

09-79900004

211-A-1  
2002 Congress St.  
Maintenance Bld.  
Brooklyn Cemetery

on Spreadsheet

(add to project on G: Drive)

# SUBDIVISION/SITE DEVELOPMENT

## Cost Estimate of Improvements to be covered by Performance Guarantee

Date: 9/25/09

Name of Project: Brooklawn Memorial Park  
 Address/Location: 2002 Congress Street  
 Application ID #: 09-79900004  
 Developer: Brooklawn Memorial Park  
 Form of Performance Guarantee: Letter of Credit Maine Bank & Trust  
 Type of Development: Subdivision Site Plan (Major/Minor) Minor

**TO BE FILLED OUT BY THE APPLICANT:**

Item	PUBLIC		
	Quantity	Unit Cost	Subtotal
1. STREET/SIDEWALK			
Road/Parking Areas			
Curbing			
Sidewalks			
Esplanades			
Monuments			
Street Lighting			
Street Opening Repairs			
Other			
2. EARTH WORK			
Cut			
Fill			
3. SANITARY SEWER			
Manholes			
Piping			
Connections			
Main Line Piping			
House Sewer Service Piping			
Pump Stations			
Other			
4. WATER MAINS			
5. STORM DRAINAGE			
Manholes			
Catchbasins			
Piping			
Detention Basin			
Stormwater Quality Units			
Other <i>Core Drill</i>			

PRIVATE		
Quantity	Unit Cost	Subtotal
<u>97 yds</u>	<u>19.31</u>	<u>1874-</u>
<u>218 yds</u>	<u>12-</u>	<u>2616-</u>
<u>426 yds</u>	<u>16-</u>	<u>6816-</u>
<u>200 LF</u>	<u>12-</u>	<u>240</u>
<u>1</u>	<u>750</u>	<u>75</u>

6. SITE LIGHTING	_____	_____	_____	<u>2</u>	<u>400-</u>	<u>800-</u>
7. EROSION CONTROL	_____	_____	_____	_____	_____	_____
Silt Fence	_____	_____	_____	_____	_____	_____
Check Dams	_____	_____	_____	_____	_____	_____
Pipe Inlet/Outlet Protection	_____	_____	_____	_____	_____	_____
Level Lip Spreader	_____	_____	_____	_____	_____	_____
Slope Stabilization	_____	_____	_____	_____	_____	_____
Geotextile	_____	_____	_____	_____	_____	_____
Hay Bale Barriers	_____	_____	_____	_____	_____	_____
Catch Basin Inlet Protection	_____	_____	_____	_____	_____	_____
8. RECREATION AND OPEN SPACE AMENITIES	_____	_____	_____	_____	_____	_____
9. LANDSCAPING <i>2000m of Seed</i>	_____	_____	_____	_____	<u>1200-</u>	<u>1200-</u>
(Attach breakdown of plant materials, quantities, and unit costs)	_____	_____	_____	_____	_____	_____
10. MISCELLANEOUS	_____	_____	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____	<u>16,456-</u>	_____
GRAND TOTAL:	_____	_____	_____	_____	_____	_____

*16,456*  
*\$16,456*  
*dc 9/28/09*

INSPECTION FEE (to be filled out by the City)

	PUBLIC	PRIVATE	TOTAL
A: 2.0% of totals:	_____	<u>\$329.12</u>	<u>\$329.12</u>
or			
B: Alternative Assessment:	_____	_____	_____
Assessed by:	<u><i>[Signature]</i></u> (name)	<u><i>[Signature]</i></u> (name)	<u><i>9/28/09</i></u>

## Philip DiPierro - Brooklawn Memorial Park

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**From:** "Jim Biskup" <jim@biskupconstruction.com>  
**To:** "Philip DiPierro" <PD@portlandmaine.gov>  
**Date:** 9/26/2009 7:28 AM  
**Subject:** Brooklawn Memorial Park  
**CC:** "Bob Sanford" <bob@brooklawnmp.com>

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Please find attached the Cost Estimate of Improvements for the project located at 2002 Congress Street.

Bob Sanford is working with Maine Bank & Trust to furnish the performance guarantee for this project and will need to know the amount required.

We would also like to set up a pre-construction meeting as soon as possible. We are in hopes of submitting an application for a building permit the middle of next week.

Please feel free to contact me or Bob Sanford with any questions.

