

PROJECT NAME: 1945 Congress Street

PROPOSED DEVELOPMENT ADDRESS:

1945 Congress Street

PROJECT DESCRIPTION:

The project renovates the Elks building and adds a 15,000 sq. ft. medical building and a 35,300 sq. ft. general office building.

CHART/BLOCK/LOT: 216-A-6 & 217-A-1

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer Name: Josh Benthien & Rex Bell Business Name, if applicable: Northland Enterprises, LLC Address: 17 South Street City/State : Portland, ME Zip Code: 04101	Applicant Contact Information Work # 207.780.0223 Home# Cell # Fax# e-mail: josh@northlandus.com rex@northlandus.com
Owner – (if different from Applicant) Name: Portland Lodge #1888 PBOE of USA Address: 1945 Congress Street City/State : Portland, ME Zip Code: 04101	Owner Contact Information Work # Home# Cell # Fax# e-mail:
Agent/ Representative Thomas S. Greer Name: Pinkham & Greer, Civil Engineers Address: 28 Vannah Avenue City/State : Portland, ME Zip Code: 04103	Agent/Representative Contact information Work # 207.781.5242 Cell # e-mail: tgreer@pinkhamandgreer.com
Billing Information Name: Same as Applicant Address: City/State : Zip Code:	Billing Information Work # Cell # Fax# e-mail:

Engineer Pinkham & Greer, Civil Engineers Name: Thomas S. Greer Address: 28 Vannah Avenue City/State : Portland, ME Zip Code: 04103	Engineer Contact Information Work # 207.781.5242 Cell # Fax# 207.781.4245 e-mail: tgreer@pinkhamandgreer.com
Surveyor Maine Survey Consultants, Inc. Name: Del Maxfield Address: PO Box 485 City/State : Harrison, ME Zip Code: 04040	Surveyor Contact Information Work # 207.583.6159 Cell # Fax# e-mail: dmaxfield@mainsurveyconsultants.com
Architect Archetype Architects Name: David Lloyd Address: 48 Union Wharf City/State : Portland, ME Zip Code: 04101	Architect Contact Information Work # 207.772.6022 Cell # Fax# e-mail: llloyd@archetypepa.com
Attorney Murray, Plumb & Murray Name: Drew Anderson Address: PO Box 9785 City/State : Portland, ME Zip Code: 04104	Attorney Contact Information Work # 207.773.5651 Cell # Fax# e-mail: DAA@mpmlaw.com

APPLICATION FEES:

Check all reviews that apply. (Payment may be made by Credit Card, Cash or Check payable to the City of Portland.)

Master Development Plan (check applicable reviews) <input checked="" type="checkbox"/> Application Fee (\$1,000.00)	The City invoices separately for the following: <ul style="list-style-type: none"> • Notices (\$.75 each) • Legal Ad (% of total Ad) • Planning Review (\$40.00 hour) • Legal Review (\$75.00 hour) <p>Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.</p>
---	--

APPLICATION SUBMISSION:

1. All site plans and written application materials must be submitted electronically on a CD or thumb drive with each plan submitted as separate files, with individual file which can be found on the **Electronic Plan and Document Submittal** page of the City’s website at <http://me-portland.civicplus.com/764/Electronic-Plan-and-Document-Submittal>

2. In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), paper copy of written materials, and the application fee must be submitted to the Building Inspections Office to start the review process.

The application must be complete, including but not limited to the contact information, project data, application checklists, wastewater capacity, plan for fire department review, and applicant signature. The submissions shall include one (1) paper packet with folded plans containing the following materials:

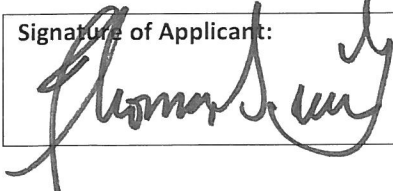
1. One (1) full size site plans that must be folded.
2. One (1) copy of all written materials or as follows, unless otherwise noted:
 - a. Application form that is completed and signed.
 - b. Cover letter stating the nature of the project.
 - c. All Written Submittals (Sec. 14-525 2. (c), including evidence of right, title and interest.
3. A stamped standard boundary survey prepared by a registered land surveyor at a scale not less than one inch to 50 feet.
4. Plans and maps based upon the boundary survey and containing the information found in the attached sample plan checklist.
5. One (1) set of plans reduced to 11 x 17.

Please refer to the application checklist (attached) for a detailed list of submission requirements.

APPLICANT SIGNATURE:

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Planning Authority and Code Enforcement’s authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

This application is for a Master Development Plan review. It is not a permit to begin construction. An approved Level III site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.

Signature of Applicant: 	Date: 4/4/16
--	-----------------

PROJECT DATA

The following information is required where applicable, in order complete the application.

