Level III – Preliminary and Final Site Plans
Development Review Application
Portland, Maine

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level III: Preliminary or Final Site Plan. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

Level III: Site Plan Development includes:

- New structures with a total floor area of 10,000 sq. ft. or more except in Industrial Zones.
- New structures with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- New temporary or permanent parking area(s) or paving of existing unpaved parking areas for more than 75 vehicles.
- Building addition(s) with a total floor area of 10,000 sq. ft. or more (cumulatively within a 3 year period) except in Industrial Zones.
- Building addition(s) with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- A change in the use of a total floor area of 20,000 sq. ft. or more in any existing building (cumulatively within a 3 year period).
- Multiple family development (3 or more dwelling units) or the addition of any additional dwelling unit if subject to subdivision review.
- Any new major or minor auto business in the B-2 or B-5 Zone, or the construction of any new major or minor auto business greater than 10,000 sq. ft. of building area in any other permitted zone.
- Correctional prerelease facilities.
- Park improvements: New structures greater than 10,000 sq. ft. and/or facilities encompassing 20,000 sq. ft. or more (excludes rehabilitation or replacement of existing facilities); new nighttime outdoor lighting of sports, athletic or recreation facilities not previously illuminated.
- Land disturbance of 3 acres or more (includes stripping, grading, grubbing, filling or excavation).

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), Design Manual and Technical Manual.

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8719
planning@portlandmaine.gov

Office Hours
Monday thru Friday
8:00 a.m. – 4:30 p.m.

I. Project Information (Please enter n/a on those fields that are not applicable)

Project Name:	Stroudwater Preserve
Proposed Development Address:	1700 Westbrook Street, Portland ME, 04102
Project Description:	See Project Description Attached
Chart/Block/Lot:	229-A-2, 246-A-3, 247-A-3, 248-A-9, 256-A-3, 246-A-6, 247-A-2 and 245-B-5
Preliminary Plan	See Preliminary Plans Attached
Final Plan	Forthcoming

II. Contact Information (Please enter n/a on those fields that are not applicable)

APPLICANT

Name:	Michael Barton
Business Name:	Stroudwater Development Partners, LLC
Address:	62 Portland Road, Suite 25
City/State:	Kennebunk, ME
Zip Code:	04043
Work #:	N/A
Home #:	N/A
Cell #:	207-939-5432
Fax #:	N/A
E-mail:	michael.cobett.barton@gmail.com

OWNER

Name:	Stroudwater Preserve
Address:	62 Portland Road, Suite 25
City/State:	Kennebunk, ME
Zip Code:	04043
Work #:	N/A
Home #:	N/A
Cell #:	207-939-5432
Fax #:	N/A
E-mail:	michael.corbett.barton@gmail.com

AGENT/REPRESENTATIVE

Name:	Acorn Engineering, Inc
Address:	P.O. Box 3372
City/State:	Portland, ME
Zip Code:	04104
Work #:	207-775-2655
Home #:	N/A
Cell #:	207-317-1884
Fax #:	N/A
E-mail:	wsavage@acorn-engineering.com

BILLING (to whom invoices will be forwarded to)

Name:	Stroudwater Development Partners, LLC
Address:	62 Portland Road, Suite 25
City/State:	Kennebunk, ME
Zip Code:	04043
Work #:	N/A
Home #:	N/A
Cell #:	207-939-5432
Fax #:	N/A
E-mail:	michael.corbett.barton@gmail.com

ENGINEER

Name:	Acorn Engineering, Inc
Address:	P.O. Box 3372
City/State:	Portland, Me
Zip Code:	04104
Work #:	207-775-2655
Home #:	N/A
Cell #:	207-317-1884
Fax #:	N/A
E-mail:	wsavage@acorn-engineering.com

SURVEYOR

Name:	David Titcomb, PLS, Titcomb Associates
Address:	133 Gray Road
City/State:	Falmouth, ME
Zip Code:	04105
Work #:	207-797-9199
Home #:	N/A
Cell #:	N/A
Fax #:	207-878-3142
E-mail:	dtitcomb@titcombsurvey.com

ARCHITECT

Name:	Ryan Senatore (PRUD Design)
Address:	565 Congress Street #304
City/State:	Portland, ME
Zip Code:	04104
Work #:	207-747-5159
Home #:	N/A
Cell #:	207-650-6414
Fax #:	N/A
E-mail:	ryan@senatorearchitecture.com

ATTORNEY

Name:	Jason Howe
Address:	62 Portland Road, Suite 25
City/State:	Kennebunk, ME
Zip Code:	04043
Work #:	207-985-7000
Home #:	N/A
Cell #:	N/A
Fax #:	N/A
E-mail:	jhowe@bergenparkinson.com

DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN

Name:	Olivia Dawson
E-mail:	odawson@acorn-engineering.com
Name:	William Savage
E-mail:	wsavage@acorn-engineering.com
Name:	
E-mail:	

