

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that Gorham Sand & Gravel

Located At 772 STEVENS AVE

Job ID: 2011-12-2944-ALTCOMM

CBL: 145-B-018-001

has permission to UNE-Armory Parking Improvements

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

N/A

Fire Prevention Officer

Mary Schmidt (12/19/11)

Code Enforcement Officer / Plan Reviewer

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD

2011 12 29/11



General Building Permit Application R-5

If you or the property owner does not pay real estate or personal property taxes or user charges on the property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <u>772 Stevens Ave.</u>		Total Square Footage of Proposed Structure/Area <u>7343sf new imperious surface</u>		Square Footage of Lot <u>8.603 acres</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>145</u> Block# <u>B</u> Lot# <u>18</u>			Applicant *must be owner, Lessee or Buyer* Name <u>University of New England</u> Address <u>11 Hills Beach Rd.</u> City, State & Zip <u>Biddeford, ME 04005</u>		Telephone: <u>207-283-0170</u>
Lessee/DBA (If Applicable) <u>Univ. of New England</u> <u>11 Hills Beach Rd.</u> <u>Biddeford, ME 04005</u> <u>Attn. Alan Thibeault</u>			Owner (if different from Applicant) Name <u>Dept. of Defense, (DDEM)</u> Address <u>Maine Army National Guard</u> City, State & Zip <u>Building 7</u> <u>Camp Kexed</u> <u>Augusta, ME 04333</u>		Cost Of Work: \$ <u>206,000.00</u> C of O Fee: \$ <u>0</u> Total Fee: \$ <u>2,080.00</u>
Current legal use (i.e. single family) <u>Parking</u>			If vacant, what was the previous use? <u>No</u>		<u>4124.59</u> <u>Planning</u> <u>6,204.59</u> <u>Total</u>
Proposed Specific use: <u>Parking</u>			Is property part of a subdivision? <u>No</u> If yes, please name _____		
Project description: <u>UNE-Armory Parkings Improvements Project</u>					
Contractor's name: <u>Gocham Sand & Gravel</u>					
Address: <u>939 Parker Farm Rd</u>					
City, State & Zip: <u>Buxton, ME 04093</u>					
Who should we contact when the permit is ready: <u>Jim Shaw</u>					
Mailing address: <u>same as above</u>					

Mar 16 →

6,204.59

RECEIVED

DEC 16 2011

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit. Dept. of Building Inspections City of Portland Maine

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

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 Code Official'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.

Signature: Alan Thibeault Date: 12/2/11

This is not a permit; you may not commence ANY work until the permit is issue



Certificate of Design Application

From Designer:

Site Design Associates

Date:

12/2/11

Job Name:

DNE-Armory Parking Improvements

Address of Construction:

772 Stevens Ave.

2003 International Building Code (NA)

Construction project was designed to the building code criteria listed below:

Building Code & Year _____ Use Group Classification (s) _____

Type of Construction _____

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2003 IRC _____

Is the Structure mixed use? _____ If yes, separated or non separated or non separated (section 302.3) _____

Supervisory alarm System? _____ Geotechnical/Soils report required? (See Section 1802.2) _____

Structural Design Calculations

_____ Submitted for all structural members (106.1 - 106.11)

Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807)

Floor Area Use	Loads Shown
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Wind loads (1603.1.4, 1609)

- _____ Design option utilized (1609.1.1, 1609.6)
- _____ Basic wind speed (1809.3)
- _____ Building category and wind importance factor, I_w (table 1604.5, 1609.5)
- _____ Wind exposure category (1609.4)
- _____ Internal pressure coefficient (ASCE 7)
- _____ Component and cladding pressures (1609.1.1, 1609.6.2.2)
- _____ Main force wind pressures (7603.1.1, 1609.6.2.1)

Earth design data (1603.1.5, 1614-1623)

- _____ Design option utilized (1614.1)
- _____ Seismic use group ("Category")
- _____ Spectral response coefficients, S_D & S_1 (1615.1)
- _____ Site class (1615.1.5)

