

**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM
Zoning Copy**

2003-0095
Application I. D. Number

05/16/2003
Application Date

Maine Mall Motors Toyota/Lexus Deale
Project Name/Description

Maine Mall Motors
Applicant
255 Maine Mall Road, South Portland, ME 04106
Applicant's Mailing Address

Consultant/Agent
Applicant Ph: (207) 774-1429 Agent Fax:
Applicant or Agent Daytime Telephone, Fax

191 - 191 Riverside St, Portland, Maine
Address of Proposed Site
26B A002001
Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply): New Building Building Addition Change Of Use Residential Office Retail
 Manufacturing Warehouse/Distribution Parking Lot Other (specify) _____

34,400 s.f. Proposed Building square Feet or # of Units
Acreage of Site _____
B4 Zoning

Check Review Required:

- Site Plan (major/minor)
- Flood Hazard
- Zoning Conditional Use (ZBA/PB)
- Subdivision # of lots _____
- Shoreland
- Zoning Variance
- PAD Review
- Historic Preservation
- 14-403 Streets Review
- DEP Local Certification
- Other _____

Fees Paid: Site Plan \$500.00 Subdivision _____ Engineer Review _____ Date 05/20/2003

Zoning Approval Status:

Approved Approved w/Conditions See Attached Denied
Reviewer Marge Schmucko

Approval Date _____ Approval Expiration _____ Extension to _____
 Condition Compliance _____ signature _____ date _____ Additional Sheets Attached

Performance Guarantee Required* Not Required

* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit Issue	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	_____
	date		expiration date
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____	_____	
	date	signature	
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	
	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released	_____	_____	
	date	signature	

CITY OF PORTLAND, MAINE
PLANNING BOARD

Jaimey Caron, Chair
Mark Malone, Vice Chair
Orlando E. Delogu
Kevin Beal
Lee Lowry III
Michael Patterson
Janice E. Tovanian

November 3, 2003

Mr. Andrew Bradford
Maine Mall Motors, Inc.
255 Maine Mall Road
South Portland, ME 04106

RE: 191 Riverside Street

CBL: 268-A002001

Dear Mr. Bradford:

On October 28, 2003, the Portland Planning Board voted 5 to 0 (Malone abstained, Delogu absent) to approve the site plan for Maine Mall Motors at 191 Riverside Street. The Board voted on the following motions:

On the basis of plans and materials submitted by the applicant and on the basis of information contained in Planning Report #47-03 relevant to standards for subdivision and site plan regulations, and other findings as follows:

1. Traffic Movement Permit

That the plan is in conformance with the standards for a Traffic Movement Permit subject to the following conditions of approval.

Conditions of Approval:

- i. *That the lane alignment and cross section for Riverside Street be reviewed and approved by MDOT prior to commencing work within the public right of way.*
- ii. *That a traffic monitoring study be conducted following project occupancy to determine the need for traffic signalization at the project site drive. In the event a traffic signal is warranted and determined to be the best option for traffic control, Maine Mall Motors is responsible for the costs of improvements attributable to the incremental increase in traffic caused by the subject project.*
- iii. *That the results of the above referenced traffic monitoring study and any associated roadway amendments be submitted for the review and approval of the City Traffic*

Engineer, Public Works Department and the Planning Authority prior to the release of performance guarantee funds to a balance less than Maine Mall Motor's portion of the estimated cost of a traffic signal and any associated improvements.

- iv. *In the event that the Westbrook Crossing project (located at the corner of Riverside Street and Rte. 25) does not construct the anticipated improvements at Exit 8, as referred to in the subject project Traffic Report, within two years of this approval, then said improvements shall be the responsibility of the subject project. Performance Guarantee funds equal to the cost of those improvements shall be held by the City until such time that said Exit 8 improvements are constructed.*

2. Stormwater Permit

That the plan is in conformance with the standards for a Chapter 500 Stormwater Permit.

3. Sidewalk Waiver

That two of the following criteria do apply, (namely 1 and 3) and therefore waives the requirement for sidewalk along Riverside Court.

