



PORTLAND MAINE

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Planning & Urban Development Department
Gregory A. Mitchell, Acting Director

Planning Division
Alexander Jaegerman, Director

February 15, 2012

William Thompson and Andrew Morrell
BH2M
28 State Street
Gorham, ME 04038

Dear Mr. Thompson and Mr. Morrell:

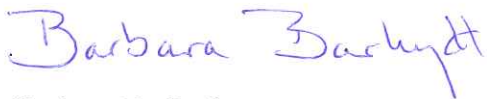
The Planning Division received a revised Level I Minor Residential application on February 7, 2012, as a follow-up to the first application that was submitted on January 30, 2012 and which was found incomplete on February 3, 2012. Marge Schmuckal Zoning Administrator and I have conducted a completion check on the February 7th submission. The latest application is unclear about what reviews are being sought and at a minimum, the application does not meet the submittal requirements for a Level I: Minor Residential Application, if that is in fact what is required.

- 1) The submitted exterior elevation prepared by Richard Abrahams Associates and dated 7-16-07 is titled "Proposed New Residence and Synagogue." Places of Assembly are a conditional use in the R-3 zone. If this is what is being proposed, a conditional use and a Level II site plan is required for review by the Planning Board. A Level II: Site Plan Application and a Conditional Use application are included as Attachments 2 and 3, respectively.
- 2) The cover letter refers to this application as being an amended Level I: Minor Residential Application for a single family house. The past conditional use and site plan approval (Aug. 8, 2005) for a house and synagogue on this site have expired. If the proposal is for a single family home, then a new application under Portland's Site Plan Ordinance is required. The application and any reference to an amended plan should be eliminated.
- 3) Floor plans and structural plans are required to be submitted for the proposed structure under a Level I and a Level II review. If this is a single family home, then the building permit requirements contained in the Level I site plan application must be submitted at this time. A scanned copy of the application form as submitted is included as Attachment 1 and the Building permit check list is left blank on page 5. These materials are required for review.
- 4) The proposed extension of Pomeroy Street requires a Level II review, as the area disturbed and paved exceeds 7,500 square feet. If the proposal is for a residence and synagogue, then the extension of the street can be part of that review. If a single family home is being proposed, then a separate Level II application must be submitted for the street extension. Please submit a completed application and all required fees.

- 5) The proposed separate lot for Square One Construction, Inc. must be reviewed by the Zoning Administrator for conformance with the zoning ordinance. Please submit information on the potential area for development and provide a zoning assessment for this R-3 lot.
- 6) All required current state and federal permits are required to be submitted as part of the application.
- 7) The checklist states that the financial capacity information is included; however, documentation was not found in the submitted application.
- 8) Storm water information is required for the Pomeroy Street extension and additional information may be needed for the rest of the site, depending upon the level of review that is required.

Please clarify what is being proposed and submit the appropriate complete applications. Once an application is complete, it will be distributed for review. The Planning Authority reserves the right to request additional information in order to review the application. If you have questions, I can be contacted at 874-8699 or at bab@portlandmaine.gov

Sincerely,



Barbara Barhydt
Development Review Program Manager

cc: Alexander Jaegerman, Planning Division Director
Tammy Munson, Inspections Division Director
Danielle West-Chuhta, Corporation Counsel
Marge Schmuckal, Zoning Administrator

Attachments:

1. Scanned application signed by Andrew Morrill, 1-24-12
2. Level II: Site Plan Application
3. Conditional Use Application

Location/Address of Site: Pomeroy Street		
Total Square Footage of Proposed Structure/Area:	Area of lot (total square feet): 73,821 s.f.	Number of Stories: 2
Tax Assessor's Chart, Block & Lot(s) Chart# 193 Block # E Lot# 001	Fees Paid: (for Office Use Only) Site Plan _____ Building Permit _____ Inspection _____	Cost of Work: Work: \$ _____ C of O Fee \$ _____
Current Legal Use: Number of residential Units 0	If vacant, previous use? wood lot	Is property part of a subdivision? No If yes, please name: N/A
Proposed Use and Project Description: Single Family Residence		
Applicant – must be owner, Lessee or Buyer Name: Chabad Lubavitch of Maine Inc. Business Name, if applicable: N/A Address: Bancroft Street City/State : Portland, Me Zip Code: 04102		Applicant Contact Information Work # N/A Home# N/A Cell # N/A e-mail: N/A
Owner – (if different from Applicant) Name: Same as above Address: City/State : Zip Code:		Owner Contact Information Work # Same as above Home# Cell # e-mail:
Agent/ Contractor Name: William Thompson, BH2M Address: 28 State St. City/State : Gorham, Me Zip Code: 04038		Agent/Contractor Contact Information Work # (207) 839-2771 Home# N/A Cell # N/A e-mail: wthompson@bh2m.com
Billing Information Name: King Weinstein Address: 198 Saco Avenue City/State : Old Orchard Beach Zip Code: 04064 Phone Number: N/A		Contact when Building Permit is Ready: Name: King Weinstein Address: 198 Saco Avenue City/State : Old Orchard Beach Zip Code: 04064 Phone Number: N/A

DEVELOPMENT REVIEW FEES:

Check all reviews that apply. Payment may be made in cash or check to the City of Portland.