- _____ Live load reduction
- _____ Roof live loads (1603.1.2, 1607.11)
- _____ Roof snow loads (1603.7.3, 1608)
- _____ Ground snow load, P_g (1608.2)
- _____ If $P_g > 10$ psf, flat-roof snow load I_T
- _____ If $P_g > 10$ psf, snow exposure factor, C_e
- _____ If $P_g > 10$ psf, snow load importance factor, I_s
- _____ Roof thermal factor, C_T (1608.4)
- _____ Sloped roof snowload, P_s (1608.4)
- _____ Seismic design category (1616.3)
- _____ Basic seismic force resisting system (1617.6.2)
- _____ Response modification coefficient, R_d and deflection amplification factor C_{dI} (1617.6.2)
- _____ Analysis procedure (1616.6, 1617.5)
- _____ Design base shear (1617.4, 1617.5.1)

Flood loads (1803.1.6, 1612)

- _____ Flood hazard area (1612.3)
- _____ Elevation of structure

Other loads

- _____ Concentrated loads (1607.4)
- _____ Partition loads (1607.5)
- _____ Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)



Commercial Interior & Change of Use Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal.

- Cross sections w/framing details
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Complete electrical and plumbing layout.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEEC 2003
- Proof of ownership is required if it is inconsistent with the assessors records.
- Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- Per State Fire Marshall, all new bathrooms must be ADA compliant.

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- Location and dimensions of parking areas and driveways, street spaces and building frontage.
- Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)

Fire Department requirements.

The following shall be submitted on a separate sheet:

- Name, address and phone number of applicant **and** the project architect.
- Proposed use of structure (NFPA and IBC classification)
- Square footage of proposed structure (total and per story)
- Existing and proposed fire protection of structure.
- Separate plans shall be submitted for
 - a) Suppression system
 - b) Detection System (separate permit is required)
- A separate Life Safety Plan must include:
 - a) Fire resistance ratings of all means of egress
 - b) Travel distance from most remote point to exit discharge
 - c) Location of any required fire extinguishers
 - d) Location of emergency lighting
 - e) Location of exit signs
 - f) NFPA 101 code summary
- Elevators shall be sized to fit an 80" x 24" stretcher.

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.



Accessibility Building Code Certificate

Designer: _____

Address of Project: _____

Nature of Project: _____

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.

Signature: _____

Title: _____

Firm: _____

Address: _____

Phone: _____

(SEAL)

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov



Certificate of Design

Date: _____

From: _____

These plans and / or specifications covering construction work on:

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the *2003 International Building Code* and local amendments.

(SEAL)

Signature: _____

Title: _____

Firm: _____

Address: _____

Phone: _____

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov



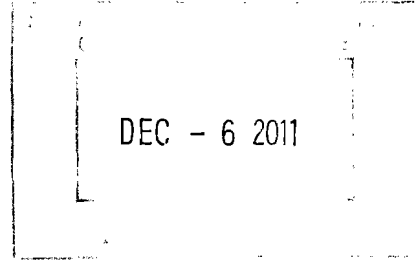
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Planning & Urban Development Department
Gregory A. Mitchell, Acting Director

Planning Division
Alexander Jaegerman, Director

December 5, 2011

University of New England
Alan Thibeault
11 Hills Beach Road
Biddeford, ME 04005



Project Name: UNE – Armory Parking Lot Project
Address: 772 Stevens Avenue
Applicant: University of New England, Alan Thibeault
Planner: Shukria Wiar

Project ID: 2011-383
CBL: 145 B 018001

Dear Mr. Thibeault;

On November 30, 2011, the Portland Planning Authority approved with conditions a Level I Site Alteration Site Plan for the proposal of the University of New England – Armory Parking Lot project at 772 Stevens Avenue. As provided in Section 14-532, this letter serves as the written permission from the Planning Authority to commence site work prior to the issuance of the Building Permit. The commencement of site work is limited to the extent of work outlined in an e-mail from Tom Saucier, P.E., with Site Design Associates that was received on December 4, 2011 (attached) and listed below:

- Construction of improvements to existing church entrance. Goal is placing binder course pavement, if weather permits.
- Construction of drive on armory property. As we discussed, this drive cannot be paved nor can the raised sidewalk or curbing be installed this season.
- Rehabilitation of existing parking areas on the westerly portion of the guard site.
- Construction of concrete containment areas.
- Installation of stormwater control measures including level spreaders, storm drainage, aprons, and a filter barrier.
- Install lighting.
- Install guard rail.
- Install concrete walk between the church and guard drives.
- Temporary erosion control as required.

