

Department of Planning & Development
Lee D. Urban, Director



CITY OF PORTLAND

Division Directors
Mark B. Adelson
Housing & Neighborhood Services

Alexander Q. Jaegerman, AICP
Planning

John N. Lufkin
Economic Development

September 3, 2003

Mr. Matt Brewer
Morrill Street Associates
91 Bell Street
Portland, Maine 04103

RE: 83 Bell Street Site Plan amendment
CBL: 150 B001001

Dear Mr. Brewer:

On September 1, 2003, the Portland Planning Authority granted approval for an amendment to the minor site plan at 83 Bell Street. The approval is for surface paving and re-grading of the parking area at the interior and Morrill Street portions of the site, as shown on the amended plan.

Approval is subject to the following conditions:

1. That the two proposed street trees shown at the Morrill Street drive apron be relocated across Morrill Street within the City right of way in a location to be approved by the City arborist

Where submission drawings are available in electronic form, the applicant shall submit any available electronic CADD.DXF files with seven sets of final plans.

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.

Please note the following provisions and requirements for all site plan approvals:

1. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. A one-year extension may be granted by this department if requested by the applicant in writing prior to the expiration date of the site plan.

2. The existing performance guarantee covering the previously approved 8400 square foot building is still in force and shall be used to cover the amended site plan. Upon completion of the paving and grading approved herein, the performance guarantee can be released with the approval of the City Development Review Coordinator.
3. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
4. Prior to construction, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Work's representative and owner to review the construction schedule and critical aspects of the site work. At that time, 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.
5. 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. 8822. (Only excavators licensed by the City of Portland are eligible.)
6. Where submission drawings are available in electronic form, the applicant shall submit any available electronic CADD.DXF files with seven sets of final plans.

The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. Please note that no Certificates of Occupancy will be issued until all site improvements have been completed and inspected in the field by the Development Review Coordinator.

If there are any questions, please contact Sarah Hopkins at 874-8720.

Sincerely,



Alexander Jaegerman
Planning Division Director

cc: Lee D. Urban, Planning and Development Department Director
Sarah Hopkins, Development Review Program Manager
Bill Needelman, Senior Planner
Jay Reynolds, Development Review Coordinator

— Marge Schmuckal, Zoning Administrator
Michael Bobinsky, Public Works Director
Inspections
Public Works Traffic Division
Eric Labelle, City Engineer
Jeff Tarling, City Arborist
Penny Littell, Associate Corporation Counsel
Lt. Gaylen McDougall, Fire Prevention
Assessor's Office
Approval Letter File
Correspondence File

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