III. APPLICATION FEES

LEVEL III DEVELOPMENT (check applicable review)

☑	Less than 50,000 sq. ft.	$750.00
☐	50,000 – 100,000 sq. ft.	$1,000.00
☐	100,000 – 200,000 sq. ft.	$2,000.00
☐	200,000 – 300,000 sq. ft.	$3,000.00
☐	Over 300,000 sq. ft.	$5,000.00
☐	Parking lots over 100 spaces	$1,000.00
☐	After-the-fact Review	$1,000.00 + applicable application fee above

PLAN AMENDMENTS (check applicable review)

☐	Planning Staff Review	$250.00
☐	Planning Board Review	$500.00

OTHER REVIEWS (check applicable review)

☑	Traffic Movement	$1,500.00
☑	Stormwater Quality	$250.00
☑	Subdivision	$500.00 + applicable fee for lots/units below
	# of Subdivision Lots/Units [124] x $25.00 each	$ 3,100
☑	Site Location	$3,500.00 + applicable fee for lots/units below
	# of Site Location Lots/Units [124] x $200.00 each	$ 24,800
☐	Change of Use	
☑	Flood Plain	
☑	Shoreland	
☑	Design Review	
☐	Housing Replacement	
☐	Historic Preservation	
	TOTAL APPLICATION FEE DUE:	$ 34,400

IV. FEES ASSESSED AND INVOICED SEPARATELY

- Notices to abutters (receipt of application, workshop and public hearing meetings) ($.75 each)
- Legal Ad in the Newspaper (% of total ad)
- Planning Review ($52.00 hour)
- Legal Review ($75.00 hour)
- Third Party Review (all outside reviews or analysis, eg. Traffic/Peer Engineer, are the responsibility of the applicant and will be assessed and billed separately)

V. PROJECT DATA (Please enter n/a on those fields that are not applicable)

TOTAL AREA OF SITE	2,408,860	sq. ft.
PROPOSED DISTURBED AREA OF THE SITE	1,459,260	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)	34,715	sq. ft.
Impervious Area (Total Proposed)	182,657	sq. ft.
Building Ground Floor Area and Total Floor		
Building Footprint (Total Existing)	8,928	sq. ft.
Building Footprint (Total Proposed)	22,400 *	sq. ft.
Building Floor Area (Total Existing)	8,928	sq. ft.
Building Floor Area (Total Proposed)	44,800 *	sq. ft.
ZONING		
Existing	R3: Residential	
Proposed, if applicable		
LAND USE		
Existing	Residential	
Proposed	Residential	
RESIDENTIAL, IF APPLICABLE		
# of Residential Units (Total Existing)	1	
# of Residential Units (Total Proposed)	123	
# of Lots (Total Proposed)	99 + 1 open space	
# of Affordable Housing Units (Total Proposed)	12	
PROPOSED BEDROOM MIX		
# of Efficiency Units (Total Proposed)	0	
# of One-Bedroom Units (Total Proposed)	0	
# of Two-Bedroom Units (Total Proposed)	0	
# of Three-Bedroom Units (Total Proposed)	74	
# of Four-Bedroom Units (Total Proposed)	49	
PARKING SPACES		
# of Parking Spaces (Total Existing)	0	
# of Parking Spaces (Total Proposed)	40	
# of Handicapped Spaces (Total Proposed)	0	
BICYCLE PARKING SPACES		
# of Bicycle Spaces (Total Existing)	0	
# of Bicycle Spaces (Total Proposed)	0	
ESTIMATED COST OF THE PROJECT	$ 2,054,400	

* Numbers are based off PRUD only

VI. APPLICANT SIGNATURE

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a ***legal signature*** per Maine state law.

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 Level III Site Plan review. It is not a permit to begin construction. An approved 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:	08/22/2017

PRELIMINARY PLAN (Optional) - Level III Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	**GENERAL WRITTEN SUBMISSIONS CHECKLIST**
✓		1	Completed Application form
✓		1	Application fees
✓		1	Written description of project
✓		1	Evidence of right, title and interest
Forthcoming		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
✓		1	Written requests for waivers from site plan or technical standards, if applicable.
✓		1	Evidence of financial and technical capacity
✓		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
Applicant Checklist	Planner Checklist	# of Copies	**SITE PLAN SUBMISSIONS CHECKLIST**
✓		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
✓		1	**Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)**
✓		Proposed grading and contours;	
✓		Existing structures with distances from property line;	
✓		Proposed site layout and dimensions for all proposed structures (including piers, docks or wharves in Shoreland Zone), paved areas, and pedestrian and vehicle access ways;	
✓		Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);	
TBD		Preliminary infrastructure improvements;	
✓		Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;	
✓		Location of significant natural features (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features) located on the site as defined in Section 14-526 (b) (1);	
✓		Proposed buffers and preservation measures for significant natural features, as defined in Section 14-526 (b) (1);	
✓		Location , dimensions and ownership of easements, public or private rights of way, both existing and proposed;	
✓		Exterior building elevations.	