1. There is no reasonable expectation for pedestrian usage coming from, going to and traversing the site.
2. There is no sidewalk in existence or expected within 1000 feet and the construction of sidewalks does not contribute to the development of a pedestrian oriented infrastructure.
3. A safe alternative-walking route is reasonably available, for example, by way of a sidewalk on the other side of the street.
4. The reconstruction of the street is specifically identified in the first or second year of the current Capital Improvement Program.
5. The street has been constructed or reconstructed without sidewalks within the last 24 months.
6. Strict adherence to the sidewalk requirement would result in the loss of significant site features related to landscaping or topography that are deemed to be of a greater public value.

4. Site Plan Standards

That the plan is in conformance with the site plan standards of the land use code.

Conditions of Approval

- i. *That designs for (1) a crosswalk across Riverside Court and (2) a sidewalk connection to Riverside Street along the southerly side of the entrance drive be submitted for staff review and approval prior to issuance of a building permit.*

- ii. *That a revised lighting plan be provided for staff review and approval showing reduced light trespass at the property boundaries.*
- iii. *That an easement be provided, subject to the review and approval of City Corporation Council, that allows public access and maintenance of the section of Riverside Court that is proposed to be relocated onto the subject parcel.*

The approval includes a 51,000 square foot auto retail facility with associated parking, carwash and off-site roadway improvements.

The approval is based on the submitted site plan and the findings related to site plan review standards as contained in Planning Report #47-03, which is attached.

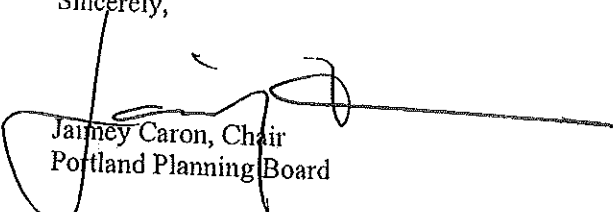
Please note the following provisions and requirements for all site plan approvals:

1. Where submission drawings are available in electronic form, the applicant shall submit any available electronic CADD.DXF files with seven (7) sets of the final plans.
2. A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount and 7 final sets of plans must be submitted to and approved by the Planning Division and Public Works prior to the release of the building permit. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.
3. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the expiration date.
4. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
5. Prior to construction, a preconstruction meeting shall be held at the project site with the contractor, development review coordinator, Public Work's representative and owner to review the construction schedule and critical aspects of the site work. At that time, 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 preconstruction meeting.
6. 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.)

The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Department at 874-8632. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as 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 Bill Needelman, Senior Planner at 874-8722

Sincerely,



Jayne Caron, Chair
Portland Planning Board

cc: Lee D. Urban, Planning and Development Department Director
Alexander Jaegerman, Planning Division Director
Sarah Hopkins, Development Review Services Manager
Bill Needelman, Senior Planner
Jay Reynolds, Development Review Coordinator
Marge Schmuckal, Zoning Administrator
Karen Dunfey, Inspections
Michael Bobinsky, Public Works Director
Traffic Division
Tony Lombardo, Project Engineer
Eric Labelle, City Engineer
Jeff Tarling, City Arborist
Penny Littell, Associate Corporation Counsel
Lt. Gaylen McDougall, Fire Prevention
Don Hall, Appraiser, Assessor's Office
Approval Letter File

**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM
Planning Copy**

2006-0183
Application I. D. Number
9/25/2006
Application Date
Amendment to Plan - Maine Mall Motor
Project Name/Description

Maine Mall Motors
Applicant
255 Maine Mall Road, South Portland, ME 04106
Applicant's Mailing Address

191 - 191 Riverside St, Portland, Maine
Address of Proposed Site
266 A002001
Assessor's Reference: Chart-Block-Lot

Consultant/Agent
Applicant Pl: (207) 774-1429 Agent Fax:
Applicant or Agent Daytime Telephone, Fax

Proposed Development (check all that apply): New Building Building Addition Change Of Use Residential Office Retail
 Manufacturing Warehouse/Distribution Parking Lot Other (specify) Amendment to Plan

Proposed Building square Feet or # of Units _____ Acreage of Site _____ Zoning B4