Total Area of Site	304,207 sq. ft.
Proposed Total Disturbed Area of the Site	260,000 sq. ft.
If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland	
Impervious Surface Area	
Impervious Area (Total Existing)	133,241 sq. ft.
Impervious Area (Total Proposed)	160,734 sq. ft.
Building Ground Floor Area and Total Floor Area	
Building Footprint (Total Existing)	23,090 sq. ft.
Building Footprint (Total Proposed)	46,498 sq. ft.
Floor Area (Total Existing)	23,090 sq. ft.
Floor Area (Total Proposed)	64,400 sq. ft.
Zoning	
Existing	OP
Proposed, if applicable	OP
Land Use	
Existing	Assembly
Proposed	Office Professional / Assembly
Residential, If applicable	
	n/a
# Residential Units (Total Existing)	
# Residential Units (Total Proposed)	
# Number of Lots (Total Proposed)	
# Affordable Housing Units (Total Proposed)	
Proposed Bedroom Mix	
	n/a
# Efficiency Units (Total Proposed)	
# One-Bedroom Units (Total Proposed)	
# Two-Bedroom Units (Total Proposed)	
# Three-Bedroom Units (Total Proposed)	
Parking Spaces	
# Parking Spaces (Total Existing)	254 +/-
# Parking Spaces (Total Proposed)	263 car, 4 busses, 13 motorcycles
# Handicapped Spaces (Total Proposed)	10
Bicycle Parking Spaces	
# Bicycle Spaces (Total Existing)	0
# Bicycle Spaces (Total Proposed)	29
Estimated Cost of Project	
	\$6,600,000.00

MASTER DEVELOPMENT PLAN SUBMISSIONS			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST Sec. 14-527 (c) and (e)
X		1	Completed Application form
X		1	Application fees
X		1	Written description of project
X		1	A written statement and/or plan as to the general impact of the proposed Master Development plan upon the area, relationship to surrounding properties, and measures to create appropriate transitions and access to abutting public properties and neighboring tracts.
X		1	Evidence of right, title and interest
n/a		1	Evidence of state and/or federal approvals, if applicable
		1	Written assessment of proposed project's compliance with applicable zoning requirements
		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site
n/a		1	Written requests for waivers from site plan or technical standards, if applicable
		1	Evidence of financial and technical capacity
X		1	General statements concerning storm water management techniques.
X		1	Traffic Analysis and recommendations prepared by a registered professional engineer, including current traffic counts, existing street capacity, traffic generation projections, and ability to absorb the increased traffic. If Traffic Movement Permit applies, the TMP submissions and review supersede. (Section 14-527 (e) xii)
X		1	Utilities analysis and recommendations prepared by registered professional engineer. (see utility plan below) Analysis shall assess capacity, identify deficiencies and recommend improvements, including timing, funding mechanisms and coordination with City (14-527 (e) xiii)
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST Sec. 14-527 (c) and (e)
X		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
X		1	Master Development Plan Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase) – scale not less than 1 inch equaling 50 feet
X			Neighborhood context map, at a scale not less than 1 inch 100 feet
X			Approximate boundary lines of existing and proposed lots with areas and dimensions
X			Plan show north arrow, date, scale, legend, title Master Development Concept Site Plan, followed by project name, applicant, engineer, designer, and/or agents
n/a			For residential areas, proposed density, lot configuration, circulation and plot plan
X			Analysis of natural features of the site, including natural waterways, wetlands, floodplains, topography, soil conditions and other natural features
X			Analysis of designated view corridors, historic resources, and archeological resources associated with the site
X			Existing/proposed buildings and other significant structures, building groupings, exterior building elevations and entrances, parking areas and other significant physical features of the site

X		Context drawings, perspective renderings, photographic montages, or computer generated graphics depicting the proposed development within the surrounding building and environmental context
		Building elevation drawings shall include: <ul style="list-style-type: none"> • Illustration of all sides of the structures
X		<ul style="list-style-type: none"> • Views of major entries or prominent building features
		<ul style="list-style-type: none"> • Illustration of building articulation and elements
		<ul style="list-style-type: none"> • Building finish composition
X		<ul style="list-style-type: none"> • Pedestrian and streetscape elements of the Master Development Plan
X		Digital 3-D model tied to specific location that is submitted as a KML, KMZ, DXF or DWG file on a CD or DVD or such format as approved by the Planning Authority (Sec. 14527 (e)2)
X		Major circulation patterns surrounding and serving the site, existing and proposed street lines, ways, easement and public areas within or next to the site
X		Major landscaping elements, features, open space, and plans for preservation of natural features
		Analysis of the public safety services needed to support the Master Development Plan
n/a		Analysis of the anticipated impacts on the public school system to support the Master Development Plan
X		Generalized drainage plan for the site, drainage ways, flows, points of outfall and indicating impacts of development on affected drainage basins. Contour information at not less than 2 ft. intervals and document run-off characteristics
		Inventory of existing utilities (storm water, sanitary, electrical , fire alarm boxes & lines, gas, water, lighting, curb and gutter and etc.) illustrating locations, sizes, diameters carrying capacity and present load