Jim Biskup

Biskup Construction, Inc.  
16 Danielle Drive  
Windham, Maine 04062  
Office: 207-892-9800  
Fax: 207-892-9895



# PORTLAND MAINE

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Planning and Development Department  
Lee D. Urban, Director

Planning Division  
Alexander Jaegerman, Director

January 22, 2008

David R. Morgan  
Brooklawn Memorial Park and Crematory  
2002 Congress Street  
Portland, ME 04102

Dear Mr. Morgan:

Portland's Inspection Division received a packet of information from you on January 15, 2008, which they have given to me. I understand that the Zoning Board of Appeals (ZBA) approved your conditional use application on December 6, 2007. As we discussed last year, your project must also be reviewed under the City's Site Plan Ordinance. The next step in the City's review process for your maintenance building is to submit a site plan application with the associated fees along with seven sets of plans and required information. Enclosed is the site plan application for your use and the application should be submitted to our administrative on the fourth floor of City Hall. If you want to make copies of the material you dropped off at City Hall, you may pick it up from Jennifer Dorr, Planning Office Manager.

Please contact our office if you have any questions. Thank you for your consideration of this matter and we look forward to receiving your application.

Sincerely,

Barbara Barhydt  
Development Review Services Manager

Attachments:

1. Development Review Application
2. Site Plan Ordinance

cc: Alexander Jaegerman, Planning Division Director  
Marge Schmuckal, Zoning Administrator  
Phil DiPierro, Development Review Coordinator  
Jennifer Dorr, Office Manager



DEVELOPMENT REVIEW COORDINATOR  
POST APPROVAL PROJECT CHECKLIST

Date: 10/5/09

Project Name: Brooklawn Memorial Park & Cemetery

Project Address: 2002 Congress Str.

Site Plan ID Number: 09-79900004

Planning Board Authority Approval Date: 7/23/09

Site Plan Approval Date: 7/23/09

Performance Guarantee Accepted: 10/5/09

Inspection Fee Paid: 9/30/09

Infrastructure Contributions Paid: N/A

Amount of Disturbed Area in SF or Acres: N/A

MCGP/Chapter 500 Stormwater PBR: N/A

Plans/CADD Drawings Submitted: 10/2/09

Pre-Construction Meeting: 10/7/09

Conditions of Approval Met: 1/25/10

As-Builts Submitted: N/A

Public Services Sign Off: N/A

Certificate of Occupancy Memo Processed: Temp. issued 1/25/10 - Expires 6/1/10  
(Temporary or Permanent) 5/24/10

Performance Guarantee to Defect Guarantee: PG reduced 1/25/10 to \$1,645.00  
5/24/10

Defect Guarantee Released: 6/1/11



# PORTLAND, MAINE

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Planning and Urban Development  
Penny St. Louis, Director

Planning Division  
Alexander Jaegerman, Director

**TO:** Ellen Sanborn, Finance Department

**FROM:** Alexander Jaegerman, Planning Division Director

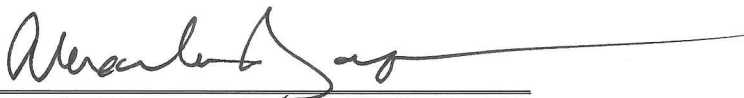
**DATE:** June 1, 2011

**SUBJECT:** Request for Release of Defect Guarantee  
Robert Sanford  
Brooklawn Memorial Park – Maintenance Building, 2002 Congress Street  
(ID # 09-79900004                      Lead CBL # 211 A 001001)

Please release the Defect Guarantee City Held Escrow, Account # 710-0000-233.91-24 for the Brooklawn Memorial Park Maintenance Building Project at 2002 Congress Street.

Remaining Balance      \$1,645.60

Approved:

  
\_\_\_\_\_  
Alexander Jaegerman  
Planning Division Director

cc: Barbara Barhydt, Development Review Services Manager  
Philip DiPierro, Development Review Coordinator

389 Congress Street, Portland, Maine 04101-3509    Ph (207)874-8721 or 874-8719    Fx 756-8258    TTY 874-8936



Memorandum  
Department of Planning and Urban Development  
Planning Division



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**TO:** Inspections Division  
**FROM:** Philip DiPierro  
**DATE:** May 24, 2010  
**RE:** Permanent Certificate of Occupancy

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**Project Name:** Congress Street-2002; Maintenance Building; Brooklawn Memorial Park  
**Project ID:** 09-79900004  
**Project Address:** 2002 Congress St CBL: 211 - A-001-001  
**Applicant:** Brooklawn Memorial Park

After visiting the site, I have the following comments:

Site work complete

At this time, **I recommend issuing a permanent Certificate of Occupancy.**

cc: Barbara Barhydt, Development Review Services Manager  
Inspections Division Director

Memorandum  
Department of Planning and Urban Development  
Planning Division



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**TO:** Ellen Sanborn, Finance Director  
**FROM:** Alexander Jaegerman, Planning Division Director  
**DATE:** **May 24, 2010**  
**RE:** Request for Reduction of Performance Guarantee to Defect Guarantee

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**Project Name:** BROOKLAWN MEMORIAL PARK      **PROJECT ID:** 09-79900004  
**Project Address:** 2002 CONGRESS STREET      **CBL:** 211 – A - 001001  
**Applicant:** ROBERT SANFORD

Please reduce the Performance Guarantee **CITY HELD ESCROW ACCOUNT #710-0000-233-91-24** for the **BROOKLAWN MEMORIAL PARK PROJECT**, at **2002 CONGRESS STREET** to the Defect Guarantee.

Original Amount

**This Reduction** \_\_\_\_\_

Remaining Balance **\$1,645.60**

This is the reduction to a **one year defect guarantee** for this project.

**Approved:** \_\_\_\_\_  
Alexander Jaegerman  
Planning Division Director

cc: Barbara Barhydt, Development Review Services Manager  
Philip DiPierro, Development Review Coordinator

**MEMORANDUM  
DEPARTMENT OF PLANNING AND URBAN DEVELOPMENT  
PLANNING DIVISION**

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**TO:** Ellen Sanborn, Finance Director  
**FROM:** Alexander Jaegerman, Planning Division Director  
**DATE:** January 25, 2010  
**RE:** Request for Reduction of Performance Guarantee

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**Project Name:** MAINTENANCE BUILDING      **PROJECT ID:** 09-79900004

**Project Address:** 2002 Congress St      **CBL:** 211 - A-001-001

**Applicant:** BROOKLAWN MEMORIAL PARK

Please reduce the Performance Guarantee **CITY HELD ESCROW ACCOUNT #710-0000-233-91-24**  
for the **MAINTENANCE BUILDING**, at 2002 Congress St.

Original Amount	\$16,456.00
<b><u>This Reduction</u></b>	<b><u>\$14,810.40</u></b>
Remaining Balance	\$ 1,645.60

Remaining Balance    **\$1,645.60**

**Approved:** \_\_\_\_\_  
Alexander Jaegerman  
Planning Division Director

cc: Barbara Barhydt, Development Review Services Manager  
Philip DiPierro, Development Review Coordinator

TO: Inspections Department

FROM: Philip DiPierro, Development Review Coordinator

DATE: January 25, 2010

RE: C. of O. for #2002 Congress Street, Brooklawn Memorial Park  
(Id#09-79900004) (CBL 211 A 001001)

After visiting the site, I have the following comments:

Site work incomplete:

1. Landscaping/lawn repair
2. Dumpster pad and enclosure
3. Minor Miscellaneous site work,

I anticipate this work can be completed by **June 1, 2010**.

At this time, **I recommend issuing a temporary Certificate of Occupancy.**

Cc: Barbara Barhydt, Development Review Services Manager  
Tammy Munson, Inspection Services Manager  
File: Urban Insight

**From:** Lannie Dobson  
**To:** C of O; mem  
**Date:** 1/19/2010 2:31 PM  
**Subject:** Certificate of Occupancy/Final Scheduled. Property Addr: 2002 CONGRESS ST Parcel ID: 211 A001001 D

Date: 1/27/2010 Time: 6:00:00 AM

Note: Jim 892-9800 Requesting A.M. Property Addr: 2002 CONGRESS ST Parcel ID: 211 A001001

Application Type: Prmt  
Application ID: 91091

Contact:  
Phone1: Phone2:

Owner Name: BROOKLAWN MEMORIAL PK  
Owner Addr: 2002 CONGRESS ST  
PORTLAND, ME 04102



# PORTLAND MAINE

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

JULY 23, 2009

Planning Division  
Alexander Jaegerman, Director

Project Name: Maintenance Building; 2002 Congress Street; Brooklawn Memorial Park (Robert Sanford), Applicant  
Project ID: 09-79900004  
Project Address: 2002 CONGRESS STREET  
Planner: Shukria Wiar

Dear Applicant:

On July 23, 2009, the Portland Planning Authority approved a minor site plan for a maintenance building at 2002 Congress Street as submitted by the Robert Sanford on behalf of Brook Lawn Memorial Park and shown on the approved plan prepared by Macleod Structural Engineers and with a revision date of 03.17.2008 with the following conditions:

- dwe  
4/25/10
1. The lighting fixtures, as proposed, shall be full cutoff.

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.

#### 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. The above approvals do not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.
3. Final sets of plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (\*.dwg), release AutoCAD 2005 or greater.

