



Jeff Levine, AICP  
Director, Planning & Urban Development Department

March 4<sup>th</sup>, 2016

Mark A Pettingill, President  
Patrons Oxford Insurance Company  
24 Harriman Drive  
PO Box 1960  
Auburn, ME 04211

**Project Name:** Request for approval to advance site preparation for the Portland Technology Park - Patrons Oxford Insurance Office Building, LCE#4  
**Project #:** #2015-171  
**Address:** Rand Road (as from 2015 known as 97 Technology Park Drive)  
**CBL:** CBL: 249-A-001-001  
**Applicants:** Patrons Oxford Insurance Co.  
**Planner:** Jean Fraser

Dear Mr Pettingill:

Thank you for your letter dated March 3, 2016 requesting approval to undertake advance site preparation prior to the receipt of a building permit (copy attached). This relates to the proposals for a new 19,000 sq ft office development on LCE #4 within the Portland Technology Park (PTP), as approved on December 8, 2015 by the Portland Planning Board.

As provided in Section 14-532, this letter serves as the written permission from the Planning Authority to commence site preparation work on this project prior to the issuance of a building permit. The permitted advance site work is limited to the removal of trees, stumping, grinding, and perimeter erosion control subject to the following conditions being met prior to the commencement of any work on site (including tree cutting):

- A satisfactory Performance Guarantee shall be posted (at least to cover site stabilization and restoration of the site);
- The Inspection Fee shall be paid;
- The signed subdivision plat shall be recorded;
- The extent of tree clearance is marked on the ground, and is consistent with the approved Site Plan C-03 Rev 4, to the satisfaction of the Planning Division DRC (Phil DiPierro - 874-8632) at a meeting on site;
- Erosion and sedimentation control shall be installed in accordance with the approved plans and notes.

Please note that you must obtain any permits that may be required from Public Works for any street openings, and that building permits must be obtained from the Inspections Division prior to the commencement of any construction of any buildings, foundations or structures.

If you have any questions, please contact Jean Fraser on 874 8728.

Sincerely,

Jeff Levine, AICP  
Director of Planning and Urban Development

Attachments:

1. Request letter from Mark Pettingill, Patrons Oxford Insurance Company

**Electronic Distribution:**

CC: Stuart G. O'Brien, City Planning Director  
Barbara Barhydt, Development Review Services Manager  
Jean Fraser, Planner  
Philip DiPierro, Development Review Coordinator, Planning  
Ann Machado, Zoning Administrator, Inspections Division  
Tammy Munson, Inspections Division Director  
Jonathan Rioux, Inspections Division Deputy Director  
Jeanie Bourke, Plan Reviewer/CEO, Inspections Division  
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Bill Clark, Project Engineer, Public Services  
David Margolis-Pineo, Deputy City Engineer, Public Services  
Doug Roncarati, Stormwater Coordinator, Public Services  
Greg Vining, Associate Engineer, Public Services  
Michelle Sweeney, Associate Engineer  
John Low, Associate Engineer, Public Services  
Rhonda Zazzara, Field Inspection Coordinator, Public Services  
Mike Farmer, Project Engineer, Public Services  
Jane Ward, Administration, Public Services  
Jeff Tarling, City Arborist, Public Services  
Jeremiah Bartlett, Public Services  
Keith Gautreau, Fire Department  
Jennifer Thompson, Corporation Counsel  
Thomas Errico, P.E., TY Lin Associates  
David Senus, P.E., Woodard and Curran  
Rick Blackburn, Assessor's Department  
Greg Mitchell, Economic Development  
Nelle Hanig, Economic Development  
Approval Letter File



March 3, 2016

Jeff Levine  
Director of Planning and Urban Development  
City of Portland  
389 Congress St.  
Portland, ME 04101

**Re: Portland Technology Park, ID# 2015-171, Approved Dec. 8, 2015  
Request to perform site prep prior to receipt of building permit**

Dear Mr. Levine:

On behalf of Patrons Oxford Insurance I am respectfully requesting approval to perform site preparation work prior to receiving our building permit for Site 4 and the road extension at the Portland Technology Park. Site preparation would include removal of trees, stumping, grinding and perimeter erosion control.

We anticipate closing on Unit 4 at the Portland Technology Park sometime between March 10 and March 18. Given that this project has a short window to prepare the land for construction as all trees must be taken down prior to April 19, per U.S. Fish and Wildlife, our goal is to do site preparation work immediately after closing.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark A. Pettingill", is written over the word "Sincerely,".

Mark A. Pettingill  
President & CEO