



Jeff Levine, AICP, Director
Planning & Urban Development Department

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

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. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.

Applicant Signature:

Date:

I have provided digital copies and sent them on:

Date:

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3rd Floor, Room 315.



Master Development Plan Development Review Application Portland, Maine

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form to be used for a Master Development Plan. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

Purpose of a Master Development Plan:

- The purpose of a Master Development Plan is to provide for a mix of land uses at designated locations to achieve a land development responsive to the assets of a site. A Master Development Plan is a well-integrated development in terms of land uses, functional activities, and major design elements such as buildings, roads, utilities, drainage systems and open space. The Master Development Plan is deemed appropriate to large scale mixed use projects that are intended to be developed in phases. The Master Development Plan shall be reviewed by the Planning Board and may be reviewed independently or concurrently with review of a Level III site plan application for a phased development.

A Master Development Plan is applicable as follows:

- A Master Development Plan is applicable for a site with one acre or larger in cumulative lot area that is designed as a cohesive and integral development program consisting of multiple buildings and associated site improvements proposed to be built in phases.
- The Master Development Plan option shall not apply in residential zones, except for institutional uses.

Planning Board Decision:

- A Master Development Plan approval shall not be construed as final authorization of the development. An approval shall confer pending proceeding status upon the development with the effect of maintaining the applicability of regulations in effect at the time of approval for as long as the Master Development approval remains valid (6 years from date of approval), including permissible extensions if granted (two 2-year extensions may be granted based upon criteria). All Level III site plans for each phase shall be in general conformance with the Master Development Plan.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

Planning Division

Fourth Floor, City Hall
389 Congress Street
(207) 874-8719

Office Hours

Monday thru Friday
8:00 a.m. – 4:30 p.m.

PROJECT NAME: 605 Stevens Avenue

PROPOSED DEVELOPMENT ADDRESS:

605 Stevens Avenue

PROJECT DESCRIPTION:

Master planned Senior Housing community consisting of 88 affordable and market rate apartments created through renovation of the former St. Joseph's Convent (Lot 3) and new construction of 161 market rate condominiums to be located on land directly behind and south of the convent building (Lot 4)

CHART/BLOCK/LOT: 135 X003/ 136-E006001/ 143-F004/ 144-B001

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer Name: Kevin Bunker/ Matthew Teare Business Name, if applicable: Seacoast at Baxter Woods, LLC Address: 100 Commercial St, Suite 414 City/State: Portland, ME Zip Code: 04101	Applicant Contact Information Work # Kevin Bunker Matthew Teare Home# 207-766-1632 (c) 207-837-2418(c) Cell # Fax# e-mail: kbunker@gmail.com mteare@highlandgreenlifestyle.com
Owner – (if different from Applicant) Name: St. Joseph's Convent and Hospital C/O Sisters of Mercy of the Americas Northeast Community, Inc. Address: 15 Highland View Road City/State: Cumberland, RI Zip Code: 02864	Owner Contact Information Work # Attn: Sister Lindora Cabral Home# Cell # Fax# 207-333-6450 e-mail: lcabral@mercyne.org
Agent/ Representative Name: Frederic (Rick) Licht, PE, LSE Licht Environmental Design Address: 35 Fran Circle City/State: Gray, ME Zip Code: 04039	Agent/Representative Contact information Work # Cell # e-mail:
Billing Information Name: Matthew Teare SeaCoast at Baxter Woods Associates, LLC Address: 100 Commercial Street, Suite 414 City/State: Portland, ME Zip Code: 04101	Billing Information Work # Cell # 207-837-2418 Fax# e-mail: mteare@highlandgreenlifestyle.com

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. 14-525 2. (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 Master Development Plan review. It is not a permit to begin construction. An approved Level III 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: 02/16/2016
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PROJECT DATA

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

	Lot 3	Lot 4	
Total Area of Site	191,066	394,110	sq. ft.
Proposed Total Disturbed Area of the Site	135,036	268,100	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)		0	sq. ft.
Impervious Area (Total Proposed)	111,050	131,500	sq. ft.
Building Ground Floor Area and Total Floor Area			
Building Footprint (Total Existing)	24,065	0	sq. ft.
Building Footprint (Total Proposed)	24,065	74,188	sq. ft.
Floor Area (Total Existing)	102,241	0	sq. ft.
Floor Area (Total Proposed)	102,241	349,626	sq. ft.
Zoning			
Existing	R-5/ R-5A	R-5/ R-5A	
Proposed, if applicable	NA	NA	
Land Use			
Existing	Former Convent and Campus		
Proposed	Senior Living Campus		
Residential, If applicable			
# Residential Units (Total Existing)	0	0	
# Residential Units (Total Proposed)	88	161	
# Number of Lots (Total Proposed)	1	1	
# Affordable Housing Units (Total Proposed)	66	0	
Proposed Bedroom Mix			
# Efficiency Units (Total Proposed)	68	0	
# One-Bedroom Units (Total Proposed)	20	0	
# Two-Bedroom Units (Total Proposed)	0	161	
# Three-Bedroom Units (Total Proposed)	0	0	
Parking Spaces			
# Parking Spaces (Total Existing)	Lot 3- 34+/-	Campus = +/- 155	
# Parking Spaces (Total Proposed)	77	322 (139 surface/ 183 covered)	
# Handicapped Spaces (Total Proposed)	9	10	
Bicycle Parking Spaces			
# Bicycle Spaces (Total Existing)	0		
# Bicycle Spaces (Total Proposed)	12 ext/ 24 int= 36	20 ext + 45 int = 65	
Estimated Cost of Project		TBD	