All of the above work shall be done in accordance with the plans submitted by Site Design Associates with the most recent revisions dated 12-2-2011 that are currently under final review by the Planning Authority, City Hall, 389 Congress Street . Portland, ME 04101-3509 . Ph (207) 874-8719 . Fx 756-8258 . TTY 874-8936

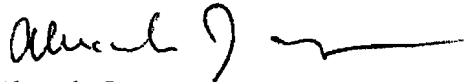
and as shown on sheets C-101, C-102, C-300, and C-301 of the site plan set. Please be advised that you must obtain any permits that may be required from Public Services for street openings, the temporary closing of any sidewalks, and any temporary loss of on-street parking.

Prior to the start of any site work, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Service's representative and owner to review the construction schedule, erosion and sedimentation controls, and other critical aspects of the site work. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.

The approval to proceed with the site work is based on the submitted request of Tom Saucier of Site Design Associates dated December 5, 2011 and the revised site plan set dated 12-2-11 that is currently under final review. If you need to make any modifications to the site plan, you must submit a revised site plan for staff review and approval.

Please contact Philip DiPierro, Development Review Coordinator at 874-8632 regarding the preconstruction meeting. If there are any further questions, please contact the Planning Office at 874-8721.

Sincerely,



Alexander Jaegerman
Planning Division Director

Electronic Distribution

Greg Mitchell, Acting Director of Planning and Urban Development Department

Barbara Barhydt, Development Review Services Manager, Planning

Shukria Wiar, Planner

Philip DiPierro, Development Review Coordinator, Planning

Marge Schmuckal, Zoning Administrator, Inspections Division

Matt Doughty, Public Services

Tammy Munson, Inspections Division Director

Lannie Dobson, Administration, Inspections Division

Approval Letter File

Attachments:

1. Tom Saucier, Site Design Associates, December 4, 2011

Page 1 of 1

Philip DiPierro - UNE Armory

From: "Tom Saucier" <tsaucier@sitedesignassociates.biz>
To: "DiPierro, Philip" <PD@portlandmaine.gov>
Date: 12/4/2011 4:06 PM
Subject: UNE Armory
CC: "Alan Thibeault" <A.Thibeault@une.edu>

Hi Phil

It was a pleasure meeting you on Friday.

I am emailing you the following scope of work in the hopes that you can prepare a letter for Alex to sign authorizing the start of work ASAP. It is my intent to include all work as shown on the project plans approved by the city, except for the raised sidewalk and paving of the portion of the access drive located on the armory property.

- 1) Construction of improvements to existing church entrance. Goal is placing binder course pavement, if weather permits.
- 2) construction of drive on armory property. As we discussed, this drive cannot be paved nor can the raised sidewalk or curbing be installed this season.
- 3) Rehabilitation of existing parking areas on the westerly portion of the guard site.
- 4) Construction of concrete containment areas.
- 5) Installation of stormwater control measures including level spreaders, storm drainage, aprons, and a filter barrier.
- 6) Install lighting.
- 7) Install guard rail.
- 8) Install concrete walk between the church and guard drives.
- 9) Temporary erosion control as required.

If you require additional information, please let me know.

thanks
tom

Tom Saucier, P.E.
Site Design Associates
23 Whitney Way
Topsham, Maine 04086

ph: 207-449-4275
cell: 207-758-0068
email: tsaucier@sitedesignassociates.biz

11/9/11

City of Portland
Development Review Application
Planning Division Transmittal form

Application Number: 2011-383 **Application Date:** 11/9/2011 12:00:00
CBL: 145-B-18 AM
Project Name: UNE Armory Parking
Address: 772 Stevens Avenue

Project Description: Construction of Improv. To provide access for UNE to parking leased from the State of Maine

Shukria

Zoning:

Other Reviews

Required:

Review Type: Level 1 Site Alteration

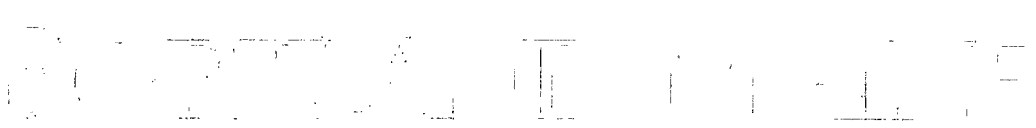
Phase I - no extra parking
Phase II - 35 New parking spaces