<p>Level I Minor Residential Site Plan</p> <p><input checked="" type="checkbox"/> Application Fee (\$300.00 flat fee)</p> <p><input checked="" type="checkbox"/> Inspection Fee (\$100.00 flat fee) (for an inspection conducted by the Planning Division)</p> <p>The City invoices separately for the following:</p> <ul style="list-style-type: none"> • Notices (\$.75 each) 	<p>Fees Paid (office use)</p> <p>—</p> <p>—</p>
<p>Performance Guarantee</p>	<p>Exempt except for those projects that complete construction in the winter and the site work is incomplete.</p>
<p>Building Permit Fee</p>	<p>\$30 for the first \$1,000 construction cost, \$10 per additional \$1,000 cost.</p>

Application Check List:

As of December 1, 2010, all site plans and written application materials must be uploaded to a website for review. At the time of application, instructions for uploading the plans will be provided to the applicant. One paper set of the plans, written materials and application fee must be submitted to the Inspections Division to start the review process.

Refer to the application checklist for a detailed list of submittal requirements.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521). Portland's Land Use Code is on the City's web site: www.portlandmaine.gov Copies of the ordinances may be purchased through the Planning Division. All of the information on the checklist must be submitted for review. The applicant must check off the items contained in the application package to ensure the application is complete.

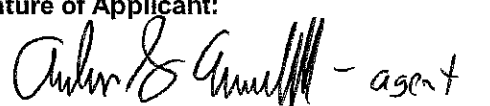
Property Taxes:

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before a permit of any kind is accepted.

Separate Permits:

Separate permits are required for internal and external plumbing, HVAC, and electrical installations.

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.

<p>Signature of Applicant:</p>  <p>- agent</p>	<p>Date:</p> <p>1/24/12</p>
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This is not a permit; you may not commence any work until the permit is issued.

General Submittal Requirements – Level I Minor Residential			
Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Completed application form and check list.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Application fees.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Evidence of right, title and interest.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Copies of required state and/or federal permits.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Written Description of existing and proposed easements or other burdens.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Written requests for waivers from individual site plan and/or technical standards.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Evidence of financial and technical capacity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Written summary of fire safety (referencing NFPA fire code and Section 3 of the City of Portland Technical Manual). Refer to Fire Department Checklist on page 6 of this application.

Site Plans and Boundary Survey Requirements – Level I Minor Residential			
Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)	Boundary survey meeting the requirements of section 13 of the City of Portland Technical Manual with the site plan information listed below shown on the plan, including a north arrow and a scale greater than or equal to 1"=20'. (Photocopies of the plat or hand drawn building footprints will not be accepted.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone &/or Stream Protection Zone.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed structures (including location of proposed piers, docks or wharves if in Shoreland Zone).
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Location and dimension of existing and proposed paved areas.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Proposed ground floor area of building.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Finish floor elevation (FEE) or sill elevation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Exterior building elevations (show all 4 sides).
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed utilities (or septic system, where applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed grading and contours.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		▪ Proposed stormwater management and erosion controls.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	▪ <i>Total area and limits of proposed land disturbance.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	▪ <i>Proposed protections to or alterations of watercourses.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	▪ <i>Proposed wetland protections or impacts.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	▪ <i>Existing vegetation to be preserved and proposed site landscaping and street trees (2 trees per unit for a single or two-family house).</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	▪ <i>Existing and proposed curb and sidewalk, except for a single family home.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	▪ <i>Existing and proposed easements or public or private rights of way.</i>
<input type="checkbox"/> N/A	<input type="checkbox"/>	▪ <i>Show foundation/perimeter drain and outlet.</i>
<input type="checkbox"/> N/A	<input type="checkbox"/>	▪ <i>Additional requirements may apply for lots on unimproved streets.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3 (1 paper copy as of Dec. 1)
		Three sets of the reduced boundary survey/site plan is required if original is larger than 11'x17'

Building Permit Submittal Requirements –Level I: Minor Residential Development			
Applicant Checklist	Planner Checklist (internal)	Number of Copies	Submittal Requirement
		1	One (1) complete set of construction drawings must include:
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Cross section with framing details</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Floor plans and elevations to scale</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Stair details including dimensions of : rise/run, head room, guards/handrails, baluster space</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Window and door schedules</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Foundation plans w/required drainage and damp proofing , if applicable</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Detail egress requirements and fire separation, if applicable</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2003</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Deck construction including: pier layout, framing, fastenings, guards, stair dimensions</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>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.)</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Reduced plans or electronic files in pdf format are also required if original plans are larger than 11X17"</i>

Reminder: Separate permits are required for internal and external plumbing, HVAC, and electrical installations. Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused. The Planning and Urban Development Department may request additional information prior to the issuance of a permit.

