



Jeff Levine, AICP  
Director, Planning & Urban Development Department

March 1, 2017

Aaron Shields  
City of Portland Public Facilities  
55 Portland Street  
Portland, ME 04101

Owens McCullough  
Sebago Technics  
75 John Roberts Road, Suite 1A  
S. Portland, ME 04106

Project Name: Canco Road Wash Bay Addition  
Address: 250 Canco Road  
Applicant: Aaron Shields, City of Portland  
Planner: Nell Donaldson

Project ID: 20175-011  
CBL: 148-A-08

Dear Mr. Shields:

On March 1, 2017, the Planning Authority approved with conditions a Level II site plan for a wash bay addition at the property at 250 Canco Road. The decision is based upon the application, documents, and plans dated January 20, 2017 as submitted by the City of Portland and prepared by Sebago Technics. The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

#### **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, which must be met prior to the issuance of a building permit unless otherwise stated, as well as the standard conditions of approval:

1. The applicant shall provide a stamped boundary survey for review and approval by the Planning Authority;
2. The applicant shall provide evidence of water capacity from Portland Water District for review and approval by the Planning Authority;
3. The applicant shall provide final plans for sewer connections and evidence of sewer capacity for review and approval by the Department of Public Works; and
4. The Department of Public Works shall review and approve the size of the proposed oil/grit separator.

The approval is based on the site plan dated January 20, 2017. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

#### **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

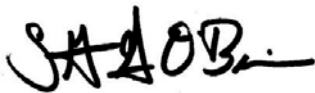
alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.

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. **Final Plan Sets** Seven (7) final sets of plans plus one final digital copy 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. **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.
6. **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.)
7. **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 Nell Donaldson at (207) 874-8723.

Sincerely,



Stuart G. O'Brien  
City Planning Director

**Electronic Distribution:**

CC: Jeff Levine, AICP, Director of Planning and Urban Development  
Barbara Barhydt, Development Review Services Manager  
Nell Donaldson, Planner/Senior Planner  
Philip DiPierro, Development Review Coordinator, Planning  
Ann Machado, Acting Zoning Administrator, Inspections Division  
Michael Russell, Director of Permitting and Inspections  
Jonathan Rioux, Inspections Division Deputy Director  
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Katherine Earley, Engineering Services Manager, Public Services  
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Keith Gautreau, Fire Department  
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Approval Letter File