

**J.B. BROWN & SONS**  
10 Free Street, Suite 100  
P.O. Box 207  
Portland, ME 04112-0207  
207-774-5908 (phone) 207-774-0898 (fax)

March 3, 2016

Stuart O'Brien  
City Planning Director  
City of Portland  
389 Congress Street  
Portland, Maine 04101

Re: Amended Subdivision Plan – Quarry Rd

Dear Mr. O'Brien,

Attached please find an amended subdivision plan for our Quarry Road property.

As discussed, the three (3) lot subdivision was originally approved by the Portland Planning Board in March, 1981. Subsequent to that approval an addition to the existing building (90 Quarry Road) was approved by the Planning Board and constructed with a separate street address of 118 Quarry Rd., extending the Lot 3 building onto adjacent land that was not part of the original subdivision.

In order to clarify the current configuration of our Quarry Road properties, we propose to amend the subdivision plan by adding to Lot 3 the land on which the addition to the Lot 3 building (i.e., 118 Quarry Road) was constructed. In addition, we propose to remove a portion land from Lot 3 that lies across the Milliken Brook and is contiguous to land owned by J. B. Brown & Sons on Cornell Street that was not part of the original 1981 subdivision plan. Lots 1 and 2 remain unchanged and there are no changes in use, new buildings, pavement, or landscaping changes proposed on any of the three lots. Accordingly, I believe the Planning Authority has the Administrative Authority to approve the amended subdivision plan per Section 14-496(c) of Land Use Chapter 14.

Please do not hesitate to contact me with any questions or concerns.

Sincerely,



Vincent P Veroneau  
President



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.

Kit P. Veroneau  
Applicant Signature:

2/3/16  
Date:

Kit P. Veroneau  
I have provided digital copies and sent them on:

3/3/16  
Date:

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3<sup>rd</sup> Floor, Room 315.

PROJECT NAME: Amended Subdivision - Quarry Rd.

PROPOSED DEVELOPMENT ADDRESS:

90-118 Quarry Rd

PROJECT DESCRIPTION:

Amend subdivision to adjust the lot lines of Lot 3.

CHART/BLOCK/LOT: 151A-A-15  
151A-A-22

PRELIMINARY PLAN \_\_\_\_\_ (date)  
FINAL PLAN 2.26.2014 (date)

CONTACT INFORMATION:

<b>Applicant – must be owner, Lessee or Buyer</b> Name: <u>J.B. Brown &amp; Sons</u> Business Name, if applicable: Address: <u>10 Free St</u> City/State: <u>Portland, ME</u> Zip Code: <u>04101</u>	<b>Applicant Contact Information</b> Work # <u>207.774.5908</u> Home# Cell # Fax# e-mail: <u>veroneau@jbbrown.com</u>
<b>Owner – (if different from Applicant)</b> Name: Address: <u>N/A</u> City/State: Zip Code:	<b>Owner Contact Information</b> Work # Home# Cell # Fax# e-mail:
<b>Agent/ Representative</b> Name: <u>Vincent Veroneau</u> Address: <u>10 Free St.</u> City/State: <u>Portland ME</u> Zip Code: <u>04101</u>	<b>Agent/Representative Contact information</b> Work # <u>207.200.2180</u> Cell # <u>207.838.3397</u> e-mail: <u>veroneau@jbbrown.com</u>
<b>Billing Information</b> Name: <u>J.B. Brown &amp; Sons</u> Address: City/State: Zip Code:	<b>Billing Information</b> Work # Cell # Fax# e-mail:

<b>Engineer</b> Name: N/A Address: City/State : Zip Code:	<b>Engineer Contact Information</b> Work # Cell # Fax# e-mail:
<b>Surveyor</b> Name: Randy Loubier Owen Haskell Address: 390 U.S. Route 1 City/State : Falmouth, ME Zip Code: 04105	<b>Surveyor Contact Information</b> Work # 207.774-7424 Cell # 207.653.2123 Fax# 207.774-0511 e-mail: r.loubier@owenhaskell.com
<b>Architect</b> Name: N/A Address: City/State : Zip Code:	<b>Architect Contact Information</b> Work # Cell # Fax# e-mail:
<b>Attorney</b> Name: David Galgay Verrill Dana Address: One Portland Sq City/State : Portland, ME Zip Code: 04101	<b>Attorney Contact Information</b> Work # 207.774-4000 Cell # Fax# e-mail: dgalgay@verrilldana.com

**APPLICATION FEES:**

**Check all reviews that apply. (Payment may be made by Credit Card, Cash or Check payable to the City of Portland.)**

<b>Level III Development (check applicable reviews)</b> <input type="checkbox"/> Less than 50,000 sq. ft. (\$500.00) <input type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000) <input type="checkbox"/> 100,000 - 200,000 sq. ft. (\$2,000) <input type="checkbox"/> 200,000 - 300,000 sq. ft. (\$3,000) <input type="checkbox"/> over 300,000 sq. ft. (\$5,000) <input type="checkbox"/> Parking lots over 11 spaces (\$1,000) <input type="checkbox"/> After-the-fact Review (\$1,000.00 plus applicable application fee)  <b>Plan Amendments (check applicable reviews)</b> <input checked="" type="checkbox"/> Planning Staff Review (\$250) <input type="checkbox"/> Planning Board Review (\$500)  The City invoices separately for the following: <ul style="list-style-type: none"> <li>• Notices (\$.75 each)</li> <li>• Legal Ad (% of total Ad)</li> <li>• Planning Review (\$40.00 hour)</li> <li>• Legal Review (\$75.00 hour)</li> </ul> Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.	<b>Other Reviews (check applicable reviews)</b> <input type="checkbox"/> Traffic Movement (\$1,000) <input type="checkbox"/> Stormwater Quality (\$250) <input type="checkbox"/> Subdivisions (\$500 + \$25/lot) # of Lots ___ x \$25/lot = _____ <input type="checkbox"/> Site Location (\$3,000, except for residential projects which shall be \$200/lot) # of Lots ___ x \$200/lot = _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Change of Use <input type="checkbox"/> Flood Plain <input type="checkbox"/> Shoreland <input type="checkbox"/> Design Review <input type="checkbox"/> Housing Replacement <input type="checkbox"/> Historic Preservation
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**APPLICATION SUBMISSION:**

1. All site plans and written application materials must be submitted electronically on a CD or thumb drive with each plan and each document submitted as separate files. Naming conventions for the individual files 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-Documents-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:

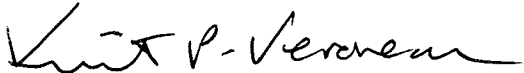
1. One (1) full size site plans that must be folded.
2. One (1) copy of all written materials or as follows, unless otherwise noted:
  - a. Application form that is completed and signed.
  - b. Cover letter stating the nature of the project.
  - c. All Written Submittals (Sec. 14-525 2. (c), including 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 Level III Site Plan review. It is not a permit to begin construction. An approved 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: 3/3/2016
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