MASTER DEVELOPMENT PLAN SUBMISSIONS			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST Sec. 14-527 (c) and (e)
x		1	Completed Application form
x		1	Application fees
x		1	Written description of project
x		1	A written statement and/or plan as to the general impact of the proposed Master Development plan upon the area, relationship to surrounding properties, and measures to create appropriate transitions and access to abutting public properties and neighboring tracts.
x		1	Evidence of right, title and interest
NA		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	General statements concerning storm water management techniques.
Pending		1	Traffic Analysis and recommendations prepared by a registered professional engineer, including current traffic counts, existing street capacity, traffic generation projections, and ability to absorb the increased traffic. If Traffic Movement Permit applies, the TMP submissions and review supersede. (Section 14-527 (e) xii)
x		1	Utilities analysis and recommendations prepared by registered professional engineer. (see utility plan below) Analysis shall assess capacity, identify deficiencies and recommend improvements, including timing, funding mechanisms and coordination with City (14-527 (e) xiii)
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST Sec. 14-527 (c) and (e)
x		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
x		1	Master Development Plan Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase) – scale not less than 1 inch equaling 50 feet
x			Neighborhood context map, at a scale not less than 1 inch 100 feet
x			Approximate boundary lines of existing and proposed lots with areas and dimensions
x			Plan show north arrow, date, scale, legend, title Master Development Concept Site Plan, followed by project name, applicant, engineer, designer, and/or agents
x			For residential areas, proposed density, lot configuration, circulation and plot plan
x			Analysis of natural features of the site, including natural waterways, wetlands, floodplains, topography, soil conditions and other natural features
x			Analysis of designated view corridors, historic resources, and archeological resources associated with the site
x			Existing/proposed buildings and other significant structures, building groupings, exterior building elevations and entrances, parking areas and other significant physical features of the site

Pending		Context drawings, perspective renderings, photographic montages, or computer generated graphics depicting the proposed development within the surrounding building and environmental context
Pending		Building elevation drawings shall include: <ul style="list-style-type: none"> • Illustration of all sides of the structures
		<ul style="list-style-type: none"> • Views of major entries or prominent building features
		<ul style="list-style-type: none"> • Illustration of building articulation and elements
		<ul style="list-style-type: none"> • Building finish composition
Pending		<ul style="list-style-type: none"> • Pedestrian and streetscape elements of the Master Development Plan
Pending		Digital 3-D model tied to specific location that is submitted as a KML, KMZ, DXF or DWG file on a CD or DVD or such format as approved by the Planning Authority (Sec. 14527 (e)2)
x		Major circulation patterns surrounding and serving the site, existing and proposed street lines, ways, easement and public areas within or next to the site
x		Major landscaping elements, features, open space, and plans for preservation of natural features
x		Analysis of the public safety services needed to support the Master Development Plan
x		Analysis of the anticipated impacts on the public school system to support the Master Development Plan
x		Generalized drainage plan for the site, drainage ways, flows, points of outfall and indicating impacts of development on affected drainage basins. Contour information at not less than 2 ft. intervals and document run-off characteristics
x		Inventory of existing utilities (storm water, sanitary, electrical , fire alarm boxes & lines, gas, water, lighting, curb and gutter and etc.) illustrating locations, sizes, diameters carrying capacity and present load



**PORTLAND FIRE DEPARTMENT
SITE REVIEW
FIRE DEPARTMENT CHECKLIST**

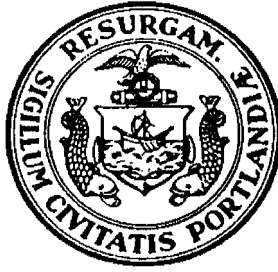
A separate drawing[s] shall be provided to the Portland Fire Department for all site plan reviews.

