

April 26, 2017

To: Jeanie Bork, Code Enforcement Officer/Plan Reviewer

RE: 502 Deering Center, 502 Stevens Ave

**Cover Letter for  
Site/Civil/Foundation/Structure Permit + Demo Permit  
to be followed by Building Permit**

From: Denis Lachman, Property Owner and Architect of Record and  
Patrick Ducas, Ducas Construction, Contractor

Dear Jennie, We communicated with you recently about this project, and today we are submitting for permits. This cover letter describes our request for a Site/Civil/Foundation/Structure Permit + Demo Permit to be followed by Building Permit.

**Level III Site Plan and Subdivision Approval**

On March 28, 2017 the project received Level III Site Plan and Subdivision approval. The approved site plan includes a 21' wide easement area, jointly used by 502 Stevens Ave (this property) and 510 Stevens Ave (abutting property), permanently dedicated for Access, Utility and Drainage. One condition of approval requires that:

*ii. The applicant shall provide finalized easements for shared site access for review and approval by Planning Authority, Department of Public Works and Associate Corporation Counsel.*

**Reason for Initial Site/Structure Permit**

Because obtaining approval of the easement from all parties (multiple property owners, attorneys, City Attorney etc) takes time, and because we are scheduled to begin construction in June, we request to break out a Site/Civil/Foundation/Structure Permit to get started soon - while the easement is being reviewed and approved by all parties. We will follow-up and submit for a building permit - and by then the easement will be finalized - before the building permit is issued.

**Schedule**

The schedule below describes our timing and sequence of events leading up to demo and construction.

Week of 4/24 - 28	Submit Site/Civil/Foundation/Structure Permit + Demo Permit
Week of 5/1 - 5	Bid out Site/Civil/Foundation/Structure
5/31	Tenants move out
6/1 - 6/2	Utilities disconnected
Week of 6/5 - 6/9	Pre-demo walk-thru (Note, no asbestos found, so no abatement) Receive Demo Permit + Site/Structure Permit
Week of 6/12 - 6/19	Begin Demo
Week of 6/26 - 6/30	Complete Demo Begin Excavation

**Site/Civil/Foundation/Structure Permit Documents & Drawings Submitted**

The following documents and drawings are submitted for the Site/Structure Permit.

Documents	Drawings
1 New Commercial Structure Checklist	<b>SITE/CIVIL</b>
2 General Building Permit Application	C 0.0 EXISTING CONDITIONS SURVEY
3 Project Manual for Site Permit	C 1.0 DEMOLITION AND SITE PREP PLAN
4 Proof of Ownership	C 2.0 SITE PLAN
5 Geotech Report	C 3.0 SUBDIVISION PLAN
6 Certificate of Design Application	C 4.0 GRADING & STORMWATER MANAGEMENT
7 Statement of Special Inspections	C 5.0 UTILITIES PLAN
8 Schedule of Special Inspections	C 6.0 CIVIL DETAILS
9 Level III Site Plan Approval Letter	C 7.0 CIVIL DETAILS
	C 8.0 SITE DETAILS
	C 8.1 SITE DETAILS
	C 9.0 EROSION CONTROL PLAN & NOTES
	C 10 DRAINAGE ANALYSIS
	C 10.1 DRAINAGE ANALYSIS
	L 1.0 LANDSCAPE AND LIGHTING PLAN
	L 2.0 LANDSCAPE DETAILS
	L 3.0 PHOTOMETRIC PLAN
	<b>FOUNDATION &amp; STRUCTURE</b>
	S 0.1 GENERAL NOTES
	S 1.0 FOUNDATION PLAN
	S 1.1 FOUNDATION SECTIONS & DETAILS
	S 2.0 SECOND FLOOR FRAMING
	S 2.1 THIRD FLOOR FRAMING
	S 2.2 ROOF FRAMING PLAN
	S 3.0 FRAMING SECTIONS & DETAILS
	<b>GROUND LEVEL MECHANICAL</b>
	M 2.1 SANITARY PLUMBING PLANS
	M 2.2 DOMESTIC PLUMBING PLANS
	<b>GROUND LEVEL ELECTRICAL</b>
	E 0.1 ELECTRICAL SITE PLAN
	E 2.1 POWER PLANS - 1ST FLOOR

**Demo Permit Documents & Drawings Submitted**

The following documents and drawings are submitted for the Demo Permit.

Documents	Drawings
1 Demolition Checklist	<b>SITE/CIVIL</b>
2 General Building Permit Application	6 C 1.0 DEMOLITION AND SITE PREP PLAN
3 Demolition Call List	
4 Notice to Abutters	
5 Photos of Structure to be Demo	
7 DEP Form D	

Patrick and I would like to meet at your earliest convenience to review the submittal and address any questions you might have. We look forward to hearing from you and thank you for your help.

Denis Lachman & Patrick Ducas