

PROJECT NAME:

502 Deering Center - Level III Site Plan & Subdivision Review

PROPOSED DEVELOPMENT ADDRESS:

502 Stevens Ave, Portland

PROJECT DESCRIPTION:

New mixed use building replaces existing single family residence. Ground floor is commercial, 2nd and 3rd floors each have 2 dwelling units (total 4). Parking is onsite at rear.

CHART/BLOCK/LOT: 135-E-9

PRELIMINARY PLAN _____(date)
FINAL PLAN 12/23/16 (date)

CONTACT INFORMATION:

<p>Applicant – must be owner, Lessee or Buyer</p> <p>Name: Denis Lachman</p> <p>Business Name, if applicable: 502 Deering Center LLC</p> <p>Address: 55 Hamblet Ave</p> <p>City/State : Portland, ME Zip Code: 04103</p>	<p>Applicant Contact Information</p> <p>Work #: 207 831 8585</p> <p>Home #: 207 772 1195</p> <p>Cell #: same as work Fax#: none</p> <p>e-mail: denis@lachmanarchitects.com</p>
<p>Owner – (if different from Applicant)</p> <p>Name: Same</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p>Owner Contact Information</p> <p>Work #:</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail:</p>
<p>Agent/ Representative</p> <p>Name: Pat Carroll, Carroll Associates</p> <p>Address: 217 Commercial Street, Suite 200</p> <p>City/State : Portland, ME Zip Code: 04101</p>	<p>Agent/Representative Contact information</p> <p>Work #: 207.772.1552</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail: pcarroll@carroll-assoc.com</p>
<p>Billing Information</p> <p>Name: same as Applicant/Owner</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p>Billing Contact Information</p> <p>Work #:</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail:</p>

<p>Engineer</p> <p>Name: Tom Greer, Pinkham and Greer, Civil Engineers</p> <p>Address: 28 Vannah Ave</p> <p>City/State : Portland, ME Zip Code: 04103</p>	<p>Engineer Contact Information</p> <p>Work #: 207.781.5242</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail: TGreer@pinkhamandgreer.com</p>
<p>Surveyor</p> <p>Name: Don Dostie Four Points Associates, Inc</p> <p>Address: 9 Ralph Ave, Unit 1</p> <p>City/State : Lewiston, ME Zip Code: 04240</p>	<p>Surveyor Contact Information</p> <p>Home #:</p> <p>Work #: 207 577 5840</p> <p>Cell #: Fax#:</p> <p>e-mail: ddostie@fourpoints-survey.com</p>
<p>Architect</p> <p>Name: Lachman Architects & Planners</p> <p>Address: 58 Fore St, Bldg 30</p> <p>City/State : Portland, ME Zip Code: 04101</p>	<p>Architect Contact Information</p> <p>Work #: 207 831 8585</p> <p>Home #:</p> <p>Cell #: same Fax#: none</p> <p>e-mail: denis@lachmanarchitects.com</p>
<p>Attorney</p> <p>Name: Nelson Toner, Bernstein Shur</p> <p>Address: 100 Middle St</p> <p>City/State : Portland, ME Zip Code: 04101</p>	<p>Attorney Contact Information</p> <p>Work #: 207 228 7299</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail: ntoner@bernsteinshur.com</p>
<p>Designated person/person(s) for uploading to e-Plan:</p> <p>Name: Denis Lachman</p> <p>e-mail: denis@lachmanarchitects.com</p> <p>Name:</p> <p>e-mail:</p> <p>Name:</p> <p>e-mail:</p>	

APPLICATION FEES:

<p>Level III Development (check applicable reviews) <input checked="" type="checkbox"/> Less than 50,000 sq. ft. (\$750.00) <input type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000) <input type="checkbox"/> 100,000 – 200,000 sq. ft. (\$2,000) <input type="checkbox"/> 200,000 – 300,000 sq. ft. (\$3,000) <input type="checkbox"/> over 300,00 sq. ft. (\$5,000) <input type="checkbox"/> Parking lots over 11 spaces (\$1,000) <input type="checkbox"/> After-the-fact Review (\$1,000.00 plus applicable application fee)</p> <p>Plan Amendments (check applicable reviews) <input type="checkbox"/> Planning Staff Review (\$250) <input type="checkbox"/> Planning Board Review (\$500)</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 (\$50.00 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) <input type="checkbox"/> Traffic Movement (\$1,500) <input type="checkbox"/> Stormwater Quality (\$250) <input checked="" type="checkbox"/> Subdivisions (\$500 + \$25/lot) # of Lots <u>4</u> x \$25/lot = \$600 <input type="checkbox"/> Site Location (\$3,500, 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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INSTRUCTIONS FOR ELECTRONIC SUBMISSION:

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

1. Fill out the application completely and e-mail the **application only** to planning@portlandmaine.gov (Please be sure to designate a person who will be responsible for uploading documents and drawings.) This step will generate the project ID number for your project.
2. An invoice for the application fee will be e-mail to you. Payments can be made on-line at [Pay Your Invoice](#) , by mail or in person at City Hall, 4th Floor. Please reference the Application Number when submitting your payment which is located in the upper left hand corner of the invoice.
3. The designated person responsible for uploading documents and drawings will receive an email from eplan@portlandmaine.gov with an invitation into the project. At this time, you will upload all corresponding documents and plans into the project. For first time users you will receive a temporary password which you must change on entry. Make note of your username and password for any future projects.

Reminder: Before the project can move forward, the application fee shall be paid in full and all required documents and drawings shall be uploaded into e-plan correctly.