Site Plan Standards for Review of Level I: Minor Residential

Level I: Minor Residential site plan applications are subject to the following site plan standards*, as contained in section 14-526 of Article V, Site Plan:

- 14-526 (a) **Transportation Standards:** 2.a.(i) and (ii);
2.c (if the site plan is a two-family or multi-family building);
4.a.(i) and (iv)
- 14-526 (b) **Environmental Quality Standards:** 1
2.a.
2.b.(iii)
3.a., c. and d. and e.
- 14-526 (c) **Public Infrastructure and Community Safety Standards:** 1. and 3.a through e.
- 14-526 (d) **Site Design Standards:** 5. and 9.

**Except as provided in Article III of the City Code, or to conditions imposed under Section 14-526(e) only, or to those submission requirements set forth in section 14-527 as relate solely thereto.*



**PORTLAND FIRE DEPARTMENT
SITE REVIEW
FIRE DEPARTMENT CHECKLIST**



A separate drawing[s] shall be provided to the Portland Fire Department for all site plan reviews.

1. Name, address, telephone number of applicant.
2. Name address, telephone number of architect
3. Proposed uses of any structures [NFPA and IBC classification]
4. Square footage of all structures [total and per story]
5. Elevation of all structures
6. 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.)**
7. Hydrant locations



Level II – 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 II: 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. General information pertaining to the thresholds of review, public noticing procedures and the fee structure is contained in the Notice to Developer's Packet.

Level II: Site Plan Development includes:

- New structures with a total floor area of less than 10,000 sf except in Industrial Zones.
- New structures with a total floor area of less than 20,000 sf in Industrial Zones.
- Any new temporary or permanent parking area, paving of an unpaved surface parking area, or creation of other impervious surface area greater than 7,500 sf.
- Building addition(s) with a total floor area of less than 10,000 sf (cumulatively within a 3 year period) except in Industrial Zones.
- Building addition(s) with a total floor area of less than 20,000 sf in Industrial Zones.
- Park improvements: New structures or buildings with a total floor area of less than 10,000 sf, facilities encompassing an area of greater than 7,500 sf and less than 20,000 sf (excludes rehabilitation or replacement of existing facilities).
- New piers, docks, wharves, bridges, retaining walls, and other structures within the Shoreland Zone.
- Land disturbance between 1 and 3 acres (includes stripping, grading, grubbing, filling or excavation).
- A change in the use of a total floor area between 10,000 and 20,000 sf in any existing building (cumulatively within a 3 year period).
- Construction of a lodging house, bed and breakfast facility, emergency shelter or special needs independent living unit.
- Signage subject to approval pursuant to Section 14-526 (d) 8.a. (IV) of the Land Use Code.
- Any new major or minor auto service station with less than 10,000 sf of building area that is outside the B-2 or B-5 zones.
- The creation of day care or home babysitting facilities to serve more than 12 children in a residential zone (not permitted as a home occupation under section 14-410) in any principal structure that has not been used as a residence within the 5 years preceding the application.

The Land Use Code (including Article V), the Technical Manual, and the Design Manual are available on the City's web site at <http://www.portlandmaine.gov/planning/default.asp> or copies may be purchased at the Planning Division Office.

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8721

Office Hours
Monday thru Friday
8:00 a.m. – 4:30 p.m.

PROJECT NAME: _____

PROPOSED DEVELOPMENT ADDRESS:

PROJECT DESCRIPTION:

CHART/BLOCK/LOT: _____ PRELIMINARY PLAN _____ (date)
FINAL PLAN _____ (date)

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer Name: Business Name, if applicable: Address: City/State : Zip Code:	Applicant Contact Information Work # Home# Cell # Fax# e-mail:
Owner – (if different from Applicant) Name: Address: City/State : Zip Code:	Owner Contact Information Work # Home# Cell # Fax# e-mail:
Agent/ Representative Name: Address: City/State : Zip Code:	Agent/Representative Contact information Work # Cell # e-mail:
Billing Information Name: Address: City/State : Zip Code:	Billing Information Work # Cell # Fax# e-mail:

Engineer Name: Address: City/State : Zip Code:	Engineer Contact Information Work # Cell # Fax# e-mail:
Surveyor Name: Address: City/State : Zip Code:	Surveyor Contact Information Work # Cell # Fax# e-mail:
Architect Name: Address: City/State : Zip Code:	Architect Contact Information Work # Cell # Fax# e-mail:
Attorney Name: Address: City/State : Zip Code:	Attorney Contact Information Work # Cell # Fax# e-mail:

APPLICATION FEES:

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

Level II Development (check applicable reviews) ___ Less than 10,000 sq. ft. (\$400.00) ___ After-the-fact Review (\$1,000.00 plus applicable application fee)	Fees Paid (office use) ___ ___	Other Reviews (check applicable reviews) ___ Traffic Movement (\$1,000) ___ Stormwater Quality (\$250) ___ Section 14-403 Review (\$400 + \$25/lot) # of Lots ___ x \$25/lot = ___ ___ Other _____ ___ Change of Use ___ Flood Plain ___ Shoreland ___ Design Review ___ Housing Replacement ___ Historic Preservation	Fees Paid (office use) ___ ___ ___
The City invoices separately for the following: <ul style="list-style-type: none"> • Notices (\$.75 each) • Legal Ad (% of total Ad) • Planning Review (\$40.00 hour) • Legal Review (\$75.00 hour) Third party review is assessed separately.			
Plan Amendments (check applicable reviews) ___ Planning Staff Review (\$250) ___ Planning Board Review (\$500)	Fees Paid (office use) ___ ___		

APPLICATION SUBMISSION

As of December 1, 2010, all site plans and written application materials must be uploaded to a website for review. At the time of application, instructions for uploading the plans will be provided to the applicant. One paper set of the plans, written materials and application fee must be submitted to the Planning Division Office to start the review process.

