



Level III – Preliminary and Final Site Plans Development Review Application Portland, Maine

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level III: Preliminary or Final Site Plan. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

Level III: Site Plan Development includes:

- New structures with a total floor area of 10,000 sq. ft. or more except in Industrial Zones.
- New structures with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- New temporary or permanent parking area(s) or paving of existing unpaved parking areas for more than 75 vehicles.
- Building addition(s) with a total floor area of 10,000 sq. ft. or more (cumulatively within a 3 year period) except in Industrial Zones.
- Building addition(s) with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- A change in the use of a total floor area of 20,000 sq. ft. or more in any existing building (cumulatively within a 3 year period).
- Multiple family development (3 or more dwelling units) or the addition of any additional dwelling unit if subject to subdivision review.
- Any new major or minor auto business in the B-2 or B-5 Zone, or the construction of any new major or minor auto business greater than 10,000 sq. ft. of building area in any other permitted zone.
- Correctional prerelease facilities.
- Park improvements: New structures greater than 10,000 sq. ft. and/or facilities encompassing 20,000 sq. ft. or more (excludes rehabilitation or replacement of existing facilities); new nighttime outdoor lighting of sports, athletic or recreation facilities not previously illuminated.
- Land disturbance of 3 acres or more (includes stripping, grading, grubbing, filling or excavation).

Portland's development review process and requirements are outlined in the [Land Use Code \(Chapter 14\)](#), [Design Manual](#) and [Technical Manual](#).

Planning Division

Fourth Floor, City Hall

389 Congress Street

(207) 874-8719

planning@portlandmaine.gov

Office Hours

Monday thru Friday

8:00 a.m. – 4:30 p.m.

I. Project Information (Please enter n/a on those fields that are not applicable)

Project Name:	Front Street Re-development
Proposed Development Address:	37 and 63 W. Presumpscot Street Portland ME 04103
Project Description:	Redevelopment of 50 existing units to 99 new units of affordable housing on 2 lots
Chart/Block/Lot:	Tax Map 166 Block B Lot #1 & Tax Map167 Block E Lot #1
Preliminary Plan	
Final Plan	X

II. Contact Information (Please enter n/a on those fields that are not applicable)**APPLICANT**

Name:	Jay Waterman
Business Name:	Front Street Housing Redevelopment, LP, c/o Portland Housing Development Corporation
Address:	14 Baxter Blv
City/State:	Portland ME
Zip Code:	04101
Work #:	207.221.8009
Home #:	n/a
Cell #:	207.272.2562
Fax #:	207.761.5886
E-mail:	jwaterman@porthouse.org

OWNER

Name:	Portland Housing Authority
Address:	14 Baxter Blv
City/State:	Portland ME
Zip Code:	04101
Work #:	207.221.8009
Home #:	n/a
Cell #:	207.272.2562
Fax #:	207.761.5886
E-mail:	jwaterman@porthouse.org

AGENT/REPRESENTATIVE

Name:	Carroll Associates Landscape Architects
Address:	217 Commercial Street, Suite 200
City/State:	Portland, ME
Zip Code:	04101
Work #:	207.772.1552
Home #:	n/a
Cell #:	207.329.8976
Fax #:	n/a
E-mail:	pcarroll@carroll-assoc.com

BILLING (to whom invoices will be forwarded to)

Name:	Front Street Housing Redevelopment, LP
Address:	14 Baxter Blv
City/State:	Portland ME
Zip Code:	04101
Work #:	207.221.8009
Home #:	n/a
Cell #:	207.272.2562
Fax #:	n/a
E-mail:	jwaterman@porthouse.org

ENGINEER

Name:	Ransom Consulting
Address:	400 Commercial St. Suite 404
City/State:	Portland, ME
Zip Code:	04101
Work #:	(207) 772-2891
Home #:	n/a
Cell #:	n/a
Fax #:	n/a
E-mail:	john.mahoney@ransomenv.com

SURVEYOR

Name:	Owen Haskell
Address:	390 US Route 1, Suite 10
City/State:	Falmouth, Maine
Zip Code:	04105
Work #:	(207) 774-0424
Home #:	n/a
Cell #:	n/a
Fax #:	F:(207) 774-0511
E-mail:	jschwanda@owenhaskell.com

ARCHITECT

Name:	Utile
Address:	115 Kingston Street
City/State:	Boston, MA
Zip Code:	02111
Work #:	617-423-7200
Home #:	617-423-7200
Cell #:	n/a
Fax #:	n/a
E-mail:	wirtz@utiledesign.com