1. Name, address, telephone number of applicant.
2. Name address, telephone number of architect
3. Proposed uses of any structures [NFPA and IBC classification]
4. Square footage of all structures [total and per story]
5. Elevation of all structures
6. Proposed fire protection of all structures
 - **As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)**
7. Hydrant locations
8. Water main[s] size and location
9. Access to all structures [min. 2 sides]
10. A code summary shall be included referencing NFPA 1 and all fire department. Technical standards.

Some structures may require Fire flows using annex H of NFPA 1

CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Department of Public Services,
55 Portland Street,
Portland, Maine 04101-2991



Mr. Frank J. Brancely,
Senior Engineering Technician,
Phone #: (207) 874-8832,
Fax #: (207) 874-8852,
E-mail: fjb@portlandmaine.gov

Date: _____

1. Please, Submit Utility, Site, and Locus Plans.

Site Address: _____ Chart Block Lot Number: _____

Proposed Use: _____

Previous Use: _____

Existing Sanitary Flows: _____ GPD

Existing Process Flows: _____ GPD

Description and location of City sewer that is to receive the proposed building sewer lateral.

Site Category	Commercial <i>(see part 4 below)</i>	<input type="checkbox"/>
	Industrial <i>(complete part 5 below)</i>	<input type="checkbox"/>
	Governmental	<input type="checkbox"/>
	Residential	<input type="checkbox"/>
	Other <i>(specify)</i>	<input type="checkbox"/>

(Clearly, indicate the proposed connections, on the submitted plans)

2. Please, Submit Contact Information.

City Planner's Name: _____ Phone: _____

Owner/Developer Name: _____

Owner/Developer Address: _____

Phone: _____ Fax: _____ E-mail: _____

Engineering Consultant Name: _____

Engineering Consultant Address: _____

Phone: _____ Fax: _____ E-mail: _____

(Note: Consultants and Developers should allow +/- 15 days, for capacity status, prior to Planning Board Review)

3. Please, Submit Domestic Wastewater Design Flow Calculations.

Estimated Domestic Wastewater Flow Generated: _____ GPD

Peaking Factor/ Peak Times: _____

Specify the source of design guidelines: *(i.e. "Handbook of Subsurface Wastewater Disposal in Maine," "Plumbers and Pipe Fitters Calculation Manual," Portland Water District Records, Other (specify)*

(Note: Please submit calculations showing the derivation of your design flows, either on the following page, in the space provided, or attached, as a separate sheet)

4. Please, Submit External Grease Interceptor Calculations.

Total Drainage Fixture Unit (DFU) Values: _____
Size of External Grease Interceptor: _____
Retention Time: _____
Peaking Factor/ Peak Times: _____

(Note: In determining your restaurant process water flows, and the size of your external grease interceptor, please use The Uniform Plumbing Code. Note: In determining the retention time, sixty (60) minutes is the minimum retention time. Note: Please submit detailed calculations showing the derivation of your restaurant process water design flows, and please submit detailed calculations showing the derivation of the size of your external grease interceptor, either in the space provided below, or attached, as a separate sheet)

5. Please, Submit Industrial Process Wastewater Flow Calculations

Estimated Industrial Process Wastewater Flows Generated: _____ GPD
Do you currently hold Federal or State discharge permits? Yes _____ No _____
Is the process wastewater termed categorical under CFR 40? Yes _____ No _____
OSHA Standard Industrial Code (SIC): <http://www.osha.gov/oshstats/sicser.html>
Peaking Factor/Peak Process Times: _____

(Note: On the submitted plans, please show where the building's domestic sanitary sewer laterals, as well as the building's industrial-commercial process wastewater sewer laterals exits the facility. Also, show where these building sewer laterals enter the city's sewer. Finally, show the location of the wet wells, control manholes, or other access points; and, the locations of filters, strainers, or grease traps)

(Note: Please submit detailed calculations showing the derivation of your design flows, either in the space provided below, or attached, as a separate sheet)

Notes, Comments or Calculation _____



A Guide to Holding Neighborhood Meetings Portland, Maine

Planning and Urban Development Department
Planning Division and Planning Board

In order to improve communication between applicants and neighbors, the City of Portland requires applicants who are proposing certain types of development review projects, to hold a neighborhood meeting.

Developments requiring a neighborhood meeting

- Proposed map amendments, contract zones and zoning text amendments that would result in major development;
- Subdivisions of five or more units or lots;
- Master Development Plans; and
- Level III site plan proposals as defined in Section 14-523.

(The Land Use Code, including Article II (Planning Board) and Article V (Site Plan – which contains the neighborhood meeting requirements), are available on the City's web site at www.portlandmaine.gov/citycode/chapter014.pdf)

Timing of meeting

- **Subdivisions of 5 or more units or lots, zone changes, contract zones, zoning text amendments and Level III site plans:**
 - Preliminary Site Plan - The meeting should be held within 30 calendar days of filing the application.
 - Final Site Plan – If only a final plan is submitted, the meeting should be held within 21 calendar days of filing the application and no less than 7 calendar days before the public hearing.
- **Master Plan Development:**
 - The meeting should be held within 30 calendar days of filing the application.
 - The meeting should be held on a date no less than 7 calendar days before a public workshop or public hearing.
 - The meeting shall not be combined with any required neighborhood meeting for the Level III applications.

Location of meeting

- The meeting should be held in the evening, during the week, at a convenient location within the Portland neighborhood surrounding the proposed site. Community meeting spaces at libraries, schools or other places of assembly are recommended. Neighborhood schools are usually available for evening meetings.
- Meetings should not be held on the same day as scheduled Planning Board or City Council meetings. The City Council generally meets on the 1st and 3rd Monday of each month and the Planning Board generally meets on the 2nd and 4th Tuesday of each month; however additional meetings may be scheduled. An updated schedule may be found on the City's website: www.portlandmaine.gov

Invitation List

- Property owners within 500 feet of the proposed development (1000 feet for proposed industrial subdivisions and industrial zone changes)
- Interested citizens and neighborhood groups.

The Planning Division provides the mailing labels. We require at least 48 hours notice to generate the mailing labels and a charge of \$1.00 per sheet will be payable upon receipt of the labels. An electronic version (excel or word format) of the labels can also be e-mailed upon request.

A digital copy of the notice must be provided to the Planning Office (jmy@portlandmaine.gov and ldobson@portlandmaine.gov) and the assigned planner, which will then be forwarded to those on the interested citizen list who receive e-mail notices.

When to Send Invitations

- Invitations must be sent **no less than 10 days (to include weekends)** prior to the neighborhood meeting.
- Notices may be sent by regular mail and do not need to be sent by certified mail.

Notice Description

A recommended invitation format is included in this packet of material.

Attendance Sheet and Meeting Minutes

- Sign-in sheet must be circulated for those in attendance.
- Applicant shall take accurate minutes of the meeting.
- The sign-in sheet and minutes shall be submitted to the Planning Division.

A public hearing will not be scheduled until the meeting minutes and sign-up sheet are submitted to the Planning Division.

A Certification form is included with this packet to be completed and signed by the applicant.

Please call the Planning Division at 874-8721 or 874-8719 if you have any questions.

Attachments

1. Neighborhood Meeting Invitation Format
2. Neighborhood Meeting Certification

EXAMPLE: Neighborhood Meeting Invitation Format

**Applicant/Consultant
Letterhead**

(Date)

Dear Neighbor:

Please join us for a neighborhood meeting to discuss our plans for a (development proposal) located at (location/number and street address).

Meeting Location: _____

Meeting Date: _____

Meeting Time: _____

(The City code requires that property owners within 500 feet (1000 feet for proposed industrial subdivisions and industrial zone changes) of the proposed development and residents on an “interested parties list”, be invited to participate in a neighborhood meeting. A sign-in sheet will be circulated and minutes of the meeting will be taken. Both the sign-in sheet and minutes will be submitted to the Planning Board.)

If you have any questions, please call (telephone number of applicant or consultant).

Sincerely,

(Applicant)

Note:

Under Section 14-32(C) and 14-524(a)d of the City Code of Ordinances, an applicant for a Level III development, subdivision of over five lots/units, or zone change is required to hold a neighborhood meeting within 30 days of submitting a preliminary application or 21 days of submitting a final site plan application, if a preliminary plans was not submitted. The neighborhood meeting must be held at least seven days prior to the Planning Board public hearing on the proposal. Should you wish to offer additional comments on this proposed development, you may contact the Planning Division at 874-8721 or send written correspondence to the Planning and Urban Development Department, Planning Division 4th Floor, 389 Congress Street Portland, ME 04101 or by email: to bab@portlandmaine.gov

EXAMPLE: Neighborhood Meeting Certification

I, (applicant/consultant) hereby certify that a neighborhood meeting was held on (date) at (location) at (time).

I also certify that on (date at least ten (10) days prior to the neighborhood meeting), invitations were mailed to the following:

1. All addresses on the mailing list provided by the Planning Division which includes property owners within 500 feet of the proposed development or within 1000 feet of a proposed industrial subdivision or industrial zone change.
2. Residents on the "interested parties" list.
3. A digital copy of the notice was also provided to the Planning Division (jmy@portlandmaine.gov and ldobson@portlandmaine.gov) and the assigned planner to be forwarded to those on the interested citizen list who receive e-mail notices.

Signed,

_____ (date)

Attached to this certification are:

1. Copy of the invitation sent
2. Sign-in sheet
3. Meeting minutes