



Tuck O'Brien
City Planning Director, Planning Division

July 11, 2016

Elizabeth McCandless
1247 Westbrook Street
Portland, Maine 04102

Project Name:	Grading and Drainage Project	Project ID:	2016-155
Address:	1247 Westbrook Street	CBL:	213 E 012001
Applicant:	Elizabeth McCandless		
Planner:	Philip DiPierro		

Dear: Ms. McCandless

On July 11, 2016, the Planning Authority approved with conditions a Level I Site Alteration site plan for the Grading and Drainage project that includes terracing the site to promote drainage away from the dwelling, the construction of retaining walls and planters, and the installation of lawn areas and landscaping, at 1247 Westbrook Street. The decision is based upon the application, documents and plans as submitted by Elizabeth McCandless and prepared by DM Roma Consulting Engineers, site plan dated 5-26-2016. Revision A 5-26-16. The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

SITE PLAN REVIEW

The Planning Authority found the plan is in conformance with the Site Plan Standards of the Land Use Code subject to the following conditions of approval and the standard conditions of approval:

1. A Site Work only building permit issued by the Inspections Office will be required for the work to be completed on your property.
2. That the patio shown on the plan has been eliminated from the project (as noted in your e-mail dated June 29, 2016, and shown on the attached plan) and the area will be loamed, seeded, and mulched in order to create a natural pervious lawn area.
3. All Site Work will conform to the City of Portland ordinance on Shoreland Regulations (Division 26).

4. Erosion and Sedimentation control shall be established and inspected by the Development Review Coordinator prior to soil disturbance, and shall be done in accordance with Best Management Practices, Maine Department of Environmental Protection Technical and Design Standards and Guidelines. All Erosion and Sedimentation control measures must be inspected and maintained daily.

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

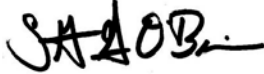
Please note the following standard conditions of approval and requirements for all approved site plans:

1. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in 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 Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
2. **Separate Building Permits Are Required** This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.
3. **Site Plan Expiration** The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
4. **Performance Guarantee and Inspection Fees** Due to the limited site work, the minimum inspection fee of \$300 is required prior to the issuance of building permit. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
5. **Department of Public Services Permits** 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 the date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. 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 Philip DiPierro, Development Review Coordinator at (207) 874- 8632.

Sincerely,



Stuart G. O'Brien
City Planning Director

Attachments:

1. Revised Site Plan
2. Revised Landscape Plan

Electronic Distribution:

cc: Jeff Levine, AICP, Director of Planning and Urban Development
Barbara Barhydt, Development Review Services Manager
Philip DiPierro, Development Review Coordinator, Planning
Mike Russell, Director of Permitting and Inspections
Ann Machado, Zoning Administrator, Inspections Division
Jonathan Rioux, Inspections Division Deputy Director
Jeanie Bourke, Plan Reviewer/CEO, Inspections Division
Chris Branch, Director of Public Works
Katherine Earley, Engineering Services Manager, Public Works
Bill Clark, Project Engineer, Public Works
Doug Roncarati, Stormwater Coordinator, Public Works
Greg Vining, Associate Engineer, Public Works
Michelle Sweeney, Associate Engineer, Public Works
John Low, Associate Engineer, Public Works
Rhonda Zazzara, Field Inspection Coordinator, Public Works
Jeff Tarling, City Arborist, Public Works
Jeremiah Bartlett, Public Works
Keith Gautreau, Fire Department
Danielle West-Chuhta, Corporation Counsel
Thomas Errico, P.E., TY Lin Associates
Lauren Swett, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File