4. Follow the link below (Applying Online Instructions) for step by step instructions on how to do the following:
Tab 1 - Setting up the appropriate compatibility settings for your PC and getting started in e-plan.
Tab 2 - Preparing your drawings, documents and photos for uploading using the correct naming conventions
Tab 3 - Preparing and uploading revised drawings and documents

[Applying Online Instructions](#)

5. When ready, upload your files and documents into the following folders:
"Application Submittal – Drawings"
"Application Submittal – Documents"


6. Once a preliminary check has been made of the submittal documents and drawings, staff will move them to permanent folders labeled Drawings and Documents. As the process evolves you will be able to log in and see markups, comments and upload revisions as requested into these folders.

APPLICANT SIGNATURE:

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a *legal signature* per Maine state law.

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 III 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.

<p>Signature of Applicant:</p> 	<p>Date:</p> <p>12/22/16</p>
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PROJECT DATA

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

Total Area of Site	9562 +/-	sq. ft.
Proposed Total Disturbed Area of the Site	9562 +/-	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)	2828 +/-	sq. ft.
Impervious Area (Total Proposed)	7970 +/-	sq. ft.
Building Ground Floor Area and Total Floor Area		
Building Footprint (Total Existing)	1295	sq. ft.
Building Footprint (Total Proposed)	2505	sq. ft.
Building Floor Area (Total Existing)	2107	sq. ft.
Building Floor Area (Total Proposed)	10,200 inc basement	sq. ft.
Zoning		
Existing	B1-b	
Proposed, if applicable	no change	
Land Use		
Existing	single family residential	
Proposed	mixed use, commercial + residential	
Residential, If applicable		
# of Residential Units (Total Existing)	1	
# of Residential Units (Total Proposed)	4	
# of Lots (Total Proposed)	4	
# of Affordable Housing Units (Total Proposed)	0	
Proposed Bedroom Mix		
# of Efficiency Units (Total Proposed)	0	
# of One-Bedroom Units (Total Proposed)	0	
# of Two-Bedroom Units (Total Proposed)	2	
# of Three-Bedroom Units (Total Proposed)	2	
Parking Spaces		
# of Parking Spaces (Total Existing)	2	
# of Parking Spaces (Total Proposed)	10	
# of Handicapped Spaces (Total Proposed)	1	
Bicycle Parking Spaces		
# of Bicycle Spaces (Total Existing)	0	
# of Bicycle Spaces (Total Proposed)	6	
Estimated Cost of Project	\$1.2M	

FINAL PLAN - Level III Site Plan

GENERAL WRITTEN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)			
Applicant Checklist	Planner Checklist	# of Copies	
A	X	1	* Completed Application form
B	X	1	* Application fees
C	X	1	* Written description of project
D	X	1	* Evidence of right, title and interest
E	NA	1	* Evidence of state and/or federal permits
F	X	1	* Written assessment of proposed project's specific compliance with applicable Zoning requirements
G	X	1	* Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site
H	Waivers X	1	
I	X	1	* Evidence of financial and technical capacity
J	X	1	Construction Management Plan
K	Forthcoming	1	A traffic study and other applicable transportation plans in accordance with Section 1 of the technical Manual, where applicable.
L	NA	1	Written summary of significant natural features located on the site (Section 14-526 (b) (a))
M	X	1	Stormwater management plan and stormwater calculations
N	X	1	Written summary of project's consistency with related city master plans
O	X	1	Evidence of utility capacity to serve
P	X	1	Written summary of solid waste generation and proposed management of solid waste
Q	X	1	A code summary referencing NFPA 1 and all Fire Department technical standards
R	X	1	Where applicable, an assessment of the development's consistency with any applicable design standards contained in Section 14-526 and in City of Portland Design Manual
S	X	1	Manufacturer's verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.

T Erosion **X**

Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
X		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
X		1	Final Site Plans including the following:
X			Existing and proposed structures, as applicable, and distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone);
X			Existing and proposed structures on parcels abutting site;
X			All streets and intersections adjacent to the site and any proposed geometric modifications to those streets or intersections;
X			Location, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways, and bicycle access ways, with corresponding curb lines;
X			Engineered construction specifications and cross-sectional drawings for all proposed driveways, paved areas, sidewalks;
NA			Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;
NA			Existing and proposed public transit infrastructure with applicable dimensions and engineering specifications;
X			Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;
X			Location of all snow storage areas and/or a snow removal plan;
NA			A traffic control plan as detailed in Section 1 of the Technical Manual;
X			Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);
NA			Location and proposed alteration to any watercourse;
NA			A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;
NA			Proposed buffers and preservation measures for wetlands;
Forthcoming			Existing soil conditions and location of test pits and test borings;
X			Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;
X			A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;
X			Grading plan;
NA			Ground water protection measures;
X			Existing and proposed sewer mains and connections;

- Continued on next page -

X		Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
X		Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;
X		Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
X		Location and size of all on site solid waste receptacles, including on site storage containers for recyclable materials for any commercial or industrial property;
X		Plans showing the location, ground floor area, floor plans and grade elevations for all buildings;
NA		A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
NA		A note on the plan identifying the Historic Preservation designation and a copy of the Application for Certificate of Appropriateness, if applicable, as specified in Section Article IX, the Historic Preservation Ordinance;
X		Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening, where applicable;
X		An exterior lighting plan in accordance with Section 12 of the Technical Manual;
X		A signage plan showing the location, dimensions, height and setback of all existing and proposed signs;
X		Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.