

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM**

**19990031**  
I. D. Number

**Cheverus High School**  
Applicant  
**267 Ocean Ave, Portland, ME 04103**  
Applicant's Mailing Address  
**Michael S. Komich**  
Consultant/Agent  
**774-6238 828-0207**  
Applicant or Agent Daytime Telephone, Fax

**3/16/99**  
Application Date  
**Cheverus High School - Fill**  
Project Name/Description

**311 Ocean Ave**  
Address of Proposed Site  
**156-F-002**  
Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):  
 Office  Retail  Manufacturing  Warehouse/Distribution  Parking Lot  New Building  Building Addition  Change Of Use  Residential  Other (specify) **Fill Permit**

Proposed Building square Feet or # of Units \_\_\_\_\_ Acreage of Site \_\_\_\_\_ Zoning \_\_\_\_\_

**Check Review Required:**

Site Plan (major/minor)  Subdivision # of lots \_\_\_\_\_  PAD Review  14-403 Streets Review  
 Flood Hazard  Shoreland  Historic Preservation  DEP Local Certification  
 Zoning Conditional Use (ZBA/PB)  Zoning Variance  Other \_\_\_\_\_

Fees Paid: Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_ Engineer Review **\$100.00** Date: **3/16/99**

**DRC Approval Status:**

Reviewer Jim Wendel

Approved  Approved w/Conditions see attached  Denied  
 Approval Date 3/31/99 Approval Expiration 3/31/2000 Extension to \_\_\_\_\_  Additional Sheets Attached  
 Condition Compliance \_\_\_\_\_ signature \_\_\_\_\_ date \_\_\_\_\_

**Performance Guarantee**  Required\*  Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate Of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	
	date		
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released	_____	_____	
	date	signature	

The Jesuit College Preparatory School of Maine

# CHEVERUS

267 Ocean Avenue Portland, Maine 04103-5798

March 16, 1999

Ms. Mary Gresik  
Building Permit Secretary  
City of Portland  
389 Congress Street  
Portland, ME 04101

By Fax: 874-8716

Dear Mary,

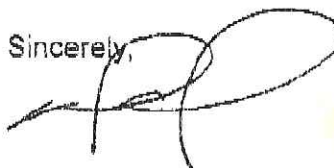
As per our conversation this morning, this letter is to provide background information for our fill permit.

We plan to place 5,000 to 6,000 cubic yards of clean fill which will then be graded and seeded to grow a lawn. The site of this fill placement is the former Roak's Greenhouse property at 311 Ocean Avenue and is shown on the site map submitted with the application.

We have contacted Jim Wendel of DeLuca Hoffman, and he has provided us with guidelines to follow. The work will be performed by ELC of Portland, Maine.

If you have any further questions with regard to this matter, please don't hesitate to contact me.

Sincerely,



Michael S. Komich  
Business Manager

P.S. Please send me a receipt for the \$100 permit fee we with the application.  
Thank you.

207-774-6238

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Proposed Building square Feet or # of Units \_\_\_\_\_ Acreage of Site \_\_\_\_\_ Zoning \_\_\_\_\_

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 Flood Hazard    Shoreland    Historic Preservation    DEP Local Certification  
 Zoning Conditional Use (ZBA/PB)    Zoning Variance    Other \_\_\_\_\_

Fees Paid: Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_ Engineer Review **\$100.00** Date: **3/16/99**

**DRC Approval Status:**

Reviewer **Jim Wendel**

Approved    Approved w/Conditions see attached    Denied

Approval Date **3/31/99**   Approval Expiration **3/31/00**   Extension to \_\_\_\_\_    Additional Sheets Attached  
 Condition Compliance \_\_\_\_\_ signature \_\_\_\_\_ date \_\_\_\_\_

Performance Guarantee    Required\*    Not Required

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	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate Of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	
	date		
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released	_____	_____	
	date	signature	



CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
ADDENDUM

19990031

I. D. Number

**Cheverus High School**

Applicant

267 Ocean Ave, Portland, ME 04103

Applicant's Mailing Address

Michael S. Komich

Consultant/Agent

774-6238 828-0207

Applicant or Agent Daytime Telephone, Fax

3/16/99

Application Date

Cheverus High School - Fill

Project Name/Description

311 Ocean Ave

Address of Proposed Site

156-F-002

Assessor's Reference: Chart-Block-Lot

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**DRC Conditions of Approval**

The permit application for the placement of a maximum of 6000 CY of clean fill on the site of a future lacrosse field has been reviewed and recommend approval with the following conditions:

1. Prior to placement of any fill material the following items must be completed:

- a. Coordinate with code enforcement as to the specifics of any zoning or shoreland setbacks; locate that setback line accurately in the field with survey flagging material.
- b. Delineate the 100' NRPA setback line from the "normal high waterline" of Smith Brook in the field with survey flagging. The delineation shall be performed by a qualified individual familiar with the definition of the normal high waterline in the NRPA regulations, such as a wetland specialist. The fill shall not encroach on the setback.
- c. Install silt fence down gradient of the area to be filled.
- d. Install a crushed stone construction entrance at the location where access to the site will occur. The entrance to the fill site shall be located off the end of the crushed stone parking area and close to the exit drive; only one location shall be used for access. The entrance shall be restored as necessary during the fill operation.

2. The fill material shall be placed in 8-12" lifts using a bulldozer. If the placement operation ceases for more than five days than the exposed fill material shall be stabilized by placement of a heavy layer of hay mulch and seeded with a quick growth grass mix.

3. No delivery of fill shall occur during a rainstorm event.

4. All erosion control measures shall conform to the "Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices", March 1991, by the Cumberland County SWCD and Maine Department of Environmental Protection.

5. Erosion control measures shall be checked and repaired as necessary after each significant rainfall of 0.5" over a continuous 24-hour period.

6. The fill shall be graded to drain and final grading shall not exceed a 3:1 side slope.

7. Those areas that are considered completed and will not be disturbed by future fill operations shall be permanently stabilized as soon as possible with 4' of loam, seed, and mulch.

8. After the completion of the fill operation, the silt fence can be removed when the grass cover has achieved 80%.

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**Planning Conditions of Approval**

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**Inspections Conditions of Approval**

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**Fire Conditions of Approval**





DeLUCA-HOFFMAN ASSOCIATES, INC.  
CONSULTING ENGINEERS

778 MAIN STREET  
SUITE 8  
SOUTH PORTLAND, MAINE 04106  
TEL. 207 775 1121  
FAX 207 879 0896

- ROADWAY DESIGN
- ENVIRONMENTAL ENGINEERING
- TRAFFIC STUDIES AND MANAGEMENT
- PERMITTING
- AIRPORT ENGINEERING
- SITE PLANNING
- CONSTRUCTION ADMINISTRATION

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## MEMORANDUM

**TO:** Code Enforcement  
Joe Gray Jr., Director of Planning and Urban Development

**FROM:** Jim Wendel, PE, Development Review Coordinator

**DATE:** March 30, 1999

**RE:** Chevrus Preparatory School  
311 Ocean Avenue  
Fill Permit

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The permit application for the placement of a maximum of 6000CY of clean fill on the site of a future lacrosse field has been reviewed and recommend approval with the following conditions.

1. Prior to placment of any fill material the following items must be completed:
  - a. Coordinate with code enforcement as to the specifics of any zoning or shoreland setbacks; locate that setback line accurately in the field with survey flagging material.
  - b. Delineate the 100' NRPA setback line from the "normal high waterline" of Smith Brook in the field with survey flagging. The delineation shall be performed by a qualified individual familiar with the definition of the normal high waterline in the NRPA regulations, such as a wetland specialist. The fill shall not encroach on the setback.
  - c. Install silt fence down gradient of the area to be filled.
  - d. Install a crushed stone construction entrance at the location where access to the site will occur. The entrance to the fill site shall be located off the end of the crushed stone parking area and close to the exit drive; only one location shall be used for access. The entrance shall be restored as necessary during the fill operation.