Until December 1, 2010, submissions shall include seven (7) packets with folded plans containing the following materials:

1. **Seven (7) full size site plans** that must be **folded**.
2. Seven (7) copies 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 100 feet.
4. Plans and maps based upon the boundary survey and containing the information found in the attached sample plan checklist.
5. Copy of the checklist completed for the proposal listing the material contained in the submitted application.
6. One (1) set of plans reduced to 11 x 17.

Refer to the application checklist for a detailed list of submittal requirements.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521). Portland's Land Use Code is on the City's web site: www.portlandmaine.gov Copies of the ordinances may be purchased through the Planning Division.

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 II 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:
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PROJECT DATA

The following information is required where applicable, in order complete the application

Total Site Area	
Proposed Total Disturbed Area of the Site	sq. ft.
(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)	
IMPERVIOUS SURFACE AREA	
• Proposed Total Paved Area	sq. ft.
• Existing Total Impervious Area	sq. ft.
• Proposed Total Impervious Area	sq. ft.
• Proposed Total Impervious Area	sq. ft.
• Proposed Impervious Net Change	sq. ft.
BUILDING AREA	
• Proposed Building Footprint	sq. ft.
• Proposed Building Footprint Net change	sq. ft.
• Existing Total Building Floor Area	sq. ft.
• Proposed Total Building Floor Area	sq. ft.
• Proposed Building Floor Area Net Change	sq. ft.
• New Building	(yes or no)
ZONING	
• Existing	
• Proposed, if applicable	
LAND USE	
• Existing	
• Proposed	
RESIDENTIAL, IF APPLICABLE	
• Proposed Number of Affordable Housing Units	
• Proposed Number of Residential Units to be Demolished	
• Existing Number of Residential Units	
• Proposed Number of Residential Units	
• Subdivision, Proposed Number of Lots	
PARKING SPACES	
• Existing Number of Parking Spaces	
• Proposed Number of Parking Spaces	
• Number of Handicapped Parking Spaces	
• Proposed Total Parking Spaces	
BICYCLE PARKING SPACES	
• Existing Number of Bicycle Parking Spaces	
• Existing Number of Bicycle Parking Spaces	
• Proposed Number of Bicycle Parking Spaces	
• Total Bicycle Parking Spaces	
ESTIMATED COST OF PROJECT	

General Submittal Requirements – Preliminary Plan (Optional)

Level II Site Plan

Preliminary Plan Phase Check list (if elected by applicant)

Applicant Checklist	Planner Checklist	Number of Copies	Written Submittal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	7 (1 paper copy as of Dec. 1)	Completed application form
<input type="checkbox"/>	<input type="checkbox"/>	1	Application fees
<input type="checkbox"/>	<input type="checkbox"/>	7 (1 paper copy as of Dec. 1)	Written description of project
<input type="checkbox"/>	<input type="checkbox"/>	7 (1 paper copy as of Dec. 1)	Evidence of right, title and interest.
<input type="checkbox"/>	<input type="checkbox"/>	7 (1 paper copy as of Dec. 1)	Copies of required State and/or Federal permits.
<input type="checkbox"/>	<input type="checkbox"/>	7 ((1 paper copy as of Dec. 1)	Written assessment of zoning.
<input type="checkbox"/>	<input type="checkbox"/>	7 (1 paper copy as of Dec. 1)	Written description of existing and proposed easements or other burdens.
<input type="checkbox"/>	<input type="checkbox"/>	7 (1 paper copy as of Dec. 1)	Written requests for waivers from individual site plan and/or technical standards, where applicable.
<input type="checkbox"/>	<input type="checkbox"/>	7 (1 paper copy as of Dec. 1)	Traffic analysis (may be preliminary, in nature, during the preliminary plan phase).
<input type="checkbox"/>	<input type="checkbox"/>	7 (1 paper copy as of Dec. 1)	Written summary of significant natural features located on the site.
<input type="checkbox"/>	<input type="checkbox"/>	7 (1 paper copy as of Dec. 1)	Written summary of project's consistency with related city master plans.
Applicant Checklist	Planner Checklist	Number of Copies	Site Plan Submittal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	7 (1 paper copy as of Dec. 1)	Boundary Survey meeting the requirements of Section 13 of the City of Portland Technical Manual.
<input type="checkbox"/>	<input type="checkbox"/>	7 (1 paper copy as of Dec. 1)	Preliminary Site Plan Including the following: (*information provided may be preliminary in nature during preliminary plan phase):
<input type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed structures with distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone).
<input type="checkbox"/>	<input type="checkbox"/>		▪ Location of adjacent streets and intersections and approximate location of structures on abutting properties.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Proposed site access and circulation.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Proposed grading and contours.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Location and dimension of existing and proposed paved areas including all parking areas and vehicle, bicycle and pedestrian access ways.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Preliminary landscape plan including existing vegetation to be preserved, proposed site landscaping and street trees.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed utilities (preliminary layout).
<input type="checkbox"/>	<input type="checkbox"/>		▪ Preliminary infrastructure improvements (e.g. - curb and sidewalk improvements, roadway intersection modifications, utility connections, transit infrastructure, roadway improvements).
<input type="checkbox"/>	<input type="checkbox"/>		▪ Preliminary stormwater management and erosion control plan.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Existing significant natural features located on the site (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features listed in Section 14-526 (b) 1. of the Land Use Code).

