



Alex Jaegerman, FAICP
Division Director, Planning Division

June 11, 2015

Ko Saribekian
31 Brookside Road
Portland, ME 04103

Lisa Vickers, Eco-Analysts, Inc.
PO Box 224
Bath, ME 04530

Project Name: Seasonal Pier, Ramp, and Float
Address: 35 Brookside Road
Applicant: Ko Saribekian
Planner: Nell Donaldson

Project ID: 2015-037
CBL: 158-A-026

Dear Ms. Saribekian:

On June 11, 2015 the Planning Authority approved a Level II site plan for the construction of a set of stairs to access Fall Brook at the property at 35 Brookside Road. The decision is based upon the application, documents and plans as prepared by Eco-Analysts, Inc., and most recently revised on June 2, 2015. The proposal was reviewed for conformance with the standards of Portland's land use code, including the site plan and shoreland zoning ordinances (Article V and Division 26, respectively).

WAIVER

The Planning Authority found that, given that the estimated cost of the proposed project is less than \$2,000, that the proposed stairs are to be installed and anchored as shown on the approved plan, and because no stamped, engineered plan is required as part of the building permit review, the submittal requirement for an engineer's stamp is waived.

SITE PLAN REVIEW

The Planning Authority found the plan is in conformance with the Site Plan Standards of the Land Use Code. The approval is based on the submitted site plan most recently revised on June 2, 2015. 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. A building permit is required for the stair installation.

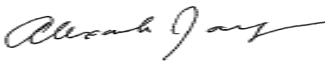
3. **Site Plan Expiration** The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must 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 \$300, 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. 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.

Also note that, as stated in *Section 14-529* of the site plan ordinance, any person aggrieved may appeal this decision to the planning board within thirty (30) days of the date of the written decision of the planning authority. Upon the taking of such an appeal, the application shall be reviewed as a new application.

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,



Alexander Jaegerman, FAICP
Planning Division Director

Attachments:

1. Performance Guarantee Packet

Electronic Distribution:

cc: Jeff Levine, AICP, Director of Planning and Urban Development
Alexander Jaegerman, FAICP, Planning Division Director
Barbara Barhydt, Development Review Services Manager
Nell Donaldson, Planner/Senior Planner
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Keith Gautreau, Fire Department
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Approval Letter File