2. The fill material shall be placed in 8-12" lifts using a bulldozer. If the placement operation ceases for more than five days than the exposed fill material shall be stabilized by placement of a heavy layer of hay mulch and seeded with a quick growth grass mix.
3. No delivery of fill shall occur during a rainstorm event.
4. All erosion control measures shall conform to the "Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices", March 1991, by the Cumberland County SWCD and Maine Department of Environmental Protection.
5. Erosion control measures shall be checked and repaired as necessary after each significant rainfall of 0.5" over a continuous 24-hour period.
6. The fill shall be graded to drain and final grading shall not exceed a 3:1 side slope.
7. Those areas that are considered completed and will not be disturbed by future fill operations shall be permanently stabilized as soon as possible with 4" of loam, seed and mulch.
8. After the completion of the fill operation, the silt fence can be removed when the grass cover has achieved 80%.





## MEMORANDUM

**TO:** Michael Komich, Business Manager, Cheverus  
Joe Gray Jr., Director of Planning and Urban Development

**MEETING ATTENDEES:** Michael Komich  
Jim Wendel

**FROM:** Jim Wendel, PE, Development Review Coordinator *JW*

**DATE:** February 11, 1999

**RE:** Cheverus Preparatory School  
Placement of Fill on Site

As discussed with you during our meeting on February 11, 1999, below is a list of recommended actions for managing the placement of fill material acquired from a recent donor. The fill site is for a future lacrosse field. The recommendations will minimize the disturbed area, control the potential for erosion, and will keep the stockpile of material as far away as practicable from setbacks associated with Smith Brook.

1. If available from existing Cheverus records, obtain a copy of a topographic map of the site that shows how the site relates to the brook. If not immediately available, we suggest that a topographic and boundary survey be prepared for the site. The plan should include the edge of the brook. This will be a very helpful planning tool for the school as you develop a master plan for the facility. A topographic map is not essential for coordinating the placement of the donated fill currently under discussion, but would be helpful.
2. Coordinate with Code Enforcement as to the specifics of any zoning or shoreland setbacks; locate that setback line accurately in the field with survey flagging material.
3. Establish from the donor the anticipated volume of material to be donated. This information is needed so that you can install silt fence prior to the delivery of the material. The silt fence should be installed such that if any material is disturbed it will be trapped in the silt fence. The area should be monitored after any significant rainstorm event for failure of the silt fence and repairs made as necessary.
4. Access to the site and the limit of the placement area should be kept as small as practicable. We recommend that the material be spread with a bulldozer to the anticipated depth as opposed to a large and high stockpile; this will result in a less visual attraction to the public. We recommend that the placement area is located off the end of the stone parking area and close to the exit drive. Deliveries to the fill area should be from one location. We recommend that access to the area is from the corner of the stone parking area and the exit drive. This appears to be the furthest distance from the brook and the setback line that you pointed out during the meeting.

5. It is anticipated that the material will be delivered and placed in a relatively short time frame and continuous process. As the fill is placed, it should be compacted in 8-12" lifts using the bulldozer. Also, the final fill slopes should be 3:1 or flatter. After the fill has been placed it should be heavily mulched with hay and dormant seeded as soon as possible, but within five days of completion of the work. If the delivery is intermittent, then mulching and seeding of each new delivery should be completed immediately. We recommend that deliveries of the material are not made during a rainstorm. The silt fence should be left in place until a 75% catch of grass is achieved.
6. A review of the Natural Resource Protection Act Statute indicates that an individual permit is not required. However, if the fill work is within 25' to 100' (less than 25' requires a full NRPA permit) of the upland edge or normal high water line of a stream, then a "permit by rule" application to the state is required. The permit by rule process is a fairly simple notification process. The category that this project would fall under is "soil disturbance". You may wish to contact MeDEP at the Canco Road office for further details.

With the measures outlined above, Cheverus will have a compact, stable and unobtrusive operation for this donated fill. Should you have any questions or need any further assistance, please call. Joe Gray will be able to assist you with the City's administrative needs.