4. A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Services Dept. prior to the release of the subdivision plat for recording at the Registry of Deeds or prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised subdivision or site plan application for staff review and approval.
5. 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. Requests to extend approvals must be received before the expiration date.
6. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
7. 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.
8. 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 you have any questions, please contact Shukria Wiar at 756-8083 or [shukriaw@portlandmaine.gov](mailto:shukriaw@portlandmaine.gov).

Sincerely,



Alexander Jaegerman  
Planning Division Director

Attachments:

1. Performance Guarantee Packet

**Electronic Distribution:**

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

Alexander Jaegerman, Planning Division Director

Barbara Barhydt, Development Review Services Manager

Shukria Wiar, Planner

Philip DiPierro, Development Review Coordinator

Marge Schmuckal, Zoning Administrator

Tammy Munson, Inspections Division Director

Gayle Guertin, Inspections Division

Lisa Danforth, Inspections Division

Lannie Dobson, Inspections Division

Michael Bobinsky, Public Services Director

Kathi Earley, Public Services

Bill Clark, Public Services

David Margolis-Pineo, Deputy City Engineer

Todd Merkle, Public Services

Greg Vining, Public Services

John Low, Public Services

Jane Ward, Public Services

Keith Gautreau, Fire

Jeff Tarling, City Arborist

Tom Errico, Wilbur Smith Consulting Engineers

Dan Goyette, Woodard & Curran

Assessor's Office

Approval Letter File

**Hard Copy:** Project File





# PORTLAND MAINE

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**Planning and Development Department**  
Lee D. Urban, Director

**Planning Division**  
Alexander Jaegerman, Director

May 5, 2008

Brooklawn Memorial Park  
Attention: David Morgan  
2002 Congress Street  
Portland, ME 04102

**RE: Minor Site Plan Review: 2002 Congress Street**  
**CBL: 211 A001001**  
**Application ID: 2008-0009**

Dear Mr. Morgan,

On May 1, 2008, the Portland Planning Authority approved a minor site plan for new maintenance building of 4,800 sq ft to replace an existing maintenance building located at 2002 Congress Street as submitted by David Morgan and shown on the approved plan prepared by MacLeod Structural Engineers and dated April 17, 2008 with the following conditions:

1. The dumpster shall be installed on a concrete pad, and shall be screened by a fence. Details shall be provided for these items on the final site plan.
2. The following civil site details shall be included in the final site plan:
  - a. Dumpster pad and screening
  - b. Proposed fuel tank concrete pad
  - c. Gravel driveway cross section
  - d. Foundation drain

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 above approvals do not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.
2. Final sets of plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (\*.dwg), release AutoCAD 2005 or greater.
3. A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Works prior to the release of the subdivision plat for

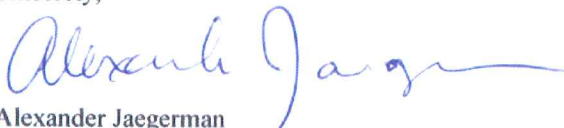
recording at the Registry of Deeds or prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised subdivision or site plan application for staff review and approval.

4. 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. Requests to extend approvals must be received before the expiration date.
5. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. 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.
7. 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 Shukria Wiar at 756-8083 or [shukriaw@portlandmaine.gov](mailto:shukriaw@portlandmaine.gov)

Sincerely,



Alexander Jaegerman  
Planning Division Director

Attachments:

1. Performance Guarantee Packet

**Electronic Distribution:**

Lee D. Urban, Planning & Development Dept. Director  
Alexander Jaegerman, Planning Division Director  
Barbara Barhydt, Development Review Services Manager

Shukria Wiar, Planner  
Philip DiPierro, Development Review Coordinator  
Marge Schmuckal, Zoning Administrator  
Jeanie Bourke, Inspections Division  
Lisa Danforth, Administrative Assistant  
Michael Bobinsky, Public Works Director  
Kathi Earley, Public Works  
Bill Clark, Public Works  
Michael Farmer, Public Works  
Jim Carmody, City Transportation Engineer  
Jane Ward, Public Works  
Captain Greg Cass, Fire Prevention  
Jeff Tarling, City Arborist  
Tom Errico, Wilbur Smith Consulting Engineers  
Dan Goyette, Woodard & Curran  
Assessor's Office  
Approval Letter File  
**Hard Copy:** Project File







## Philip DiPierro - Re: Insp. Fee Check

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**From:** Philip DiPierro  
**To:** Dorr, Jennifer  
**Date:** 10/1/2009 8:21 AM  
**Subject:** Re: Insp. Fee Check

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Hi Jen, the inspection fee is all private.

thanks,

phil

>>> Jennifer Dorr 9/30/2009 1:45:31 PM >>>

I have a \$329.12 check from Brooklawn Memorial Park for their insp. fee. Can you give me the breakdown?

Jen