ATTORNEY

Name:	Drummond Woodsum
Address:	84 Marginal Way, Suite 600
City/State:	Portland, ME
Zip Code:	04101
Work #:	207.772.1941
Home #:	n/a
Cell #:	n/a
Fax #:	207.772.3627
E-mail:	n/a

DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN

Name:	Pat Carroll - Carroll Associates
E-mail:	pcarroll@carroll-assoc.com
Name:	Seth Kimball - Carroll Associates
E-mail:	skimball@carroll-assoc.com
Name:	John I. Mahoney - Ransom Consulting
E-mail:	john.mahoney@ransomenv.com

III. APPLICATION FEES

LEVEL III DEVELOPMENT (check applicable review)

<input type="checkbox"/>	Less than 50,000 sq. ft.	\$750.00
<input type="checkbox"/>	50,000 – 100,000 sq. ft.	\$1,000.00
<input checked="" type="checkbox"/>	100,000 – 200,000 sq. ft.	\$2,000.00
<input type="checkbox"/>	200,000 – 300,000 sq. ft.	\$3,000.00
<input type="checkbox"/>	Over 300,000 sq. ft.	\$5,000.00
<input checked="" type="checkbox"/>	Parking lots over 100 spaces	\$1,000.00
<input type="checkbox"/>	After-the-fact Review	\$1,000.00 + applicable application fee above

PLAN AMENDMENTS (check applicable review)

<input type="checkbox"/>	Planning Staff Review	\$250.00
<input type="checkbox"/>	Planning Board Review	\$500.00

OTHER REVIEWS (check applicable review)

<input type="checkbox"/>	Traffic Movement	\$1,500.00
<input checked="" type="checkbox"/>	Stormwater Quality	\$250.00
<input checked="" type="checkbox"/>	Subdivision	\$500.00 + applicable fee for lots/units below
	# of Subdivision Lots/Units [⁹⁹] x \$25.00 each	\$ 2,475
<input type="checkbox"/>	Site Location	\$3,500.00 + applicable fee for lots/units below
	# of Site Location Lots/Units [] x \$200.00 each	\$
<input type="checkbox"/>	Change of Use	\$5,225 - 25% discount (\$1,306.25)=\$3,918.75
<input type="checkbox"/>	Flood Plain	
<input type="checkbox"/>	Shoreland	
<input type="checkbox"/>	Design Review	
<input type="checkbox"/>	Housing Replacement	
<input type="checkbox"/>	Historic Preservation	
TOTAL APPLICATION FEE DUE:		

IV. FEES ASSESSED AND INVOICED SEPARATELY

- Notices to abutters (receipt of application, workshop and public hearing meetings) (\$.75 each)
- Legal Ad in the Newspaper (% of total ad)
- Planning Review (\$52.00 hour)
- Legal Review (\$75.00 hour)
- Third Party Review (all outside reviews or analysis, eg. Traffic/Peer Engineer, are the responsibility of the applicant and will be assessed and billed separately)

V. PROJECT DATA (Please enter n/a on those fields that are not applicable)


TOTAL AREA OF SITE	171,509	sq. ft.
PROPOSED DISTURBED AREA OF THE SITE	171,509	sq. ft.
<i>If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland.</i>		
IMPERVIOUS SURFACE AREA		
Impervious Area (Total Existing)	66,230	sq. ft.
Impervious Area (Total Proposed)	122,884	sq. ft.
Building Ground Floor Area and Total Floor		
Building Footprint (Total Existing)	29,005 ESTIMATED	sq. ft.
Building Footprint (Total Proposed)	48,400	sq. ft.
Building Floor Area (Total Existing)	58,010 ESTIMATED	sq. ft.
Building Floor Area (Total Proposed)	116,500	sq. ft.
ZONING		
Existing	R-5	
Proposed, if applicable	n/a	
LAND USE		
Existing	Multi unit Housing	
Proposed	PRUD Housing	
RESIDENTIAL, IF APPLICABLE		
# of Residential Units (Total Existing)	50	
# of Residential Units (Total Proposed)	99	
# of Lots (Total Proposed)	2	
# of Affordable Housing Units (Total Proposed)	79	
PROPOSED BEDROOM MIX		
# of Efficiency Units (Total Proposed)	0	
# of One-Bedroom Units (Total Proposed)	45	
# of Two-Bedroom Units (Total Proposed)	15	
# of Three-Bedroom Units (Total Proposed)	20	
# of Four-Bedroom Units: # of Five-Bedroom Units:	(11) 4 bedroom units (8) 5 bedroom units	
PARKING SPACES		
# of Parking Spaces (Total Existing)	59+/-	
# of Parking Spaces (Total Proposed)	102	
# of Handicapped Spaces (Total Proposed)	9	
BICYCLE PARKING SPACES		
# of Bicycle Spaces (Total Existing)	Unknown	
# of Bicycle Spaces (Total Proposed)	50	
ESTIMATED COST OF THE PROJECT		
	\$21,370,000	

VI. APPLICANT SIGNATURE

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.

