COMMITMENT & INTEGRITY DRIVE RESULTS

41 Hutchins Drive Portland, Maine 04102 www.woodardcurran.com T 800.426.4262 T 207.774.2112 F 207.774.6635



October 5, 2015

Jean Fraser, Planner City of Portland Planning Office 389 Congress Street Portland, ME 04101

Re: Portland Technology Park Subdivision Amendment

Dear Jean:

On behalf of the City of Portland, we are submitting an application for an amendment to the Subdivision Plat for the Portland Technology Park Condominium located on Rand Road in Portland Maine. It is our understanding that the fee for this amendment is \$500, however as the applicant is the City of Portland, the fee is waived. This application includes the amended plat. For all other materials in support of the associated changes, please see the Level III Site Plan application that has been submitted separately.

The Plat for the Technology Park was first approved on January 24, 2012, recorded on October 10, 2012, and the first amendment was approved on March 10, 2015. This amendment added a 20-foot wide Unitil gas line easement through a portion of the Technology Park. A copy of this most recent amended plat is attached for reference. At this time, the only portion of the Technology Park that has been constructed is approximately 950 linear feet of roadway.

A Purchase and Sale Agreement has been executed between the City of Portland and Patrons Oxford Insurance for Limited Common Element (LCE) 4 within the Technology Park. Patrons Oxford Insurance is proposing to develop Unit 4 and LCE 4, and a Level III Site Plan application is being submitted concurrently for this work. The development of LCE 4 will also include the construction of a short section of roadway to extend access to the proposed driveway of LCE 4.

Modifications to some of the original LCE and road easement boundaries will be required to accommodate the proposed LCE 4 development. The road has been shifted, resulting in some minor changes to the adjacent LCE 5, 6, and 7 lots. The Unitil gas line easement will also be shortened to end at the new road easement boundary. The enclosed draft Subdivision Plat shows the proposed new boundaries.

The Phase boundaries have not yet been updated on the Subdivision Plat. As part of the Maine Department of Environmental Protection (DEP) and Army Corps permitting process for the overall technology park, a Phase plan for wetland impacts was developed. A Minor Revision to the Natural Resource Protection Act (NRPA) has been submitted to the Maine DEP and Army Corps, and as part of this submission, a revision to the wetland impact phasing has been proposed. The enclosed wetland impact figure shows two phases as outlined below:

- Phase 1 1,120 linear feet of road including road that has already been built and road that is being proposed for construction as part of this project, LCE 1, LCE 2, and LCE 4.
- Phase 2 270 linear feet of remaining road, LCE 3, LCE 5 (including trailhead access and parking), LCE 6, & LCE 7.



Pending approval from the Maine DEP and the Army Corps of Engineers of the wetland phasing we propose an adjustment to the Subdivision Plat Phase boundaries to match with the wetland phasing. We are happy to discuss this proposed phasing change with you further.

Please do not hesitate to contact me at (207)558-3763 or by email at <u>lswett@woodardcurran.com</u> if you have any questions or require additional information.

Sincerely,

WOODARD & CURRANINC. auren Swett

Lauren Swett, PE Project Engineer

Enclosures:

2015.05.05 Recorded First Amended Subdivision Plat DRAFT Second Amended Subdivision Plat Wetland Impact Plan

cc: Nelle Hanig; Business Dev. Rep., Economic Development Division, City of Portland



Executive Department Jon P. Jennings, City Manager

September 23, 2015

Re: Portland Technology Park Site 4 – Agent Authorization

To Whom It May Concern:

Woodard and Curran will be acting as the City of Portland's agent for all local, state, and federal permitting associated with the Portland Technology Park, Site 4 development project, located off of Rand Road in Portland, Maine.

Sincerely,

Ja Pickio

-

Jon P. Jennings City Manager

CITY OF PORTLAND/EXECUTIVE DEPT./389 CONGRESS ST./PORTLAND, ME 04101/(207) 874-8689/WWW.PORTLANDMAINE.GOV





Yes. Life's good here.

Jeff Levine, AICP, Director Planning & Urban Development Department

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

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. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are paid in full to the Inspections Office, City of Portland Maine by method noted below:

> Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I intend to call the Inspections Office at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.

> Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to call the Inspections Office at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.

> I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.

*It is our understanding that, as the City of Portland is the Applicant, fees are waived.

I have provided digital copies and sent them on:

|0|5|15 Date: _10|5/15

NOTE:

All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3rd Floor, Room 315.

389 Congress Street * Portland Maine 04101-3509 * Phone: (207) 874-8703 * Fax: (207) 874-8716 http://www.portlandmaine.gov/planning/buildinsp.asp * E-Mail: buildinginspections@portlandmaine.gov



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) which is available on our website:

Land Use Code: <u>http://me-portland.civicplus.com/DocumentCenter/Home/View/1080</u> Design Manual: <u>http://me-portland.civicplus.com/DocumentCenter/View/2355</u> Technical Manual: <u>http://me-portland.civicplus.com/DocumentCenter/View/2356</u>

Planning Division Fourth Floor, City Hall 389 Congress Street (207) 874-8719

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

PROPOSED DEVELOPMENT ADDRESS:

0 Rand Road

PROJECT DESCRIPTION:

Project also includes the re-alignment of the access road and the remaining lots within the previously approved Portland Technology Park Subdivision, which are owned by the City of Portland, to accomodate the development of Limited Common Element (LCE) 4 and associated infrastructure for the Patrons-Oxford Insurance headquarters, including utilities and stormwater management system.

CHART/BLOCK/LOT: _249 A001001

PRELIMINARY PLAN		(date)
FINAL PLAN	10/5/15	(date)
*Original Submission for Por	tland Techno	logy Park: 11/5/10

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer	Applicant Contact Information	
Name: City of Portland - Economic Development Department, c/o Gregory Mitchell	Work # 207-874-8945	
Business Name, if applicable:	Home#	
Address: 389 Congress Street	Cell # Fax# 207-756-8217	
City/State : Portland/ME Zip Code: 04101	e-mail: gmitchell@portlandmaine.gov	
Owner – (if different from Applicant)	Owner Contact Information	
Name:	Work #	
Address:	Home#	
City/State : Zip Code:	Cell # Fax#	
	e-mail:	
Agent/ Representative	Agent/Representative Contact information	
Name: Woodard & Curran, c/o Lauren Swett, PE	Work # 207-774-2112	
Address: 41 Hutchins Drive	Cell #	
City/State : Portland/ME Zip Code: 04102	e-mail: Iswett@woodardcurran.com	
Billing Information	Billing Information	
Name: City of Portland - Economic Development Department, c/o Gregory Mitchell	Work # 207-874-8945	
Address: 389 Congress Street	Cell # Fax# 207-756-8217	
City/State : Portland/ME Zip Code: 04101	e-mail: gmitchell@portlandmaine.gov	

Engineer *See Agent/Representative*	Engineer Contact Information
Name:	Work #
Address:	Cell # Fax#
City/State : Zip Code:	e-mail:
Surveyor	Surveyor Contact Information
Name: SGC Engineering, LLC c/o Scot MacDonald	Work # (207)347-8100
Address: 501 County Road	Cell # Fax#
City/State : Westbrook/ME Zip Code: 04092	e-mail:
Architect	Architect Contact Information
Name: Scott Simons Architects, c/o Austin Smith	Work # 207-772-4656
Address: 75 York Street	Cell # Fax#
City/State: Portland/ME Zip Code: 04101	e-mail: austin@simonsarchitects.com
Attorney	Attorney Contact Information
Name: Ann Freeman	Work # 207-874-8480
Address: 389 Congress Street	Cell # Fax# 207-874-8497
City/State : Portland/ME Zip Code: 04101	e-mail: amf@portlandmaine.gov

APPLICATION FEES:

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

Level III Development (check applicable reviews)	Other Reviews (check applicable reviews)
Less than 50,000 sq. ft. (\$500.00)	
50,000 - 100,000 sq. ft. (\$1,000)	Traffic Movement (\$1,000)
100,000 – 200,000 sq. ft. (\$2,000)	Stormwater Quality (\$250)
200,000 – 300,000 sq. ft. (\$3,000)	Subdivisions (\$500 + \$25/lot)
over \$300,00 sq. ft. (\$5,000)	# of Lots x \$25/lot =
Parking lots over 11 spaces (\$1,000)	Site Location (\$3,000, except for
After-the-fact Review (\$1,000.00 plus	residential projects which shall be
applicable application fee)	\$200/lot)
	# of Lots x \$200/lot =
Plan Amendments (check applicable reviews)	Other
Planning Staff Review (\$250)	Change of Use
X [*] Planning Board Review (\$500)	Flood Plain
	Shoreland
The City invoices separately for the following:	Design Review
 Notices (\$.75 each) 	Housing Replacement
 Legal Ad (% of total Ad) 	Historic Preservation
 Planning Review (\$40.00 hour) 	
 Legal Review (\$75.00 hour) 	
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.	
	1

*It is our understanding that, as the City of Portland is the Applicant, fees are waived.

APPLICATION SUBMISSION:

- 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 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:	
Lauren Swett	10/5/15	

PROJECT DATA

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

Total Area of Site	1,741,700	sq. ft.
Proposed Total Disturbed Area of the Site	595,465	sq. ft.
If the proposed disturbance is greater than one acre, then the	applicant shall apply for a Maine C	Construction General Permit
(MCGP) with DEP and a Stormwater Management Permit, Chap	oter 500, with the City of Portland	
Impervious Surface Area		
Impervious Area (Total Existing)	0	sq. ft.
Impervious Area (Total Proposed)	405,979	sq. ft.
Building Ground Floor Area and Total Floor Area		
Building Footprint (Total Existing)	0	sq. ft.
Building Footprint (Total Proposed)	80,500	sq. ft.
Building Floor Area (Total Existing)	0	sq. ft.
Building Floor Area (Total Proposed)	121,000	sq. ft.
Zoning		
Existing	OP & RP	
Proposed, if applicable	N/A	
Land Use		
Existing	Technology Busir	ness Park
Proposed	N/A	
Residential, If applicable	N/A	
# of Residential Units (Total Existing)		
# of Residential Units (Total Proposed)		
# of Lots (Total Proposed)		
# of Affordable Housing Units (Total Proposed)		
Proposed Bedroom Mix	N/A	
# of Efficiency Units (Total Proposed)		
# of One-Bedroom Units (Total Proposed)		
# of Two-Bedroom Units (Total Proposed)		
# of Three-Bedroom Units (Total Proposed)		
Parking Spaces		
# of Parking Spaces (Total Existing)		
# of Parking Spaces (Total Proposed)		
# of Handicapped Spaces (Total Proposed)		
Bicycle Parking Spaces		
# of Bicycle Spaces (Total Existing)		
# of Bicycle Spaces (Total Proposed)		
Estimated Cost of Project		

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
		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 st	tructures with distances from property line;
		Proposed site layout and dimensions for all proposed structures (including piers, docks 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	
		Prelimina	ry infrastructure improvements;
		Prelimina	ry Landscape Plan in accordance with Section 4 of the Technical Manual;
	floodplair	of significant natural features (including wetlands, ponds, watercourses, ns, significant wildlife habitats and fisheries or other important natural features) n the site as defined in Section 14-526 (b) (1);	
		Proposed	buffers and preservation measures for significant natural features, as defined in 4-526 (b) (1);
			dimensions and ownership of easements, public or private rights of way, both nd proposed;
		-	uilding elevations.

	FINAL PLAN - Level III Site Plan		
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
Х		1	* Completed Application form
N/A*		1	* Application fees
Х		1	* Written description of project
Х		1	* Evidence of right, title and interest
Х		1	* Evidence of state and/or federal permits
х		1	* Written assessment of proposed project's specific compliance with applicable Zoning requirements
х		1	 Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site
Х		1	* Evidence of financial and technical capacity
Х		1	Construction Management Plan
х		1	A traffic study and other applicable transportation plans in accordance with Section 1 of the technical Manual, where applicable.
Х		1	Written summary of significant natural features located on the site (Section 14- 526 (b) (a))
Х		1	Stormwater management plan and stormwater calculations
Х		1	Written summary of project's consistency with related city master plans
Х		1	Evidence of utility capacity to serve
х		1	Written summary of solid waste generation and proposed management of solid waste
Х		1	A code summary referencing NFPA 1 and all Fire Department technical standards
х		1	Where applicable, an assessment of the development's consistency with any applicable design standards contained in Section 14-526 and in City of Portland Design Manual
Х		1	Manufacturer's verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.

*It is our understanding that, as the City of Portland is the Applicant, fees are waived.

All application materials, except for amended plat, submitted as part of Level III Site Plan Application, submitted under separate cover.

Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)		
x		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual		
		1	Final Site Plans including the following:		
Х		-	Existing and proposed structures, as applicable, and distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone);		
Х		Existing a	and proposed structures on parcels abutting site;		
х			s and intersections adjacent to the site and any proposed geometric tions to those streets or intersections;		
Х			, dimensions and materials of all existing and proposed driveways, vehicle estrian access ways, and bicycle access ways, with corresponding curb		
х		-	ed construction specifications and cross-sectional drawings for all driveways, paved areas, sidewalks;		
х		Location	Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;		
х		Existing and proposed public transit infrastructure with applicable dimensions and engineering specifications;			
х		Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;			
Х		Location of all snow storage areas and/or a snow removal plan;			
Х		A traffic	control plan as detailed in Section 1 of the Technical Manual;		
Х		Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);			
Х		Location and proposed alteration to any watercourse;			
х		A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;			
Х		Proposed buffers and preservation measures for wetlands;			
Х		Existing soil conditions and location of test pits and test borings;			
Х		Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;			
Х		A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;			
Х		Grading plan;			
Х		Ground water protection measures;			
Х		Existing a	and proposed sewer mains and connections;		

All application materials, except for amended plat, submitted as part of Level III Site Plan Application, submitted under separate cover. - Continued on next page -

х	Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
х	Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;
х	Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
х	Location and size of all on site solid waste receptacles, including on site storage containers for recyclable materials for any commercial or industrial property;
x	Plans showing the location, ground floor area, floor plans and grade elevations for all buildings;
Х	A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
N/A	A note on the plan identifying the Historic Preservation designation and a copy of the Application for Certificate of Appropriateness, if applicable, as specified in Section Article IX, the Historic Preservation Ordinance;
x	Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening, where applicable;
Х	An exterior lighting plan in accordance with Section 12 of the Technical Manual;
x	A signage plan showing the location, dimensions, height and setback of all existing and proposed signs;
x	Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.

All application materials, except for amended plat, submitted as part of Level III Site Plan Application, submitted under separate cover.



PORTLAND FIRE DEPARTMENT SITE REVIEW FIRE DEPARTMENT CHECKLIST



A separate drawing[s] shall be provided as part of the site plan application for the Portland Fire Department's review.

- 1. Name, address, telephone number of applicant
- 2.
- 3. Name address, telephone number of architect
- 4. Proposed uses of any structures [NFPA and IBC classification]
- 5.
- 6. Square footage of all structures [total and per story]
- 7. Elevation of all structures
- 8. Proposed fire protection of all structures
 - <u>As of September 16, 2010 all new construction of one and two family homes are</u> required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)
- 9. Hydrant locations
- 10. Water main[s] size and location
- 11. Access to all structures [min. 2 sides]
- 12. A code summary shall be included referencing NFPA 1 and all fire department. Technical standards.

Some structures may require Fire flows using annex H of NFPA 1

All application materials, except for amended plat, submitted as part of Level III Site Plan Application, submitted under separate cover.



