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Planning & Urban Development Department
Penny St. Louis Littell, Director

Planning Division
Alexander Jaegerman, Director
January 13, 2010

John B. Shumadine, Esq.
Murray Plumb & Murray
75 Pearl Street
Post Office Box 9785
Portland, ME 04101-5085

Christopher DiMatteo
Sebago Technics
One Chabot Street
Westbrook, ME 04098-1339

Project Name: Restoration of a Site
Address: 978 Washington Avenue
Applicant: Sadri Shir

Dear Mr. Shumadine:

On January 13, 2010, the Portland Planning Authority approved with conditions the restoration plan for removing a parking lot and restoring the site to its original topography at 978 Washington Avenue as shown on the restoration plan submitted by Sebago Technics dated 12-29-09 and revised 1-08-10. The conditions of approval are as follows:

1. A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount must be submitted to and approved by the Planning Division and Public Services Dept. prior to the release of a building permit. The sample letters of credit or escrow account forms are contained within the attached Performance Guarantee Packet. The building permit application is attached and must be submitted to Portland's Inspection Division along with a copy of the Site Restoration Plan.
2. Prior to construction, a pre-construction meeting shall be held at the project site 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 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.
3. The site preparation shall include the removal of snow and installation of erosion control measures as shown on the restoration plan prior to the start of construction.
4. The applicant's consulting engineer shall confirm in writing that the final grades of the site are in conformance with the approved restoration plan.
5. The performance guarantee shall not be released or reduced until after the City has conducted final inspections of the site in the spring in order to confirm that the site work completed in January meets the stormwater management objectives of the approved plan.

The approval is based on the submitted restoration 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.

STANDARD CONDITIONS OF APPROVAL

Please note the following standard conditions of approval and requirements for all approved site plans:

1. The site shall be developed and maintained as depicted in the site plan and 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 the planning authority pursuant to the terms of this article. Any such parcel lawfully altered prior to the enactment date of these revisions shall not be further altered without approval as provided herein. Modification or alteration shall mean and include any deviations from the approved site plan including, but not limited to, topography, vegetation and impervious surfaces shown on the site plan. No action, other than an amendment approved by the planning authority or Planning Board, and field changes approved by the Public Services authority as provided herein, by any authority or department shall authorize any such modification or alteration.
2. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
3. 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.)

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 make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as 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 Barbara Barhydt, Development Review Services Manager at 874-8699.

Sincerely,



Alexander Jaegerman
Planning Division Director

Attachments:

1. Performance Guarantee Packet
2. Building Permit Application

Electronic Distribution:

Penny St. Louis Littell, Director of Planning and Urban Development
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