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:	9/13/17

PRELIMINARY PLAN (Optional) - Level III Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
X		1	Completed Application form
X		1	Application fees
X		1	Written description of project
X		1	Evidence of right, title and interest
X		1	Evidence of state and/or federal approvals, if applicable
X		1	Written assessment of proposed project's compliance with applicable zoning requirements
X		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site
X		1	Written requests for waivers from site plan or technical standards, if applicable.
X		1	Evidence of financial and technical capacity
X		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST
X		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
X		1	Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)
X			Proposed grading and contours;
X			Existing structures with distances from property line;
X			Proposed site layout and dimensions for all proposed structures (including piers, docks or wharves in Shoreland Zone), paved areas, and pedestrian and vehicle access ways;
X			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
X			Preliminary infrastructure improvements;
X			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;
X			Location of significant natural features (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features) located on the site as defined in Section 14-526 (b) (1);
X			Proposed buffers and preservation measures for significant natural features, as defined in Section 14-526 (b) (1);
X			Location , dimensions and ownership of easements, public or private rights of way, both existing and proposed;
X			Exterior building elevations.

FINAL PLAN - Level III Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
X		1	* Completed Application form
X		1	* Application fees
X		1	* Written description of project
X		1	* Evidence of right, title and interest
X		1	* Evidence of state and/or federal permits
X		1	* Written assessment of proposed project's specific compliance with applicable Zoning requirements
X		1	* Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site
X		1	* Evidence of financial and technical capacity
X		1	Construction Management Plan
X		1	A traffic study and other applicable transportation plans in accordance with Section 1 of the technical Manual, where applicable.
X		1	Written summary of significant natural features located on the site (Section 14-526 (b) (a))
X		1	Stormwater management plan and stormwater calculations
X		1	Written summary of project's consistency with related city master plans
X		1	Evidence of utility capacity to serve
X		1	Written summary of solid waste generation and proposed management of solid waste
X		1	A code summary referencing NFPA 1 and all Fire Department technical standards
X		1	Where applicable, an assessment of the development's consistency with any applicable design standards contained in Section 14-526 and in City of Portland Design Manual
X		1	Manufacturer's verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.

Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
X		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
X		1	Final Site Plans including the following:
X			Existing and proposed structures, as applicable, and distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone);
X			Existing and proposed structures on parcels abutting site;
X			All streets and intersections adjacent to the site and any proposed geometric modifications to those streets or intersections;
X			Location, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways, and bicycle access ways, with corresponding curb lines;
X			Engineered construction specifications and cross-sectional drawings for all proposed driveways, paved areas, sidewalks;
NA			Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;
NA			Existing and proposed public transit infrastructure with applicable dimensions and engineering specifications;
X			Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;
X			Location of all snow storage areas and/or a snow removal plan;
X			A traffic control plan as detailed in Section 1 of the Technical Manual;
X			Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);
X			Location and proposed alteration to any watercourse;
X			A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;
X			Proposed buffers and preservation measures for wetlands;
X			Existing soil conditions and location of test pits and test borings;
X			Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;
X			A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;
X			Grading plan;
X			Ground water protection measures;
X			Existing and proposed sewer mains and connections;

- Continued on next page -

X		Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
X		Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;
X		Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
X		Location and size of all on site solid waste receptacles, including on site storage containers for recyclable materials for any commercial or industrial property;
X		Plans showing the location, ground floor area, floor plans and grade elevations for all buildings;
NA		A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
NA		A note on the plan identifying the Historic Preservation designation and a copy of the Application for Certificate of Appropriateness, if applicable, as specified in Section Article IX, the Historic Preservation Ordinance;
X		Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening, where applicable;
X		An exterior lighting plan in accordance with Section 12 of the Technical Manual;
X		A signage plan showing the location, dimensions, height and setback of all existing and proposed signs;
X		Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.

CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Department of Public Services,
55 Portland Street,
Portland, Maine 04101-2991



Bradley Roland, P.E.
Water Resources Division

Date: 9/22/17

1. Please, Submit Utility, Site, and Locus Plans.

Site Address: 34 W. Presumpscot Street, Portland, Maine 04103

Chart Block Lot Number: Tax Map 166 Block B Lot # 1 and Tax Map 167 Block E Lot # 1

Proposed Use: Residential Apartments

Previous Use: Residential Apartments

Existing Sanitary Flows: 7,470 GPD

Existing Process Flows: N/A GPD

Description and location of City sewer that is to receive the proposed building sewer lateral.
See utility plan

Site Category	Commercial (<i>see part 4 below</i>)	
	Industrial (<i>complete part 5 below</i>)	
	Governmental	
	Residential	
	Other (<i>specify</i>)	

Clearly, indicate the proposed connections, on the submitted plans.

2. Please, Submit Contact Information.

City Planner's Name: _____ Phone: _____

Owner/Developer Name: Portland Housing Authority

Owner/Developer Address: 14 Baxter Boulevard, Portland, Maine 04101

Phone: 207-773-4753 Fax: 207.761.5886 E-mail: 207.761.5886

Engineering Consultant Name: jwaterman@porthouse.org

Engineering Consultant Address: 400 Commercial Street, Suite 404, Portland, Maine 04101

Phone: 207-772-2891 Fax: 207-773-4753 E-mail: jwaterman@porthouse.org

Note: Consultants and Developers should allow +/- 15 days, for capacity status, prior to Planning Board Review.

3. Please, Submit Domestic Wastewater Design Flow Calculations.

Estimated Domestic Wastewater Flow Generated: 20,360 GPD

Peaking Factor/ Peak Times: N/A

Specify the source of design guidelines: (i.e. "Handbook of Subsurface Wastewater Disposal in Maine," "Plumbers and Pipe Fitters Calculation Manual," Portland Water District Records, Other (*specify*) _____)

Note: Please submit calculations showing the derivation of your design flows, either on the following page, in the space provided, or attached, as a separate sheet.

4. Please, Submit External Grease Interceptor Calculations.

Total Drainage Fixture Unit (DFU) Values: N/A
Size of External Grease Interceptor: N/A
Retention Time: N/A
Peaking Factor/ Peak Times: N/A

Note: In determining your restaurant process water flows, and the size of your external grease interceptor, please use The Uniform Plumbing Code. Note: In determining the retention time, sixty (60) minutes is the minimum retention time. Note: Please submit detailed calculations showing the derivation of your restaurant process water design flows, and please submit detailed calculations showing the derivation of the size of your external grease interceptor, either in the space provided below, or attached, as a separate sheet.

207.761.5886

5. Please, Submit Industrial Process Wastewater Flow Calculations

Estimated Industrial Process Wastewater Flows Generated: N/A GPD
Do you currently hold Federal or State discharge permits? Yes No N/A
Is the process wastewater termed categorical under CFR 40? Yes No N/A
OSHA Standard Industrial Code (SIC): (<http://www.osha.gov/oshstats/sicser.html>)
Peaking Factor/Peak Process Times: N/A

Note: On the submitted plans, please show where the building's domestic sanitary sewer laterals, as well as the building's industrial-commercial process wastewater sewer laterals exits the facility. Also, show where these building sewer laterals enter the city's sewer. Finally, show the location of the wet wells, control manholes, or other access points; and, the locations of filters, strainers, or grease traps.

Note: Please submit detailed calculations showing the derivation of your design flows, either in the space provided, or attached, as a separate sheet.

***See attached for Wastewater Calculations

Wastewater usage calculations:

Building # 1			
7	1 Bedroom Unit	X 90 gpd =	630
3	2 Bedroom Unit	X 180 gpd =	540
4	3 Bedroom Unit	X 270 gpd =	1,080
1	5 Bedroom Unit	X 450 gpd =	450
Community Room (1946sf, 15sf/occupant)			
130	Occupants	X 5 gpd =	650
Building # 1 Subtotal			3,350

Building # 4			
5	1 Bedroom Unit	X 90 gpd =	450
3	2 Bedroom Unit	X 180 gpd =	540
3	3 Bedroom Unit	X 270 gpd =	810
1	4 Bedroom Unit	X 360 gpd =	360
1	5 Bedroom Unit	X 450 gpd =	450
Building # 4 Subtotal			2,610