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- *Proposed alterations to and protection measures for significant natural features located on the site (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features listed in Section 14-526 (b)1. of the Land Use Code).*
- *Existing and proposed easements or public or private rights of way.*

**General Submittal Requirements – Final Plan (Required)
Level II Site Plan**

Final Plan Phase Check list (including items listed above in General Requirements for Preliminary Plan, if applicant did not elect to submit for a preliminary plan review)

Applicant Checklist	Planner Checklist	Number of Copies	Written Submittal Requirement
<input type="checkbox"/>	<input type="checkbox"/>	1	Evidence of financial and technical capacity.
<input type="checkbox"/>	<input type="checkbox"/>	1	Evidence of utilities' capacity to serve the development.
<input type="checkbox"/>	<input type="checkbox"/>	1	Written summary of fire safety (referencing NFPA fire code and Section 3 of the City of Portland Technical Manual).
<input type="checkbox"/>	<input type="checkbox"/>	1	Construction management plan.
<input type="checkbox"/>	<input type="checkbox"/>	1	Traffic Plan (if development will (1) generate 100 or more PCE or (2) generate 25 or more PCE and is located on an arterial, within 1/2 mile of a high crash location, and/or within ¼ mile of an intersection identified in a previous traffic study as a failing intersection).
<input type="checkbox"/>	<input type="checkbox"/>	1	Stormwater management plan.
<input type="checkbox"/>	<input type="checkbox"/>	1	Written summary of solid waste generation and proposed management of solid waste.
<input type="checkbox"/>	<input type="checkbox"/>	1	Written assessment of conformity with applicable design standards.
<input type="checkbox"/>	<input type="checkbox"/>	1	Manufacturer's verification that HVAC and manufacturing equipment meets applicable state and federal emissions requirements.

Final Plan Phase			
<input type="checkbox"/>	<input type="checkbox"/>	7 (1 paper copy as of Dec. 1)	Final Site Plan Including the following
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Existing and proposed structures on the site with distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone).</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Location of adjacent streets and intersections and approximate location of structures on abutting properties.</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Proposed site access and circulation.</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Proposed grading and contours.</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Location and dimension of existing and proposed paved areas including all parking areas and vehicle, bicycle and pedestrian access ways. Proposed curb lines must be shown.</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Proposed loading and servicing areas, including applicable turning templates for delivery vehicles</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Proposed snow storage areas or snow removal plan.</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Proposed trash and recycling facilities.</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Landscape plan including existing vegetation to be preserved, proposed site landscaping and street trees.</i>
<input type="checkbox"/>	<input type="checkbox"/>		▪ <i>Existing and proposed utilities.</i>

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<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Location and details of proposed infrastructure improvements (e.g. - curb and sidewalk improvements, roadway intersection modifications, utility connections, public transit infrastructure, roadway improvements).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Proposed septic system, if not connecting to municipal sewer. (Portland Waste Water Application included in this application)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Proposed finish floor elevation (FFE).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Exterior building elevation(s) (showing all 4 sides).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Proposed stormwater management and erosion controls.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Exterior lighting plan, including street lighting improvements..</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Proposed signage.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Identification of existing significant natural features located on the site (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features listed in Section 14-526 (b)1. of the Land Use Code). Wetlands must be delineated.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Proposed alterations to and protection measures for of existing significant natural features located on the site (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features listed in Section 14-526 (b)1. of the Land Use Code).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Total area and limits of proposed land disturbance.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Soil type and location of test pits and borings.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Details of proposed pier rehabilitation (Shoreland areas only).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ <i>Existing and proposed easements or public or private rights of way.</i>



PORTLAND FIRE DEPARTMENT SITE REVIEW FIRE DEPARTMENT CHECKLIST



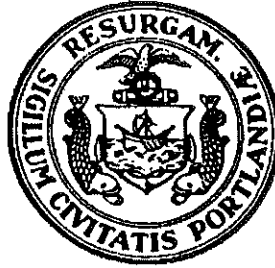
A separate drawing[s] shall be provided to the Portland Fire Department for all site plan reviews.

1. Name, address, telephone number of applicant.
2. Name address, telephone number of architect
3. Proposed uses of any structures [NFPA and IBC classification]
4. Square footage of all structures [total and per story]
5. Elevation of all structures
6. 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.)**
7. Hydrant locations
8. Water main[s] size and location
9. Access to all structures [min. 2 sides]
10. A code summary shall be included referencing NFPA 1 and all fire department. Technical standards.

