



Jeff Levine, AICP
Director, Planning & Urban Development Department

December 2nd, 2015

John Emerson
City of Portland Public Works Department
55 Portland Street
Portland, ME 04101

Steve Weatherhead
Winton Scott Architects
5 Milk Street
Portland ME 04101

Project Name: **Installation of Modular Offices near existing storage building**
Project ID: #2015-204
Address: 109 District Road CBL: 234-A-1
Applicant: John Emerson, Department of Public Works, City of Portland
Planner: Jean Fraser

Dear John:

On December 2nd, 2015, the Planning Authority approved with conditions a Level II site plan for the installation of two one-story modular office buildings totaling 4032 square feet, along with 15 parking spaces, near the existing storage building at 109 District Road. The decision is based upon the application, documents and plans as submitted by John Emerson of the City of Portland Public Works Department and prepared by Steve Weatherhead of Winton Scott Architects (L1.2 Site Layout Plan dated 12.2.2015 and A1 Elevations dated 11.10.15). 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:

- i. That the exterior lighting shall be full cut-off and comply with the City of Portland Technical Standards *Section 12 - Site Lighting*; and
- ii. That the applicant shall ensure that the 20,000 gallon underground tank, to be used as a sewage holding tank, is regularly pumped in accordance with the "Tank Capacity Analysis" prepared by Ransom Consulting Inc dated 10.21.2015.

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. **Preconstruction Meeting** Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held 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 Development Review Coordinator will confirm that the contractor is working from the approved site plan. 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.
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.)
6. **As-Built Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.

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 Jean Fraser, Planner at (207) 874- 8728.

Sincerely,

Stuart G. O'Brien
City Planning Director

Electronic Distribution: cc:

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 Approval Letter File