Building # 2			
5	1 Bedroom Unit	X 90 gpd =	450
3	2 Bedroom Unit	X 180 gpd =	540
3	3 Bedroom Unit	X 270 gpd =	810
1	4 Bedroom Unit	X 360 gpd =	360
1	5 Bedroom Unit	X 450 gpd =	450
Building # 2 Subtotal			2,610

Building # 5			
8	1 Bedroom Unit	X 90 gpd =	720
4	2 Bedroom Unit	X 180 gpd =	720
2	3 Bedroom Unit	X 270 gpd =	540
2	4 Bedroom Unit	X 360 gpd =	720
3	5 Bedroom Unit	X 450 gpd =	1,350
Building # 5 Subtotal			4,050

Building # 3			
8	1 Bedroom Unit	X 90 gpd =	720
2	2 Bedroom Unit	X 180 gpd =	360
3	3 Bedroom Unit	X 270 gpd =	810
4	4 Bedroom Unit	X 360 gpd =	1,440
2	5 Bedroom Unit	X 450 gpd =	900
Building # 3 Subtotal			4,230

Building # 6			
12	1 Bedroom Unit	X 90 gpd =	1,080
5	3 Bedroom Unit	X 270 gpd =	1,350
3	4 Bedroom Unit	X 360 gpd =	1,080
Building # 5 Subtotal			3,510

Total Usage:	20,360	gpd
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**PORTLAND FIRE DEPARTMENT
SITE REVIEW
FIRE DEPARTMENT CHECKLIST**



A separate drawing[s] shall be provided as part of the site plan application for the Portland Fire Department's review.

1. Name, address, telephone number of applicant
2. **FRONT STREET HOUSING REDEVELOPMENT, LP, 14 BAXTER BLVD, PORTLAND 773.4753**
3. Name address, telephone number of architect
KATIE WIRTZ (617) 423-7200 UTILE 115 Kingston St., Boston, MA 02111
4. Proposed uses of any structures [NFPA and IBC classification]
5. **RESIDENTIAL APTS, OFFICE SPACE, AND MEETING SPACE**
6. Square footage of all structures [total and per story]
TOTAL FLOOR AREA OF ALL BUILDINGS IS 116,500 SF (SEE ATTACHED BUILDING SUMMARY)
7. Elevation of all structures
BUILDING #1 FFE 16 & 13.5 BUILDING #2 18 BUILDING #3 16.25 BUILDING #4 13.5 BUILDING #5 13.5 BUILDING #6 14.5
(SEE ATTACHED SITE PLAN & BLD ELEV.)
8. Proposed fire protection of all structures
 - **As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code.(NFPA 101 2009 ed.)**
9. Hydrant locations
1 AT INTERSECTION OF FRONT & W.PRESUMPCOT STREETS
10. Water main[s] size and location
8" MAIN IN FRONT STREET 6" MAIN IN W. PRESUMPCOT STREET
11. Access to all structures [min. 2 sides]
YES: THREE SIDES AT BLOCK B YES: TWO SIDES AT BLOCK E
12. A code summary shall be included referencing NFPA 1 and all fire department. Technical standards. **SEE ATTACHED CODE SUMMARY, EXHIBIT #21**
Some structures may require Fire flows using annex H of NFPA 1

Some structures may require Fire flows using annex H of NFPA 1



A Guide to Holding Neighborhood Meetings Portland, Maine

Planning and Urban Development Department
Planning Division and Planning Board

In order to improve communication between applicants and neighbors, the City of Portland requires applicants who are proposing certain types of development review projects, to hold a neighborhood meeting.

Developments requiring a neighborhood meeting

- Proposed map amendments, contract zones and zoning text amendments that would result in major development;
- Subdivisions of five or more units or lots;
- Master Development Plans; and
- Level III site plan proposals as defined in Section 14-523.

(The Land Use Code, including Article II (Planning Board) and Article V (Site Plan – which contains the neighborhood meeting requirements), are available on the City's web site at www.portlandmaine.gov/citycode/chapter014.pdf)

Timing of meeting

- **Subdivisions of 5 or more units or lots, zone changes, contract zones, zoning text amendments and Level III site plans:**
 - Preliminary Site Plan - The meeting should be held within 30 calendar days of filing the application.
 - Final Site Plan – If only a final plan is submitted, the meeting should be held within 21 calendar days of filing the application and no less than 7 calendar days before the public hearing.
- **Master Plan Development:**
 - The meeting should be held within 30 calendar days of filing the application.
 - The meeting should be held on a date no less than 7 calendar days before a public workshop or public hearing.
 - The meeting shall not be combined with any required neighborhood meeting for the Level III applications.