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

CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

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



Mr. Frank J. Brancely,
Senior Engineering Technician,
Phone #: (207) 874-8832,
Fax #: (207) 874-8852,
E-mail: fjb@portlandmaine.gov

Date: _____

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

Site Address: _____
(Regarding addressing, please contact Leslie Kaynor, either at 756-8346, or at LMK@portlandmaine.gov)

Proposed Use: _____

Previous Use: _____

Existing Sanitary Flows: _____ GPD

Existing Process Flows: _____ GPD

Description and location of City sewer, at proposed building sewer lateral connection: _____

Chart Block Lot Number: _____

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

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

2. Please, Submit Domestic Wastewater Design Flow Calculations.

Estimated Domestic Wastewater Flow Generated: _____ GPD

Peaking Factor/ Peak Times: _____

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.

3. Please, Submit Contact Information.

Owner/Developer Name: _____

Owner/Developer Address: _____

Phone: _____ Fax: _____ E-mail: _____

Engineering Consultant Name: _____

Engineering Consultant Address: _____

Phone: _____ Fax: _____ E-mail: _____

City Planner's Name: _____ Phone: _____

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

4. Please, Submit Industrial Process Wastewater Flow Calculations

Estimated Industrial Process Wastewater Flows Generated: _____ GPD

Do you currently hold Federal or State discharge permits? Yes _____ No _____

Is the process wastewater termed categorical under CFR 40? Yes _____ No _____

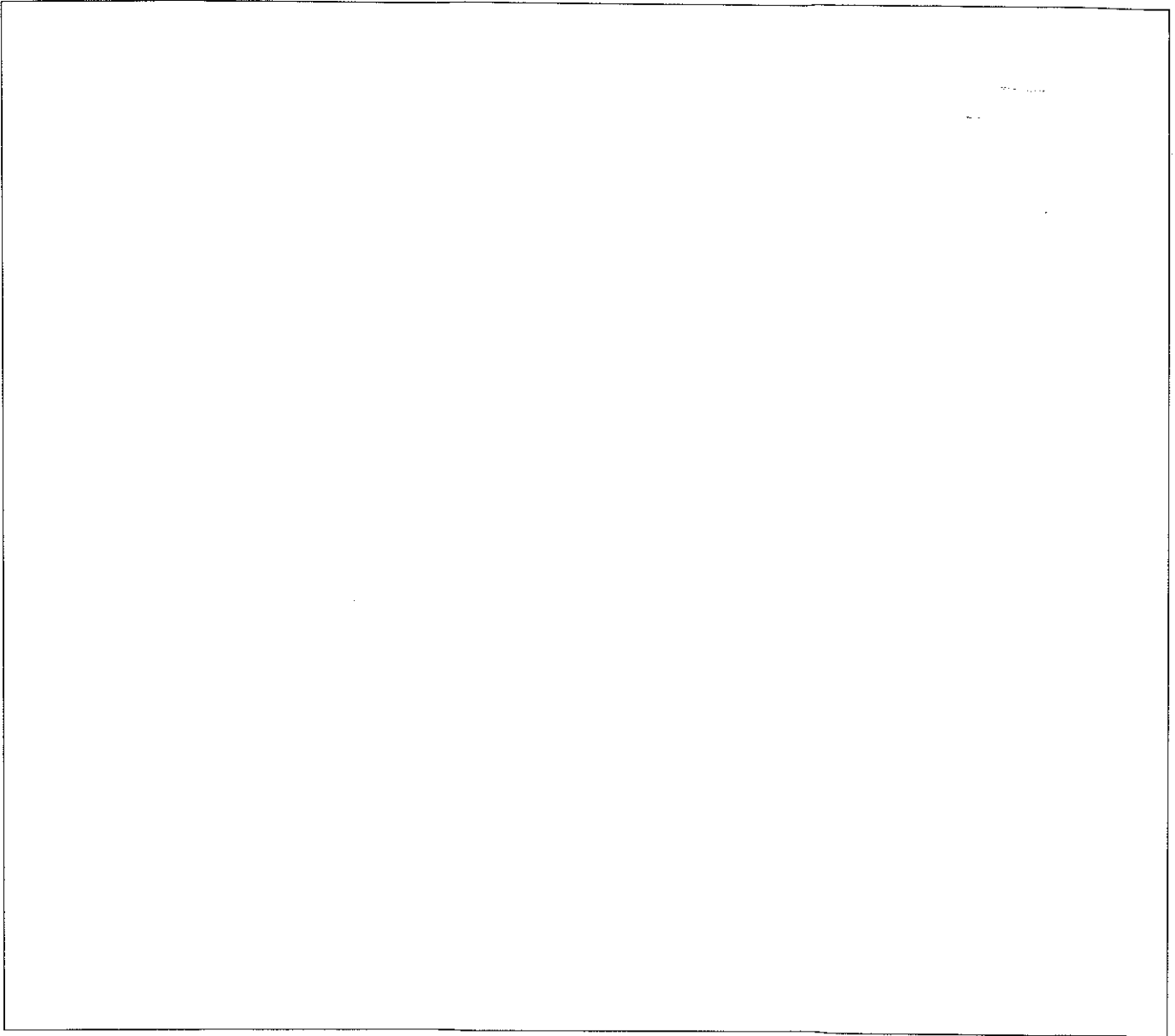
OSHA Standard Industrial Code (SIC): _____

Peaking Factor/Peak Process Times: _____

(<http://www.osha.gov/oshstats/sicser.html>)

Note: On the submitted plans, please show the locations, where the building's sanitary, and process water sewer laterals, exit the facility, where they enter the city's sewer, the location of any control manholes, wet wells, or other access points, and the locations of any filters, strainers, or grease traps.

