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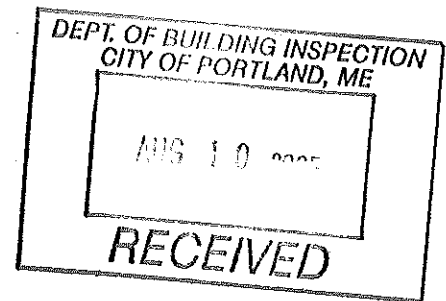
Planning and Development Department
Lee D. Urban, Director

Planning Division
Alexander Jaegerman, Director

August 8, 2005

Mark Poirier
Second Chance Properties
51 Longwood Drive
Portland, Maine 04102

RE: Proposed Hadley's Way Subdivision
Application ID #2005-0167
CBL: 248 B006001



Dear Mr. Poirier:

The Planning Division has received the above referenced application for a 6-lot subdivision in the vicinity of 1647 Westbrook Street. Planning Division staff has conducted a preliminary review of the materials you have submitted to date and the application has been found significantly incomplete.

Please be advised that substantive staff review cannot begin and required Planning Board meetings cannot be scheduled until the application has been substantially complete. Missing items include, but are not limited to:

1. A standard boundary survey stamped by a licensed surveyor,
2. Complete engineering plans, including stormwater analysis, stamped by a licensed P.E.,
3. General project narrative
4. Evidence of Right, Title, and Interest
5. Landscape plans including existing and proposed conditions, fencing and screening, and a tree save plan,
6. Streetscape plans to City standards,
7. Street Lighting Plans,
8. Location of fire hydrants, existing and proposed,
9. Letters from the Department of Public Works and the Portland Water District citing adequate sewer and water capacity respectively.

Attached you will find a checklist of required submittals for your convenience.

Unfortunately, it is not possible to provide you with a comprehensive set of review comments at this time, based on the current record. However, staff's preliminary read of your plans did result in a number of observations / comments as follows:

1. Easements

The subject site appears to be encumbered by easements to the Portland Water District and Portland Pipeline Co. The plans do not indicate whether these easements are existing or proposed. The subdivision plan proposes crossing and or grading to these easements. The applicant should provide copies of all easement that encumber the property and a narrative describing the project's conformance with these easements.

2. Wetlands

The site plan indicates substantial areas of wetland onsite. A wetland delineation report must be provided and proposed wetland filling must be quantified. The applicant shall submit copies of applicable NRPA applications or a letter of non-jurisdiction from the Maine DEP. Wetland areas which remain on private lots (lots 2, 3, and 4) should be called out as wetland preserve areas on the subdivision plat and further protected by deed restrictions.

3. Brook

The project plans indicate a brook running along the North end of the site. The applicant shall characterize the status of this brook as indicated on current a current USGS quad map (e.g. intermittent vs. perennial).

4. Grading

The plans should be revised to show the proposed post-development grading condition on a lot-by-lot basis.

5. City Street

No design materials have been submitted for the proposed City Street. The applicant shall present a complete street plan to City Standards including typicals, cross-sections, engineering, and streetscape plans. The applicant should consult with §14-498, Technical and Design Standards for Subdivisions as well as the City of Portland Technical and Design Standards Manual, available at the Department of Public Works.

6. Cul-De-Sac

City Standards will require a cul-de-sac with a 65-foot radius instead of the proposed "hammerhead" turn-around.

7. Traffic Safety

The applicant shall evaluate traffic safety conditions at the proposed intersection of Hadley's Way and Westbrook Street. Evidence of adequate sight distance should be provided.

8. Street Opening Fees

The applicant should contact Carroll Merritt at the Department of Public Works Engineering Division at 874-8822 for a summary of applicable fees.

9. Lot 5 Buildability

Just as hypothetical house footprints have been shown on lots 1-4, so should such a footprint be indicated on lot 5.

10. Remainder Lot

The existing house which is enveloped by the proposed new house lots appears to be part of the parent parcel and should be considered a lot for the purpose of subdivision review. This should be reflected on the amended plan and plat.

11. Electric Utilities

As per the subdivision ordinance, electric utilities in all subdivisions must be underground and incorporated into the underground utility plan.

If you have any questions, please do not hesitate to contact me by phone at 756-8083 or by email at ebm@portlandmaine.gov. I look forward to receiving your submissions and to assisting you with the public review process.

Best regards,



Ethan Boxer-Macomber
Planner

CC: Lee D. Urban, Planning and Development Department Director
Alexander Jaegerman, Planning Division Director
Sarah Hopkins, Development Review Services Manager
Ethan Boxer-Macomber, Planner
Jay Reynolds, Development Review Coordinator
Marge Schmuckal, Zoning Administrator
Inspections Division
Michael Bobinsky, Public Works Director
Traffic Division
Eric Labelle, City Engineer
Jeff Tarling, City Arborist
Penny Littell, Associate Corporation Counsel
Greg Cass, Fire Prevention
Assessor's Office