Distribution List:

<input type="checkbox"/> Planner	Shukria Wiar	<input type="checkbox"/> Parking	John Peverada
<input checked="" type="checkbox"/> Zoning	Marge Schmuckal	<input type="checkbox"/> Design Review	Alex Jaegerman
<input type="checkbox"/> Traffic Engineer	Tom Errico	<input type="checkbox"/> Corporation Counsel	Danielle West-Chuhta
<input type="checkbox"/> Civil Engineer	David Sensus	<input type="checkbox"/> Sanitary Sewer	John Emerson
<input type="checkbox"/> Fire Department	Chris Pirone	<input type="checkbox"/> Inspections	Tammy Munson
<input type="checkbox"/> City Arborist	Jeff Tarling	<input type="checkbox"/> Historic Preservation	Deb Andrews
<input type="checkbox"/> Engineering	David Margolis-Pineo	<input type="checkbox"/> DRC Coordinator	Phil DiPierro
		<input type="checkbox"/> Outside Agency	

Comments needed by (7 days later): Wednesday, November 16, 2011

NOV - 9



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Planning & Urban Development Department
Gregory A. Mitchell, Acting Director

Planning Division
Alexander Jaegerman, Director

DEC 1 2011

December 1, 2011

University of New England
Attention: Alan Thibeault
11 Hills Beach Road
Biddeford, ME 04005

Site Design Associates
Attention: Tom Saucier
23 Whitney Way
Topsham, ME 04086

Project Name:	UNE- Armory Parking Project	ID:	2011-383
Address:	772 Stevens Avenue	CBL:	145-B-18
Applicant:	University of New England		
Planner:	Shukria Wiar		

Dear Mr. Thibeault:

On November 30, 2011, the Planning Authority approved with conditions a Level I Site Alteration site plan for the University of New England for the construction of an access drive and associated parking and drainage improvements on the Portland Armory at 772 Stevens Drive. The decision is based upon the plans and application as submitted and prepared by Tom Saucier of Site Design Associates with a revision date of 11.07.11. The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

WAIVERS

The Planning Authority waives the Technical Standard, Section 1.7.2.7. Location and Spacing of Driveways: Distance between drives center to center to be a minimum of 100 feet to allow the two adjacent existing driveways on separate lots to remain in place and to add a two foot wide landscaped median.

The Planning Authority waives Land Use Code Section 14-526 (4) (a) (v) that requires all parking lots, except for temporary lots to used for less than one year, shall be construction of a permanent and durable hard surface that is not subject to ponding or erosion, to allow the existing parking lot to remain gravel with a new paved access way into the rear parking area.

The Planning Authority waives the Technical Standard, Section 5 (III) (4) (E) Flooding Standards for the reason that the total new impervious area will not result in additional runoff, and the proposed new treatment system will provide some flow attenuation on site.

SITE PLAN REVIEW

The Planning Authority found the plan is in conformance with the Site Plan Standards of the Land Use Code subject to the following conditions of approval:

1. If and when the applicant seeks approval for the Phase II of the Armory parking lot, the walkway on the Church's property and the driveway separation shall be re-evaluated and adjustments in the plan shall be considered if problems are identified.
2. In order to meet the General Standards and Urban Impaired Stream standards of Section 5 of the Portland Technical Manual, the applicant shall submit a stormwater plan for quality treatment and mitigation, either onsite or on the main campus that is equivalent to the proposed paved surface of 7,343 sq ft. The site plans shall be submitted for review and approval by the Department of Public Works and the Planning Division. The improvements shall be installed prior to the issuance of a certificate of occupancy for the parking lot and release of the performance guarantee.
3. The applicant and all assigns, must comply with the conditions of Chapter 32 Storm Water including Article III Post-Construction Storm Water Management, which specifies the annual inspections and reporting requirements. The developer/contractor/subcontractor must comply with conditions of the construction storm water management plan and sediment & erosion control plan based on our standards and state guidelines.
4. Prior to a Certificate of Occupancy, a stormwater maintenance plan shall be submitted for review and approval by the Department of Public Works and the Planning Division.
5. The proposed lighting fixtures shall be mounted at the lowest height necessary with no fixture height to exceed twenty (20) feet above grade, and lighting shall be reduced to 50% of permitted levels from one hour after the business closing to one hour before business opening.
6. The revised final site plans shall include erosion controls down-gradient of grading and gravel removal/replacement within the existing gravel parking lot areas in accordance with the MaineDEP Basic Standards (Erosion and Sediment Control BMP's) and the City's Land Use Ordinance, for review and approval by the Planning Authority and Department of Public Services. The final site plans shall be submitted within thirty (30) days of the date of this letter and prior to the issuance of a certificate of occupancy.
7. All new or modified outfalls on the site shall include outlet protection in accordance with the MaineDEP Basic Standards (Erosion and Sediment Control BMP's). Outlet protection shall be noted for the outfall from the catch basin with a 15" SD on the south edge of the property and the two 8" SD pipes from the concrete pads on the south edge of the property.
8. The site plan and details are unclear as to the application of level lip spreaders, rip-rap outlet protection, or a combination of these two practices at the outfalls on the site. A similar symbol is used for each, and the orientation of the spreader / apron is unclear from the site plan. In addition, the level spreader detail does not show the outfall location and orientation relative to the level lip. The final site plan and level spreader detail shall be clarified to show the design intent and submitted for review and approval by the Planning Authority and Department of Public Services within thirty (30) days of the date of this letter and prior to the issuance of a certificate of occupancy.
9. All of the proposed catchbasins on site shall have a three-foot sump and a Casco Trap.
10. A snow storage/removal maintenance plan shall be submitted to show the protection of the water quality of the Brook, for review and approval by the Department of Public Service within thirty (30) days of the date of this letter and prior to the issuance of a certificate of occupancy.
11. The applicant shall provide a copy of the Maine Army National Guard's Spill Prevention Control

Countermeasures Plan (SPCC) to the City that outline the monitoring and maintenance operations associated with these pads, within thirty (30) days of the date of this letter and prior to the issuance of a certificate of occupancy.

The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval. This approval for the parking lot does not satisfy the conditions that were originally placed on the College of Pharmacy Site Plan for a Campus Master Plan, Long-term Parking Strategy Plan and Stormwater Management Plan that is to be submitted on February 24, 2012.

STANDARD CONDITIONS OF APPROVAL


Please note the following standard conditions of approval and requirements for all approved site plans:

1. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
2. **Separate Building Permits Are Required** This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.
3. **Site Plan Expiration** The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
4. **Performance Guarantee and Inspection Fees** A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Services Department prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
5. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. **Preconstruction Meeting** Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held with the contractor, Development Review Coordinator, Public Service's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the Development Review Coordinator will confirm that the contractor is working from the approved site plan. The site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.
7. **Department of Public Services Permits** If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, 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 Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.

The Development Review Coordinator must be notified five (5) working days prior to the date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. 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.

If there are any questions, please contact Shukria Wiar at (207) 874- 8083.

Sincerely,


Alexander Jaegerman
Planning Division Director

Attachments:

1. Tom Errico memo dated 11.23.2011
2. David Sensus memo dated 11.30.2011
3. David Margolis-Pineo memo dated 11.30.2011
4. Performance Guarantee Packet

Electronic Distribution:

Greg Mitchell, Acting Director of Planning and Urban Development Department
Alexander Jaegerman, Planning Division Director
Barbara Barhydt, Development Review Services Mgr, Planning
Shukria Wiar, Planner
Philip DiPierro, Development Review Coordinator, Planning
Marge Schmuckal, Zoning Administrator, Inspections Division
Tammy Munson, Inspection Division Director,
Lannie Dobson, Administration, Inspections Division
Michael Bobinsky, Director, Public Services
Katherine Earley, Engineering Services Mgr., Public Services
Bill Clark, Project Engineer, Public Services
David Margolis-Pineo, Deputy City Engineer, Public Services
Jane Ward, Administration, Public Services
Capt. Chris Pirone, Fire Department
Jeff Tarling, City Arborist, Public Services
Thomas Errico, P.E., T.Y. Lin Associates
David Sensus, P.E., Woodard & Curran
Assessor's Office
Approval Letter File