Notes, Comments, or Calculations:





Conditional Use Application
PORTLAND, MAINE
Department of Planning and Urban Development,
Planning Division and Planning Board

PROJECT NAME AND ADDRESS:

CHART/BLOCK/LOT: _____

RIGHT, TITLE OR INTEREST: Please identify the status of the applicant's right, title, or interest in the subject property.

(Provide documentary evidence, attached to this application, of applicant's right, title, or interest in the subject property. (For example, a deed, option or contract to purchase or lease the subject property.)

VICINITY MAP: Attach a map showing the subject parcel and abutting parcels, labeled as to ownership and/or current use.

EXISTING USE: Describe the existing use of the subject property.

TYPE OF CONDITIONAL USE PROPOSED:

SKETCH PLAN: On a separate sheet please provide a sketch plan of the property, showing existing and proposed improvements, including such features as buildings, parking, driveways, walkways, landscape and property boundaries. This may be a professionally drawn plan, or a carefully drawn plan, to scale, by the applicant. (Scale to suit, range from 1" = 10' to 1" = 100')

CONDITIONAL USE AUTHORIZED BY: SECTION 14- _____

STANDARDS – CRITERIA FOR CONDITIONAL USE APPEAL

Upon a showing that a proposed use is a conditional use under this article, a conditional use permit shall be granted unless the Board determines that:

- a. There are unique or distinctive characteristics or effects associated with the proposed conditional use;
- b. There will be an adverse impact upon the health, safety, or welfare of the public or the surrounding area;
- c. Such impact differs substantially from the impact which would normally occur from such a use in that zone.

CONTACT INFORMATION:

APPLICANT

Name: _____

Address: _____

Zip Code: _____

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: _____

PROPERTY OWNER

Name: _____

Address: _____

Zip Code: _____

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: _____

BILLING ADDRESS

Name: _____

Address: _____

Zip: _____

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: _____

~As applicable, please include additional contact information on the next page~

AGENT/REPRESENTATIVE

Name: _____

Address: _____

Zip Code: _____

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: _____

ENGINEER

Name: _____

Address: _____

Zip Code: _____

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: _____

ARCHITECT

Name: _____

Address: _____

Zip Code: _____

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: _____

CONSULTANT

Name: _____

Address: _____

Zip Code: _____

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: _____

SURVEYOR

Name: _____

Address: _____

Zip Code: _____

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: _____

ATTORNEY

Name: _____

Address: _____

Zip Code: _____

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: _____

PROJECT DATA

The following information is required where applicable, in order complete the application

Total Site Area _____ sq. ft.
 Proposed Total Disturbed Area of the Site _____ sq. ft.
 (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)

IMPERVIOUS SURFACE AREA

Proposed Total Paved Area _____ sq. ft.
 Existing Total Impervious Area _____ sq. ft.
 Proposed Total Impervious Area _____ sq. ft.
 Proposed Impervious Net Change _____ sq. ft.

BUILDING AREA

Existing Building Footprint _____ sq. ft.
 Proposed Building Footprint _____ sq. ft.
 Proposed Building Footprint Net change _____ sq. ft.
 Existing Total Building Floor Area _____ sq. ft.
 Proposed Total Building Floor Area _____ sq. ft.
 Proposed Building Floor Area Net Change _____ sq. ft.
 New Building _____ (yes or no)

ZONING

Existing _____
 Proposed, if applicable _____

LAND USE

Existing _____
 Proposed _____

RESIDENTIAL, IF APPLICABLE

Proposed Number of Affordable Housing Units _____
 Proposed Number of Residential Units to be Demolished _____
 Existing Number of Residential Units _____
 Proposed Number of Residential Units _____
 Subdivision, Proposed Number of Lots _____

PARKING SPACES

Existing Number of Parking Spaces _____
 Proposed Number of Parking Spaces _____
 Number of Handicapped Parking Spaces _____
 Proposed Total Parking Spaces _____

BICYCLE PARKING SPACES

Existing Number of Bicycle Parking Spaces _____
 Proposed Number of Bicycle Parking Spaces _____
 Total Bicycle Parking Spaces _____

ESTIMATED COST OF PROJECT

Please answer the following with a Yes/No response on all that apply to the proposed development

Institutional	_____	Change of Use	_____
Parking Lot	_____	Design Review	_____
Manufacturing	_____	Flood Plain Review	_____
Office	_____	Historic Preservation	_____
Residential	_____	Housing Replacement	_____
Retail/Business	_____	14-403 Street Review	_____
Warehouse	_____	Shoreland	_____
Single Family Dwelling	_____	Site Location	_____
2 Family Dwelling	_____	Stormwater Quality	_____
Multi-Family Dwelling	_____	Traffic Movement	_____
B-3 Ped Activity Review	_____	Zoning Variance	_____ (or date)
		Historic Dist./Landmark	_____
		Off Site Parking	_____

APPLICATION FEE:

Check all reviews that apply. Payment may be made in cash or check to the City of Portland.

