

Department of Planning & Development  
Lee D. Urban, Director



**CITY OF PORTLAND**

**Division Directors**  
Mark B. Adelson  
Housing & Neighborhood Services

Alexander Q. Jaegerman, AICP  
Planning

John N. Lufkin  
Economic Development

October 29, 2003

Mr. Roy Williams  
Portland International Jetport  
1001 Westbrook Street  
Portland, ME 04101

RE: 1001 Westbrook Street, Passenger Boarding Walkway  
ID #2003-0222, CBL #199-A-001

Dear Mr. Williams:

On October 29, 2003, the Portland Planning Authority granted minor site plan approval for a passenger boarding walkway for the Portland International Jetport located at 1001 Westbrook Street, as shown on the approved plan.

Where submission drawings are available in electronic form, the applicant shall submit any available electronic CADD.DXF files with seven sets of final plans.

The approval is based on the submitted site 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.

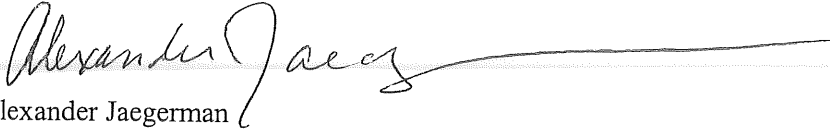
Please note the following provisions and requirements for all site plan approvals:

1. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. A one year extension may be granted by this department if requested by the applicant in writing prior to the expiration date of the site plan.
2. Prior to construction, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Work'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. 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. 8822. (Only excavators licensed by the City of Portland are eligible.)

4. Where submission drawings are available in electronic form, the applicant shall submit any available electronic CADD.DXF files with seven sets of final plans.
5. 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 note that no Certificates of Occupancy will be issued until all site improvements have been completed and inspected in the field by the Development Review Coordinator.

If there are any questions, please contact Kandice Talbot, Planner at 874-8901.

Sincerely,



Alexander Jaegerman  
Planning Division Director

- cc:
- Lee D. Urban, Planning and Development Department Director
  - Sarah Hopkins, Development Review Program Manager
  - Kandice Talbot, Planner
  - Jay Reynolds, Development Review Coordinator
  - Marge Schmuckal, Zoning Administrator
  - Michael Bobinsky, Public Works Director
  - Karen Dunfey, Inspections  
Traffic Division
  - Tony Lombardo, Project Engineer
  - Eric Labelle, City Engineer
  - Jeff Tarling, City Arborist
  - Penny Littell, Associate Corporation Counsel
  - Lt. Gaylen McDougall, Fire Prevention
  - Don Hall, Appraiser, Assessor's Office
  - Approval Letter File
  - Correspondence File