly complete.

In order for us to comply with your requirements and ensure that sufficient funds existed to complete the parking lot work, we provided you with the sum of \$30,000 which you now hold in escrow. In as much as the parking lots are 80%-90% complete, and the final work is scheduled to be completed in the Spring, we hereby request that a corresponding percentage of the escrow funds be returned to us at your earliest convenience.

Any questions on this matter can be addressed to me at 856-1869(h)-780-3178(w).

Sincerely,



Royal E. Hoyt
Co-Chair CIP Committee



The Thaxter Co.

January 11, 2000

Barbara Daggett
Trinity Episcopal Church
113 Coyle Street
Portland, ME 04103

Dear Barbara:

Just a quick note to you with respect to outstanding site work that will be left until spring of 2000. At this time The Thaxter Company has completed all drainage and catch basin work; the entrances at Coyle Street and Lincoln Street are complete and all signage is in place. All on site curbing has been installed and the lot is paved and all signage and marking are in place. All fencing, guard rail, and site lighting has been installed.

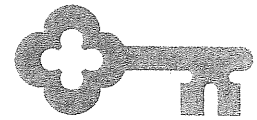
You will see by our last billing that we are holding \$5,000 in retainage to complete the following work in the Spring of this year; some minor pavement patch, installation of loam and seed, and installation of six shrubs at Coyle Street entrance per the Site Plan. This should prove to be significantly more than sufficient to finish remaining items.

Please feel free to call if I can be of any further help.

Sincerely,

Nick Nash
Project Manager

NDN:bmw



KeyBank

400 Forest Avenue

SITE PLANS/SUBDIVISION
PERFORMANCE GUARANTEE
ESCROW ACCOUNT 191335025885

Tel: (207) 874-7322

October 21, 1999

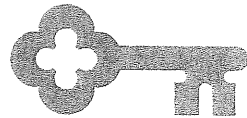
Joseph E. Gray, Jr, Director
Planning and Urban Development
City of Portland
389 Congress Street
Portland, Maine 04101

RE: Application of Trinity Episcopal Church for Parking lot Site
Improvements at 113 Coyle St, Portland, Maine.

Dear Mr Gray:

This will certify to you that Key Bank will hold the sum of
\$30,358.00 in an interest-bearing account in the name of the City
of Portland established with the Bank. We will hold these funds
for the benefit of the City of Portland on the following
conditions:

1. These funds represent the estimated cost of installing
site improvements as depicted on the site planned and
estimated on Attachment 1 [Attachment 1 is the
approved estimate form.]
2. The City of Portland may draw against this account by
presentation of a draft in the event that:
 - (a) Trinity Episcopal Church fails to satisfactorily
complete by [August 31, 2000: Within two years
but in no event between November 15 and April 15
of any year] the work as stipulated in Paragraph
1. Said draft shall be accompanied by a written
statement from the Director of Planning and Urban
Development that Trinity Episcopal Church has
failed to complete such work, with a listing of
improvements still to be completed, and the
estimated cost of completing said improvements
still to be completed as determined by the Dept.
of Public Works;
 - (b) Trinity Episcopal Church fails to inform the City
for all inspections in conjunction with the
installation of public improvements noted in
paragraph 1; or



Performance Guarantee- Account

KeyBank

400 Forest Avenue
Portland, Maine 04101

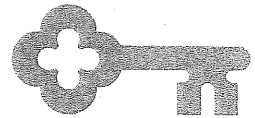
- (c) Trinity Episcopal Church fails to post a ten (10%) Defect Bond or Guarantee as provided in Section 14-501 and 14-525
3. The City of Portland may draw against this account for a period not to exceed 90 days after the expiration of this commitment; provided that Trinity Episcopal Church will give the City written notice, by certified mail, of the deadline of this account at least 90 prior thereto the Director of Planning & Urban Development; otherwise drafts must be submitted by the City of Portland no later than 90 days following written notice whenever given thereafter.
4. After all underground work in the public right of way has been completed and inspected to the satisfaction of the Department of Public Works, including but not limited to the installation of granite curbing, sidewalk, curb cut, electrical conduits, street trees, and other required improvements constructed chiefly below grade, the City of Portland Director of Finance, as provided in Section 14-501 of the Portland City Code, may authorize Key Bank, by written certification, to reduce the available amount of the money by a specified amount.
5. Trinity Episcopal Church will notify the City of Portland for inspections.
6. All costs associated with establishing, maintaining and disbursing funds from the account shall be borne by Trinity Episcopal Church.
7. This account expires April 16, 2001; 90 days after date for completion of public improvements, but not between the dates of September 15th and April 15th or as automatically extended according to paragraph 3, but may expire prior to this date when the City of Portland acknowledges in writing to Key Bank or Trinity Episcopal Church that said work as outlined has been completed in accordance with the City of Portland specifications.