<p>Major Development (more than 10,000 sq. ft.)</p> <p><input type="checkbox"/> Under 50,000 sq. ft. (\$500.00)</p> <p><input type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000.00)</p> <p><input type="checkbox"/> Parking Lots over 100 spaces (\$1,000.00)</p> <p><input type="checkbox"/> 100,000 - 200,000 sq. ft. (\$2,000.00)</p> <p><input type="checkbox"/> 200,000 - 300,000 sq. ft. (\$3,000.00)</p> <p><input type="checkbox"/> Over 300,000 sq. ft. (\$5,000.00)</p> <p><input type="checkbox"/> After-the-fact Review (\$1,000.00 plus applicable application fee)</p>	<p>Plan Amendments</p> <p><input type="checkbox"/> Planning Staff Review (\$250.00)</p> <p><input type="checkbox"/> Planning Board Review (\$500.00)</p> <p>Subdivision</p> <p><input type="checkbox"/> Subdivision (\$500.00) + amount of lots _____ (\$25.00 per lot) \$ _____ + (applicable Major site plan fee)</p>
<p>Minor Site Plan Review</p> <p><input type="checkbox"/> Less than 10,000 sq. ft. (\$400.00)</p> <p><input type="checkbox"/> After-the-fact Review (\$1,000.00 plus applicable application fee)</p> <p>Zoning</p> <p><input type="checkbox"/> Conditional Use (\$100.00)</p>	<p>Other Reviews</p> <p><input type="checkbox"/> Site Location of Development (\$3,000.00) (except for residential projects which shall be \$200.00 per lot _____)</p> <p><input type="checkbox"/> Traffic Movement (\$1,000.00)</p> <p><input type="checkbox"/> Storm water Quality (\$250.00)</p> <p><input type="checkbox"/> Section 14-403 Review (\$400.00 + \$25.00 per lot)</p> <p><input type="checkbox"/> Other _____</p>

Application Fees

- Each application must be submitted with the applicable fees as listed in the fee structure above. The fees cover general administrative processing costs.
- Application fees may be paid in cash or by check (addressed to the City of Portland).
- An application will not be processed without the required application fees.

Noticing/Advertisements for Planning Board Review

- Legal Advertisement: Percent of total bill
- Notices: .75 cents each
- Public notices must be sent to property owners with 500 feet for all proposals at the time an application is received. Industrial project require notices to be sent to property owners with 1,000 feet.
- Prior to any workshop or public hearing meetings, notices will be sent to property owners. The item will also appear on a legal ad that is published in the Portland Press Herald and on the City's web site.
- The applicant will be billed for actual or apportioned costs for advertising and sending of meeting notices.

Applicants are encouraged to include a letter or narrative to accompany the conditional use application which can provide additional background or contextual information, and describe the proposed conditional use and reasons for the request in a manner that best suits the situation.

<p>Signature of Applicant:</p>	<p>Date:</p>
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CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

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



Mr. Frank J. Brancely,
Senior Engineering Technician,
Phone #: (207) 874-8832,
Fax #: (207) 874-8852,
E-mail: fjb@portlandmaine.gov

Date: _____

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

Site Address: _____
(Regarding addressing, please contact Leslie Kaynor, either at 756-8346, or at LMK@portlandmaine.gov)

Proposed Use: _____

Previous Use: _____

Existing Sanitary Flows: _____ GPD

Existing Process Flows: _____ GPD

Description and location of City sewer, at proposed building sewer lateral connection: _____

Chart Block Lot Number: _____

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

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

2. Please, Submit Domestic Wastewater Design Flow Calculations.

Estimated Domestic Wastewater Flow Generated: _____ GPD

Peaking Factor/ Peak Times: _____

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.

3. Please, Submit Contact Information.

Owner/Developer Name: _____

Owner/Developer Address: _____

Phone: _____ Fax: _____ E-mail: _____

Engineering Consultant Name: _____

Engineering Consultant Address: _____

Phone: _____ Fax: _____ E-mail: _____

City Planner's Name: _____ Phone: _____

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

4. Please, Submit Industrial Process Wastewater Flow Calculations

Estimated Industrial Process Wastewater Flows Generated: _____

GPD

Do you currently hold Federal or State discharge permits? _____

Yes _____ No _____

Is the process wastewater termed categorical under CFR 40? _____

Yes _____ No _____

OSHA Standard Industrial Code (SIC): _____

(<http://www.osha.gov/oshstats/sicser.html>)

Peaking Factor/Peak Process Times: _____

Note: On the submitted plans, please show the locations, where the building's sanitary, and process water sewer laterals, exit the facility, where they enter the city's sewer, the location of any control manholes, wet wells, or other access points, and the locations of any filters, strainers, or grease traps.

Notes, Comments, or Calculations: