



# PORTLAND MAINE

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## Planning & Urban Development Department

Penny St. Louis Littell, Director

**MAY 28, 2010**

Transport Leasing Corporation  
Attn: Mark Sanborn  
35 Bradley Drive  
Westbrook, ME 04092

DeLuca-Hoffman Associates, Inc.  
Attn: Steve Bushey, PE  
778 Main Street  
South Portland, ME 04106

**Project Name:** City Line Drive - 54; Change Of Use; Transport Leasing Corp.  
**Project ID:** 10-79900006  
**Project Address:** 54 CITY LINE DRIVE

**Planner:** Shukria Wiar

Dear Applicant:

On May 27, 2010, the Portland Planning Authority approved a minor site plan for a change of use at 54 City Line Drive as submitted by Transport Leasing Corporation and shown on the approved plan prepared by Steve Bushey of DeLuca-Hoffman Associates, Inc dated March 2010 with the following conditions below.

### WAIVERS

The Planning Division Authority waives the Technical Standard, Section III 2 A, which requires that a standard parking space be 9 feet wide by 19 feet long, to allow the spaces to be 9 feet wide by 18 feet long.

The Planning Division Authority waives the Technical Standard, Section III 7, which requires that a standard aisle width to be 19 feet for 60° parking, to allow the aisle width to be 12 feet.

### SITE PLAN REVIEW

1. The final signage and pavement markings for the one-way circulation on site shall be reviewed and approved by Tom Errico, Consultant Traffic Engineer, before the certificate of occupancy.
2. The Traffic Movement Permit (TMP) meeting was held on May 28, 2010 and the site plan approval is subject to Tom Errico's final review and approval of the Traffic Movement Permit.

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 Chapter 14 of the Portland City Hall.
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  
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Jeff Tarling, City Arborist  
Tom Errico, TY Lin  
Dan Goyette, Woodard & Curran  
Assessor's Office  
Approval Letter File  
**Hard Copy:** Project File