

## CITY OF PORTLAND

January 13, 1997

Ray Keller UNUM 2211 Congress Street Portland, ME 04102

Re: UNUM Access Road

Dear Mr. Keller:

On January 13, 1997 the Portland Planning Authority granted minor site plan approval for the access road and stormwater management improvements at the UNUM campus. The approval was made with the following conditions:

i. That the applicant will finalize erosion control plans with the Department of Environmental Protection.

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. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
- Prior to construction, a preconstruction 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 preconstruction meeting.

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4. 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 (874-8300 ext. 8722) must be notified five (5) working days prior to date required for final site inspection. <u>Please</u> make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This essential as all site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. <u>Please</u> schedule any property closing with these requirements in mind.

If there are any questions, please contact the Planning Staff.

Sincerely,

Joseph E. Gray, Jr.

Director of Planning and Urban Development

cc: Alexander Jaegerman, Chief Planner

Sarah Hopkins, Senior Planner

P. Samuel Hoffses, Chief of Building Inspections

Marge Schmuckal, Zoning Administrator

Kathi Staples PE, City Engineer

**Development Review Coordinator** 

William Bray, Deputy Director/City Traffic Engineer

Jeff Tarling, City Arborist

Natalie Burns, Associate Corporation Counsel

Lt. Gaylen McDougall, Fire Prevention

Mary Gresik, Building Permit Secretary

Kathleen Brown, Assistant Director of Economic Development

Susan Doughty, Assessor's Office

Approval Letter File



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P		ENT PROCESSING FORM	I. D. Number
UNUM Corporation			11 June 1996 k
Applicant 2211 Congress St Pr	1d, ME 04102		Application Date
Applicant's Mailing Address			Project Name/Description
Consultant/Agent BH2M	<del>}</del>	Congress St Address of Proposed Site	
Lesper Berry 8.	39-2771		216-A-002 216-A-001 (2
Applicant or Agent Daytime Telephone, Fax		Assessor's Reference: Ch	art-Block-Lot
Proposed Development (check all that apply)  Office Retail Manufac	: New Building _ turing Warehouse	Building Addition C /Distribution Other (spec 125 Acres	ify) Environmental/Site Work
Proposed Building Square Feet or # of Units	Acreage		Zoning
Check Review Required:			
	ubdivision of lots	PAD Review	14-403 Streets Review
Flood Hazard S	horeland	Historic Preservation	DEP Local Certification
Zoning Conditional Use (ZBA/PB)	oning Variance	Single-Family Minor	Other
Fees paid: site plan 300.00	subdivision		
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Flood Hazard	Shoreland	Historic Preservation	DEP Local Certification
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