



Level I – Site Alteration 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 for a Level I: Site Alteration site plan.

Level I: Site Alteration Development includes:

- Alteration of a watercourse or wetland as defined in Section 14-47 of the City Code.
- Alteration of a site. The disturbance of land areas of less than one (1) acre that are stripped, graded, grubbed, filled or excavated. The Planning Authority shall exempt from review the loam and seeding of lawns and the cumulative placement of less than fifteen (15) cubic yards of fill on any lot provided such loaming or placement does not alter a drainage course, swale, wetland or redirect water onto adjoining property and does not violate any other provision of the Portland City Code or state or federal law. "Disturbed area" does not include routine maintenance, but does include re-development and new impervious areas.
- The construction of any temporary or permanent parking area, paving of existing unpaved surface parking areas between 1,000 and 7,500 sq. ft., or creation of other impervious surface areas between 1,000 and 7,500 sq. ft..
- The rehabilitation or reconstruction, but not new construction, of piers, docks, wharves, bridges, retaining walls, and other structures located within the shoreland zone.
- A site alteration in which vehicle access is proposed from more than one (1) street;

The Land Use Code (including Article V), the Technical Manual, and the Design Manual are available on the City's web site at <http://www.portlandmaine.gov/planning/default.asp> or copies may be purchased at the Planning Division Office.

Planning Division

Fourth Floor, City Hall
389 Congress Street
(207) 874-8721 or (207) 874-8719

Office Hours

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

Application Submittal

Refer to the application checklist (page 5) for a detailed list of submittal requirements.

All site plans and written application materials must be submitted in digital format. Each plan shall be submitted as a separate file and named as noted on page ____?. In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), written materials, and application fee must be submitted to the Planning Division Office to start the review process.

Portland’s development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521).

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 Site Plan review only. A Performance Guarantee, Inspection Fee, Building Permit Application and associated fees will be required prior to construction.

Signature of Applicant: <i>Robert T. Greenlaw</i>	Date: December 23, 2014
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PROJECT DATA

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

Total Area of Site	12,111.3 sq. ft.
Proposed Total Disturbed Area of the Site	555.4 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 (Existing)	10299.7 sq. ft.
Impervious Area (Proposed)	9744.2 sq. ft.
Parking Spaces	
Parking Spaces (Existing)	18
Parking Spaces (Proposed)	17
Handicapped Spaces (Proposed)	1

General Submittal Requirements – Level I Site Alteration

Applicant Checklist	Planner Checklist	Number of Paper Copies	Submittal Requirement
€x	€	1	Completed application form.
€	€	1	Application fees.
€x	€	1	Written description of project.
€x	€	1	Evidence of right, title and interest.
€	€	1	Copies of required state and/or federal permits.
€x	€	1	Written assessment of proposed project's compliance with applicable zoning requirements.
€	€	1	Written description of existing and proposed easements or other burdens.
€	€	1	Written requests for waivers from individual site plan and/or technical standards.
€x	€	1	Evidence of financial and technical capacity.

Site Plans and Boundary Survey Requirements – Level I Site Alteration

Applicant Checklist	Planner Checklist	Number of Copies	Submittal Requirement
€x	€	1	Boundary Survey meeting the requirements of Section 13 of the City of Portland Technical Manual.
€x	€	1	Site Plan Including the following:
€x	€		▪ Existing structures with distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone)
€x	€		▪ Location and dimension of existing and proposed paved areas.
€x	€		▪ Location and details of proposed infrastructure improvements (e.g. - curb and sidewalk improvements, utility connections, roadway improvements).
€x	€		▪ Identification of and proposed protection measures for any significant natural features on the site (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features listed in Section 14-526 (b)1. of the Land Use Code.
€	€		▪ Details of proposed pier rehabilitation (Shoreland areas only).
€x	€		▪ Existing utilities.
€x	€		▪ Existing and proposed grading and contours.
€x	€		▪ Proposed stormwater management and erosion controls.
€x	€		▪ Total area and limits of proposed land disturbance.
€x	€		▪ Existing vegetation to be preserved and proposed site landscaping.
€x	€		▪ Existing and proposed easements or public or private rights of way.

Reminder: All items submitted must be submitted in digital format in addition to the paper copies referenced above on page 4.

Site Plan Standards for Review of Level I: Site Alteration

Level I: Site alteration plans shall only be subject to the following site plan standards, as applicable, as contained in section 14-526:

- (a) Transportation standards:
 1. Impact on surrounding street systems,
 2. Access and circulation, and
 4. Parking
- (b) Environmental quality standards
 1. Preservation of significant natural features,
 2. Landscaping and landscape preservation, and
 3. Water quality, stormwater management and erosion control.
- (c) Public infrastructure and community safety standards.
 1. Consistency with city master plans.
- (d) Site design standards
 5. Historic resources,
 6. Exterior lighting,
 8. Signage and wayfinding, and
 9. Zoning related design standards.

Except as provided in article III, or to conditions imposed under section 14-526(e) only, or to those submission requirements set forth in section 14-527 as relate solely thereto.



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