Dated at Portland, Maine this October 21st 1999

Very truly yours,

By: *Angela J. Jara*

Date: 10/21/99



Title: Relationship Manager

Page 3
Performance Guarantee- Account

KeyBank
400 Forest Avenue
Portland, Maine 04101

Send and Agreed to:

By: *S. A. Mitchell*, Treasurer
(Applicant)

Date 22 Oct 99

Tel: (207) 874-7322

Approved pursuant to 14-5-1 and/or 14-525 of the Portland City Code:

By: *Joseph E. Gyl*
Director of Planning
and Urban Development

Date _____

By: *Donna M. Katsis*
Corporation Counsel

Date _____

By: _____
Finance Director

Date _____

Department of Planning and Urban Development
 SUBDIVISION/SITE DEVELOPMENT

COST ESTIMATE OF IMPROVEMENTS TO BE COVERED BY PERFORMANCE GUARANTEE

Date 10.14.99

Name of Project TRINITY EPISCOPAL CHURCH

Address/Location 113 COYLE STREET, PORTLAND, ME 04103

Developer _____

Form of Performance Guarantee _____

Type of Development: _____ Subdivision _____ Site Plan (Major/Minor)

TO BE FILLED OUT BY APPLICANT:

Item	PUBLIC			PRIVATE		
	Quantity	Unit Cost	Subtotal	Quantity	Unit Cost	Subtotal
STREET/SIDEWALK						
Road						
Granite Curbing	<u>25 LIN.FT.</u>	<u>\$35/LIN.FT.</u>	<u>\$875</u>	<u>135 LIN.FT.</u>	<u>\$35/LIN.FT.</u>	
Sidewalks	<u>BY CITY CONSTRUCTION CO. (DPW)</u>			<u>1800 sq. Ft.</u>	<u>BIT. PAVING</u>	<u>\$2,400</u>
Esplanades	<u>NONE</u>				<u>\$12/sq.yd.</u>	
Monuments						
Street Lighting	<u>NONE</u>					
Other				<u>8900 sq. Ft.</u>	<u>BIT. PAVING</u>	<u>\$11,868</u>
				<u>PARKING AREA</u>	<u>\$12/sq.yd.</u>	
SANITARY SEWER						
Manholes	<u>NONE</u>					
Piping						
Connections						
Other						
STORM DRAINAGE						
Manholes	<u>NONE</u>					
Catchbasins				<u>1</u>	<u>WITH TRAP INSTALLED</u>	<u>\$6500</u>
Piping				<u>35 LIN. FT.</u>	<u>\$30/L. FT.</u>	<u>\$1050</u>
Detention Basin						
Other						
SITE LIGHTING						
				<u>3 bases</u>	<u>\$2428</u>	<u>\$7285</u>
EROSION CONTROL						
				<u>LUMP SUM</u>		<u>\$500</u>
RECREATION AND OPEN SPACE AMENITIES						

	PUBLIC			PRIVATE		
	Quantity	Unit Cost	Subtotal	Quantity	Unit Cost	Subtotal
LANDSCAPING (Attach breakdown of plant materials, quantities, and unit costs)	100 Sq. Ft. LOAM/SEED	.30/SQ. FT.	\$30.00	800 Sq. Ft. LOAM/SEED	.30/SQ. FT.	\$240
MISCELLANEOUS				30 LIN. FT. WOOD FENCE EMPOSTS SCREEN	\$22/LIN. FT.	\$660
TOTAL:						
GRAND TOTAL:			\$905 -			\$2,943 -

INSPECTION FEE (to be filled out by City)

	PUBLIC	PRIVATE	TOTAL
1.7% of totals:	15.38	500.70	516.00
or	210.00		
Alternative Assessment:			
Assessed by:	(name)	(name)	

TRINITY EPISCOPAL CHURCH

(207) 772-7421
113 COYLE ST.
PORTLAND, ME 04103

KEY BANK OF MAINE
PORTLAND, ME 04112
82-60/112

22080

Memo:

Three Hundred Thirty-Five and 0/100 Dollars

DATE: Oct 21, 1999 AMOUNT: *****\$335.00*

PAY TO THE ORDER OF:

City of Portland
389 Congress Street
4th Floor, Attn: Kandi Talbot
Portland, ME 04101

Kandi Talbot
AUTHORIZED SIGNATURE

⑈022080⑈ ⑆011200508⑆:00 18800141 2⑈

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

DUPLICATE

GENERAL RECEIPT

CITY OF PORTLAND, MAINE

DEPARTMENT: Planning DATE: 10/27/99
 RECEIVED FROM: Trinity Episcopal Ch
 ADDRESS: 113 Coyle St.
04103

UNIT	ITEM	REVENUE CODE	DOLLAR AMOUNT
	Entrance Fee		335.00
	Planning		195.00
	Public Works		140.00
	Job. 1999/0141		
<input type="checkbox"/> CASH <input checked="" type="checkbox"/> CHECK <input type="checkbox"/> OTHER		TOTAL	335.00

RECEIVED BY: J. Don
GBF INFORMATION SYSTEMS Box 878, Portland, ME 04104 (207) 774-1482 200747-BP
 Commercial Printing • Business Forms • Advertising Specialties • Labels

**CITY OF PORTLAND, MAINE
ENGINEERING REVIEW FORM**

Address of Proposed Site 113 Coyle Street Date 10/19/99
Project Description Parking Lot Job # 19990141
Applicant Trinity Episcopal Church
Applicant's Mailing Address _____

Site Review
(Planning Department)

Review Engineer: Steve Bushey
Number of Estimated Hours: 3
Cost Per Hour: \$65.00
Total Amount: 195.00

Right-of-Way Review
(Public Works Department)

Review Engineer: Tony Lombardo
Number of Estimated Hours: 4
Cost Per Hour: 35.00
Total Amount: \$140.00

An engineering fee has been assessed in the amount of \$335.00 for the review of your project located at 113 Coyle Street

Please make check payable to the City of Portland. The check should be submitted along with this form to the Portland Planning Department, City of Portland, 4th Floor, 389 Congress Street, Portland, ME 04101. Attn: Kandi Talbot

Office Use Only	
Invoice Date: <u>10/19/99</u>	Received: <u>10/21/99</u> date
Planning Revenue Code: <u>10131160119 (04)</u>	
Public Works Revenue Code: <u>10131160119 (PW)</u>	

- cc: Applicant - white
Planner - blue
Engineer - green
Public Works - yellow
Financial Officer - pink
Review/Inspection Fee File - golden

FAX TO BARBARA DUBOIST AT 773-4209

Department of Planning and Urban Development
SUBDIVISION/SITE DEVELOPMENT

COST ESTIMATE OF IMPROVEMENTS TO BE COVERED BY PERFORMANCE GUARANTEE

Date 10.14.99

Name of Project TRINITY EPISCOPAL CHURCH

Address/Location 113 COYLE STREET, PORTLAND, ME 04103

Developer _____

Form of Performance Guarantee _____

Type of Development _____ Subdivision _____ Site Plan (Major/Minor)

TO BE FILLED OUT BY APPLICANT:

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Road						
Granite Curbing	<u>25 LIN.FT.</u>	<u>\$35/LIN.FT.</u>	<u>\$875</u>	<u>135 LIN.FT.</u>	<u>\$35/LIN.FT.</u>	
Sidewalks	<u>BY CITY CONSTRUCTION CO. (DPW)</u>			<u>1800 SQ. FT.</u>	<u>BIT. PAVING</u>	<u>\$2,400</u>
Esplanades	<u>NONE</u>				<u>\$12 sq yd</u>	
Monuments						
Street Lighting	<u>NONE</u>					
Other				<u>8900 sq Ft.</u>	<u>BIT. PAVING</u>	<u>\$11,860</u>
				<u>PARKING AREA</u>	<u>\$125 sq yd.</u>	
2. SANITARY SEWER						
Manholes	<u>NONE</u>					
Piping						
Connections						
Other						
3. STORM DRAINAGE						
Manholes	<u>NONE</u>					
Catchbasins				<u>1</u>	<u>INTERIOR INSTALLED</u>	<u>\$6500</u>
Piping				<u>35 LIN. FT.</u>	<u>\$306 FT.</u>	<u>\$1050</u>
Detention Basin						
Other						
4. SITE LIGHTING				<u>3 poles</u>	<u>\$2428</u>	<u>\$7285</u>
5. EROSION CONTROL				<u>LUMP SUM</u>		<u>\$500</u>
6. RECREATION AND OPEN SPACE AMENITIES						

Item	PUBLIC			PRIVATE		
	Quantity	Unit Cost	Subtotal	Quantity	Unit Cost	Subtotal
7. LANDSCAPING (Attach breakdown of plant materials, quantities, and unit costs)	100 sq. ft. LOAM/SEED	.30 / sq. ft.	\$30.00	800 sq. ft. LOAM/SEED	.30 / sq. ft.	\$240
8. MISCELLANEOUS				30 LIN. FT. WOOD PENCE DOMESTIC SCREEN	\$22 / LIN. FT.	\$660
TOTAL:						
GRAND TOTAL:			\$905 -			\$29,453 -

INSPECTION FEE (to be filled out by City)

	PUBLIC	PRIVATE	TOTAL
A: 1.7% of totals:			
or			
B: Alternative Assessment:			
Assessed by:	(name)	(name)	



CITY OF PORTLAND

October 11, 1999

Ms. Nancy Barba
Barba Architecutre & Preservation
500 Congress Street
Portland, ME 04101

RE: Trinity Episcopal Church Parking Lot, 113 Coyle Street

Dear Ms. Barba:

After reviewing the site plan application for the site work for the Trinity Episcopal Church located at 113 Coyle Street, the following information shall be submitted:

1. Copy of the deed, showing evidence of right, title and interest to the property.
2. A lighting photometric plan showing that there will be no spillover of light onto abutting properties.
3. The applicant needs to specify a "Casco Trap" or equivalent gas trap to be installed in the proposed catch basin. The proposed parking lot catch basin discharges runoff into the Forest Avenue combined sewer and this "gas trap" will restrict the flow of floatables into the City sytem.

An engineering fee has been assessed in the amount of \$335.00. I am also attaching a copy of the cost estimate form and the performance guarantee forms, which will need to be submitted prior to issuance of a building permit. If you have any questions, please do not hesitate to contact me at 874-8901.

Sincerely,

Kandice Talbot
Planner

O:\PLAN\DEVREVW\COYLE13\LETTER\BARBA.WPD

From: Anthony Lombardo
To: Kandi Talbot
Date: Thu, Oct 7, 1999 12:31 PM
Subject: Trinity Church...Coyle ST.

Kandi,
Attached are review comments. My engineering review fees are 4 hours @ \$35 per hour...Total Fee = \$140.

PUBLIC WORKS ENGINEERING
MEMORANDUM

To: Kandi Talbot, Senior Planner

From: Anthony Lombardo, P.E., Project Engineer

Date: October 7, 1999

Subject: Trinity Episcopal Church... Coyle St. Parking Lot

The following comments were generated during Public Works Engineering review of submission dated 10/1/99.

- The applicant needs to specify a "Casco Trap" or equivalent gas trap to be installed in the proposed catch basin. The proposed parking lot catch basin discharges runoff into the Forest Ave. combined sewer and this "gas trap" will restrict the flow of floatables into the City system.

CITY OF PORTLAND, MAINE
 SITE PLAN REVIEW (ADDENDUM)
 CONDITIONS OF APPROVAL

APPLICANT: Trinity Episcopal Church
 ADDRESS: 113 Coyle Street
 SITE ADDRESS/LOCATION: 113 Coyle ST.
 DATE: 10/6/99

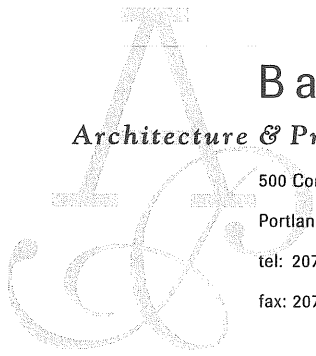
Review by the Development Review Coordinator is for General Conformance with ordinances and standards only and does not relieve the applicant, his contractors or agents from the responsibility to provide a completely finished site, including but not limited to: increasing or concentrating of all surface runoff onto adjacent or downstream properties, issues regarding vehicle sight distance, location of public utilities and foundation elevations.

CONDITIONS CHECKED OFF BELOW WILL BE ENFORCED FOR YOUR SITE PLAN

1. All damage to sidewalk, curb, street, or public utilities shall be repaired to City of Portland Standards prior to issuance of a Certificate of Occupancy.
2. Two (2) City of Portland approved species and size trees must be planted on your street frontage prior to issuance of a Certificate of Occupancy.
3. Your new street address is now _____, the number must be displayed on the street frontage of your house prior to issuance of Certificate of Occupancy.
4. The Development Review Coordinator (874-8300 ext. 8722) must be notified five (5) working days prior to date required for final site inspection. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as 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.
5. Show all utility connections: water, sanitary sewer, storm drain, electric, telephone, cable.
6. A sewer permit is required for your project. Please contact Carol Merritt at 874-8300, ext. 8828. The Wastewater and Drainage section of Public Works must be notified five (5) working days prior to sewer connection to schedule an inspector for your site.
7. 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 record information for sewer and stormwater service connections must be submitted to Parks and Public Works Engineering Section (55 Portland Street) and approved prior to issuance of a Certificate of Occupancy.
9. The building contractor shall check the subdivision recording plat for pre-determined first floor elevation and establish the first floor elevation (FFE) and sill elevation (SE) to be set above the finish street/curb elevation to allow for positive drainage away from entire footprint of building.
10. The site contractor shall establish finish grades at the building foundation, bulkhead and basement windows to be in conformance with the first floor elevation (FFE) and sill elevation (SE) set by the building contractor to provide for positive drainage away from entire footprint of building.
11. A drainage plan shall be submitted to and approved by Development Review Coordinator showing first floor elevation (FEE), sill elevation (SE), finish street/curb elevation, lot grading, existing and proposed contours, drainage patterns and paths, drainage swales, grades at or near abutting property lines, erosion control devices and locations and outlets for the drainage from the property.
12. The Development Review Coordinator reserves the right to require additional lot grading or other drainage improvements as necessary due to field conditions.
13. The Applicant shall coordinate with the Portland Public Works Dept. for the Lincoln St. reconstruction including curb opening and curb type. The applicant shall include a casto trap by Ethridge Foundry or equal on the catch basin outlet.

cc: Katherine Staples, P.E., City Engineer



Barba

Architecture & Preservation

500 Congress Street

Portland, Maine 04101

tel: 207-772-2722

fax: 207-772-3667

Friday, October 01, 1999

Candy Talbot, Staff Planner
Planning Department
City of Portland
389 Congress Street
Portland, Maine 04101

Re: Planning Staff Review – Administrative
Trinity Church, 113 Coyle Street, Portland

Please find seven (7) sets of plans for Phase 1A, Sitework at Trinity Church for your review and approval. These include the following:

- ◆ Site Review Pre-Application
- ◆ Site Plan Checklist
- ◆ Site Plan Checklist Addendum
- ◆ Written Statement
- ◆ Standard Boundary Survey
- ◆ Site Plan Drawings L-1 and L-2
- ◆ Statement from the Owner of their evidence of financial and technical capacity
- ◆ Check for the \$400 application fee

We understand that you typically meet on Wednesdays and that this application can be initiated at this Wednesday, October 6th's review. We also understand that it can take up to (and sometimes longer than) two (2) weeks for the Planning Staff review and an additional 10 days in Inspections for the Building Permit. We are working against several difficult scheduling deadlines and would implore you to review this application in the most expeditious way possible.

We have just been informed that the city's construction company that Jim Pritchard runs is expected on Lincoln Street sometime next week to begin work on sidewalks. Nick Nash from The Thaxter Co. has called Jim to try to coordinate the work of the potential curb cut change that we are requesting in this application, and avert any redundancy that may come from the work preceding your review.

The second schedule hurdle is that the asphalt plants close sometime in November; the Church, particularly for safety reasons, would love to not have another winter of gravel runoff and muddy lots. There is also a long lead-time on the granite curbs as it is a special order.

Nancy L. Barba

Cynthia A. Wheelock

email: nbarba@javanet.com

Page 1 of 2
Planning Administrative Application

Candy Talbot, Staff Planner
City of Portland
4 October 1999
Page 2 of 2

So, again, we ask that you please review this application as expeditiously as possible. If there are certain aspects that need clarification please do not hesitate to contact me, or in my absence from October 7 through October 13, please call Tony Muench at 761-6621, and either he or I will immediately supply you with the information you need.

Sincerely,



Nancy L. Barba, AIA

Enclosures

Cc: Skip Hoyt, Barbara Daggett, and Nathan Smith, Building Committee
Tony Muench, Landscape Architect
Nick Nash, The Thaxter Co., Contractor

**Site Review Pre-Application
Multi-Family/Attached Single Family Dwellings/Two-Family Dwelling
or Commercial Structures and Additions Thereto**

In the interest of processing your application in the quickest possible manner, please complete the Information below for Site Plan Review

NOTEIf you or the property owner owes real estate or personal property taxes or user charges on ANY PROPERTY within the City, payment arrangements must be made before permits of any kind are accepted.**

<u>Applicant</u> Trinity Episcopal Church	<u>Application Date</u> October 4, 1999
<u>Applicant's Mailing Address</u> 113 Coyle St., Portland, Maine 04103	<u>Project Name/Description</u> Trinity Church, Sitework, Phase 1A
<u>Consultant/Agent</u> Barba Architecture; Anthony Muench, L.A.	<u>Address Of Proposed Site</u> 113 Coyle St. Portland
<u>Applicant/Agent Daytime telephone and FAX</u> N. Barba 772-2722, 772-3667; A. Muench 761-6621, 761-8966	<u>Assessor's Reference, Chart#, Block, Lot#</u> 125K13
<u>Proposed Development (Check all that apply)</u> <input type="checkbox"/> New Building <input type="checkbox"/> Building Addition <input type="checkbox"/> Change of Use <input type="checkbox"/> Residential <input type="checkbox"/> Office <input type="checkbox"/> Retail	
<input type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse/Distribution <input checked="" type="checkbox"/> Other(Specify) Sitework	
<u>Proposed Building Square Footage and /or # of Units</u> n/a	<u>Acreeage of Site</u> 28,193 sq. ft. (.647 acre) B-2
<u>Proposed Building Square Footage and /or # of Units</u>	<u>Zoning</u>

You must Include the following with you application:

- 1) A Copy of Your Deed or Purchase and Sale Agreement
- 2) 7 sets of Site Plan packages containing the information found in the attached sample plans and checklist.

(Section 14-522 of the Zoning Ordinance outlines the process, copies are available for review at the counter, photocopies are \$ 0.25 per page)

I hereby certify that I am the Owner of record of the named property, or that the proposed work is authorized by the owner of record 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 an approval for the proposed project or use described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this approval at any reasonable hour to enforce the provisions of the codes applicable to this approval.

<u>Signature of applicant:</u> <i>Nancy L Barba</i>	<u>Date:</u> OCT. 4, 1999
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Site Review Fee: Major \$500.00 Minor 400.00

This application is for site review ONLY, a Building Permit application and associated fees will be required prior to construction.

**CITY OF PORTLAND, MAINE
SITE PLAN CHECKLIST**

Trinity Episcopal Church Sitework Phase 1A
113 Coyle Street, Portland, Maine 04103

Project Name, Address of Project

I.d. Number

Submitted () & Date	Item	Required Information	Section 14-525 (b,c)
_____	(1)	Standard boundary survey (stamped by a registered surveyor, at a scale of not less than 1 inch to 100 feet and including:	1
_____	(2)	Name and address of applicant and name of proposed development	a
_____	(3)	Scale and north points	b
_____	(4)	Boundaries of the site	c
_____	(5)	Total land area of site	d
_____	(6)	Topography - existing and proposed (2 feet intervals or less)	e
_____	(7)	Plans based on the boundary survey including:	2
_____	(8)	Existing soil conditions	a
_____	(9)	Location of water courses, marshes, rock outcroppings and wooded areas	b
_____	(10)	Location, ground floor area and grade elevations of building and other structures existing and proposed, elevation drawings of exterior facades, and materials to be used	c
_____	(11)	Approximate location of buildings or other structures on parcels abutting the site	d
_____	(12)	Location of on-site waste receptacles	e
_____	(13)	Public utilities	e
_____	(14)	Water and sewer mains	e
_____	(15)	Culverts, drains, existing and proposed, showing size and directions of flows	e
_____	(16)	Location and dimensions, and ownership of easements, public or private rights-of-way, both existing and proposed	f
_____	(17)	Location and dimensions of on-site pedestrian and vehicular accessways	g
_____	(18)	Parking areas	g
_____	(19)	Loading facilities	g
_____	(20)	Design of ingress and egress of vehicles to and from the site onto public streets	g
_____	(21)	Curb and sidewalks	g
_____	(22)	Landscape plan showing:	h
_____	(23)	Location of existing proposed vegetation	h
_____	(24)	Type of vegetation	h
_____	(25)	Quantity of plantings	h
_____	(26)	Size of proposed landscaping	h
_____	(27)	Existing areas to be preserved	h
_____	(28)	Preservation measures to be employed	h
_____	(29)	Details of planting and preservation specifications	h
_____	(30)	Location and dimensions of all fencing and screening	i
_____	(31)	Location and intensity of outdoor lighting system	j
_____	(32)	Location of fire hydrants, existing and proposed	k
_____	(33)	Written statement	c
_____	(34)	Description of proposed uses to be located on site	l
_____	(35)	Quantity and type of residential, if any	l
_____	(36)	Total land area of the site	b2
_____	(37)	Total floor area and ground coverage of each proposed building and structure	b2
_____	(38)	General summary of existing and proposed easements or other burdens	c3
_____	(39)	Method of handling solid waste disposal	4

**City of Portland, Maine
Site Plan Checklist Addendum**

Date: 4 October 1999

Project: Trinity Episcopal Church
113 Coyle Street
(Corner of Coyle Street and Forest Avenue)

Applicant: Barba Architecture & Preservation

- Items 1 through 6 Standard boundary survey.
See attached Survey prepared by Owen Haskell.
- Item 7 Plans based on the boundary survey.
See attached Site Plans Sheets L1 and L2.
- Item 10 Location, ground floor area and grade elevations of building and other structures existing and proposed, elevation drawings of exterior facades, and materials to be used.
See attached Site Plans Sheets L1 and L2. Additions shown are part of a proposed project that is not part of this application.
- Item 11 Approximate location of buildings or other structures on parcels abutting the site.
Not available.
- Item 12 Location of on-site waste receptacles.
See attached Site Plans Sheets L1 and L2.
- Item 13 Public utilities.
Storm sewer only.
- Item 15 Culverts and drains, existing and proposed, showing size and directions of flows
See attached Site Plan Sheet L2.
- Item 17 Location and dimensions of on-site pedestrian and vehicular accessways.
See attached Site Plan Sheet L1.
- Item 18 Parking areas.
See attached Site Plan Sheet L1.
- Item 19 Loading facilities.
See attached Site Plan Sheet L1.
- Item 20 Design of ingress and egress of vehicles to and from the site onto public streets.
See attached Site Plan Sheet L1.
- Item 21 Curb and sidewalks.
See attached Site Plans Sheets L1 and L2.

- Items 22 through 29 Landscape plan.
See attached Site Plans Sheets L1 and L2.
- Item 30 Location and dimensions of all fencing and screening.
See attached Site Plans Sheets L1 and L2.
- Item 31 Location and intensity of outdoor lighting System.
See attached Site Plans Sheets L1 and L2.
- Item 33 Written statement.
See attached.
- Item 34 Description of proposed uses to be located on site.
See written statement included with Item 33 above.
- Item 36 Total land area of the site.
See survey.
- Item 39 Method of handling solid waste disposal.
Private dumpster.
- Item 41 Description of any problems of drainage or topography, or a representation that there are none.
Corrected with measures shown on Sheet L2.
- Item 42 An estimate of the time period required for completion of the development.
October 1999 to December 1999.
- Item 46 A letter of non jurisdiction.
Not applicable.
- Item 47 Evidence of financial and technical capability.
See attached letter from the Owner.
- Waivers requested.** We respectfully request waivers for the following requirements:
- Item 8 Existing Soil Conditions.
We believe that this requirement is unnecessary in this urban condition where drainage will be handled in storm water drains.
- Item 9 Location of water courses, marshes, rock outcroppings, and wooded areas.
See Item 8 above.
- Item 14 Water and sewer mains.
Not applicable. See Item 8 above.
- Item 16 Location and dimensions and ownership of easements, public or private rights-of-way, both existing and proposed.
Not applicable. None exist.

- Item 32 Location of fire hydrants, existing and proposed.
Not applicable.
- Item 35 Quantity and type of residential, if any.
Not applicable. This is not a residence.
- Item 37 Total floor area and ground coverage of each proposed building and structure.
Not applicable. Additions shown are part of a proposed project that is not part of this application.
- Item 38 General summary of existing and proposed easements or other burdens.
Not applicable. None exist.
- Item 40 Applicant's evaluation of availability of off-site public facilities, including sewer, water and streets.
Not applicable.
- Item 43 A list of all state and federal regulatory approvals to which the development may be subject.
Not applicable. None are required.
- Item 44 The status of any pending applications.
Not applicable. None are pending.
- Item 45 Anticipated time frame for obtaining such permits.
Not applicable. See Item 44 above.

**City of Portland, Maine
Site Plan Checklist Addendum
Written Statement**

Date: 4 October 1999

Project: Trinity Episcopal Church
113 Coyle Street
(Corner of Coyle Street and Forest Avenue)

Applicant: Barba Architecture & Preservation

1. Proposed uses.
Church parking and pedestrian walkways and daycare playground.
2. Total land area and total floor area.
See survey. Additions shown are part of a proposed project that is not part of this application.
3. Existing and proposed easements and burdens.
See Item 38 on attached Site Plan Checklist.
4. Types and quantities of solid waste to be generated by this development.
See Item 39 on the attached Site Plan Checklist.
5. Availability of off-site sewer, water, and streets.
Not applicable.
6. Existing surface drainage, and storm water management plan.
See attached Site Plans Sheets L1 and L2.
7. Construction plan, including dates of commencement and completion.
See Item 42 on the attached Site Plan Checklist.
8. State and federal regulatory approvals.
See Item 43 on the attached Site Plan Checklist.
9. Evidence of financial and technical capacity.
See Item 47 on the attached Site Plan Checklist.
10. Deed.
Waiver requested. This is a church.
11. Natural areas, wildlife and fisheries habitats, or archaeological sites.
Not applicable. None exist.

Trinity Episcopal Church

Coyle Street at Forest Avenue, Portland, Maine 04103 Phone (207) 772-7421

October 4, 1999

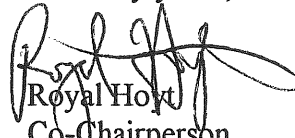
City of Portland
Planning Department
386 Congress Street
Portland, Maine 04101

To Whom It May Concern:

Please be advised that Trinity Episcopal Church is the owner of property located at 113 Coyle Street and has hired Barba Architecture & Preservation to design plans for the rear parking lot and revisions to the building to provide handicapped accessibility.

The plans being submitted to you for approval have been reviewed and approved by our Vestry, and funds are in hand and have been designated to the project. Thaxter Construction Company has been retained to do the work. Thaxter is a local company with a great deal of expertise in construction projects of this nature.

Sincerely yours,



Royal Hoyt
Co-Chairperson
Capital Improvement Committee



Barbara L. Daggett
Co-Chairperson
Capital Improvement Committee