Location of meeting

- The meeting should be held in the evening, during the week, at a convenient location within the Portland neighborhood surrounding the proposed site. Community meeting spaces at libraries, schools or other places of assembly are recommended. Neighborhood schools are usually available for evening meetings.
- Meetings should not be held on the same day as scheduled Planning Board or City Council meetings. The City Council generally meets on the 1st and 3rd Monday of each month and the Planning Board generally meets on the 2nd and 4th Tuesday of each month; however additional meetings may be scheduled. An updated schedule may be found on the City's website: www.portlandmaine.gov

Invitation List

- Property owners within 500 feet of the proposed development (1000 feet for proposed industrial subdivisions and industrial zone changes)
- Interested citizens and neighborhood groups.

The Planning Division provides the mailing labels. We require at least 48 hours notice to generate the mailing labels and a charge of \$1.00 per sheet will be payable upon receipt of the labels. An electronic version (excel or word format) of the labels can also be e-mailed upon request.

A digital copy of the notice must be provided to the Planning Office (jmy@portlandmaine.gov and ldobson@portlandmaine.gov) and the assigned planner, which will then be forwarded to those on the interested citizen list who receive e-mail notices.

When to Send Invitations

- Invitations must be sent **no less than 10 days (to include weekends)** prior to the neighborhood meeting.
- Notices may be sent by regular mail and do not need to be sent by certified mail.

Notice Description

A recommended invitation format is included in this packet of material.

Attendance Sheet and Meeting Minutes

- Sign-in sheet must be circulated for those in attendance.
- Applicant shall take accurate minutes of the meeting.
- The sign-in sheet and minutes shall be submitted to the Planning Division.

A public hearing will not be scheduled until the meeting minutes and sign-up sheet are submitted to the Planning Division.

A Certification form is included with this packet to be completed and signed by the applicant.

Please call the Planning Division at 874-8721 or 874-8719 if you have any questions.

Attachments

1. Neighborhood Meeting Invitation Format
2. Neighborhood Meeting Certification

EXAMPLE: Neighborhood Meeting Invitation Format

**Applicant/Consultant
Letterhead**

(Date)

Dear Neighbor:

Please join us for a neighborhood meeting to discuss our plans for a (development proposal) located at (location/number and street address).

Meeting Location: _____

Meeting Date: _____

Meeting Time: _____

(The City code requires that property owners within 500 feet (1000 feet for proposed industrial subdivisions and industrial zone changes) of the proposed development and residents on an “interested parties list”, be invited to participate in a neighborhood meeting. A sign-in sheet will be circulated and minutes of the meeting will be taken. Both the sign-in sheet and minutes will be submitted to the Planning Board.)

If you have any questions, please call (telephone number of applicant or consultant).

Sincerely,

(Applicant)

Note:

Under Section 14-32(C) and 14-524(a)d of the City Code of Ordinances, an applicant for a Level III development, subdivision of over five lots/units, or zone change is required to hold a neighborhood meeting within 30 days of submitting a preliminary application or 21 days of submitting a final site plan application, if a preliminary plans was not submitted. The neighborhood meeting must be held at least seven days prior to the Planning Board public hearing on the proposal. Should you wish to offer additional comments on this proposed development, you may contact the Planning Division at 874-8721 or send written correspondence to the Planning and Urban Development Department, Planning Division 4th Floor, 389 Congress Street Portland, ME 04101 or by email: to bab@portlandmaine.gov

EXAMPLE: Neighborhood Meeting Certification

I, (applicant/consultant) hereby certify that a neighborhood meeting was held on (date) at (location) at (time).

I also certify that on (date at least ten (10) days prior to the neighborhood meeting), invitations were mailed to the following:

1. All addresses on the mailing list provided by the Planning Division which includes property owners within 500 feet of the proposed development or within 1000 feet of a proposed industrial subdivision or industrial zone change.
2. Residents on the “interested parties” list.
3. A digital copy of the notice was also provided to the Planning Division (imy@portlandmaine.gov and ldobson@portlandmaine.gov) and the assigned planner to be forwarded to those on the interested citizen list who receive e-mail notices.

Signed,

_____ (date)

Attached to this certification are:

1. Copy of the invitation sent
2. Sign-in sheet
3. Meeting minutes