Check Review Required:

- Site Plan (major/minor) Subdivision # of lots _____ PAD Review 14-403 Streets Review
- Flood Hazard Shoreland Historic Preservation DEP Local Certification
- Zoning Conditional Use (ZBA/PB) Zoning Variance Other _____

Fees Paid: Site Pla \$250.00 Subdivision APPROVED SITE PLAN Engineer Review _____ Date 9/27/2006

Planning Approval Status:

- Approved Approved w/Conditions See Attached
- Denied

CITY OF PORTLAND
APPROVED SITE PLAN
Subject to Dept. Regulations
Date of Approval: APPROVED SEP 29 2006
Reviewer _____

Approval Date _____ Approval Expiration _____ Extension to _____ Additional Sheets Attached _____
 OK to Issue Building Permit _____ signature _____ date _____

Performance Guarantee Required* Not Required

* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit Issue	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate of Occupancy	_____	_____	_____
	date	Conditions (See Attached)	expiration date
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released	_____	_____	
	date	signature	

MITCHELL & ASSOCIATES
LANDSCAPE ARCHITECTS

September 25, 2006

Mr. William Needleman, Senior Planner
Department of Planning & Development
City of Portland
389 Congress Street
Portland, ME 04101

**RE: Maine Mall Motors / Toyota-Lexus
191 Riverside Street**

Dear Bill:

On behalf of Maine Mall Motors / Toyota-Lexus, I am writing to request a Site Plan Amendment for the above mentioned project, located at 191 Riverside Street.

Specifically, the applicant requests the approval to replace a row of existing pine trees located along the southerly property line with a row of 12 Ornamental Pear trees and 38 Lilacs. This proposed deciduous buffer will eliminate the current problem of the evergreen trees dropping its pitch onto new cars parked in the display lot.

Please find enclosed nine (9) copies of the following as well as an application fee for \$250.00:

1. Site Plan Application
2. Copy of Deed
3. Approval Letter from the Abutting Property Owner
4. Portion of Approved Site Plan (8.5 x 11)
5. Replacement Planting Plan (8.5 x 11)
6. Performance Guarantee (forthcoming)

Should you have any questions or need further information, please do not hesitate to call. Thank you for your consideration to this matter.

Sincerely,
Mitchell & Associates

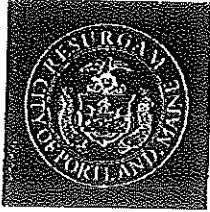

John D. Mitchell

Enclosure

cc: Chris Ward

THE STAPLES SCHOOL
70 CENTER STREET
PORTLAND, MAINE 04101

Telephone (207) 774-4427
Fax (207) 874-2460
Website www.mitchellassociates.biz



PORTLAND, MAINE

Strengthening a Remarkable City, Building a Community for Life www.portlandmaine.gov

Planning and Development Department
Lee D. Urban, Director

Planning Division
Alexander Jaegerman, Director

Mr. Andrew Branford
Maine Mall Motors
255 Maine Mall Road
South Portland, ME 04106

September 29, 2006

RE: Amendment to the 191 Riverside Street Site Plan; Tree removal and replacement

CBL: 268 A002001

Dear Mr. Branford:

This letter is to confirm the revision to the approved site plan for the Toyota/Lexus dealership at 191 Riverside Street. The approved amendments include removal of a row of white pines and their replacement with deciduous trees and shrubs as shown on the plan by Mitchell and Associates included in the application packet dated September 25, 2006.

The revised plan has been reviewed and approved by the Planning and Legal Departments with consultation from the City Arborist.

A performance guarantee for the full cost of the replacement plantings will be required prior to removal of any trees.

If you have any questions regarding the revision please contact Bill Needelman, Senior Planner at 874-8722.

Sincerely,

Alexander Jaegerman
Planning Division Director

cc: Lee D. Urban, Planning and Development Department Director
Alexander Jaegerman, Planning Division Director
Sarah Hopkins, Development Review Services Manager

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**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM
Planning Copy**

2000-0155
Application I. D. Number

10/21/2008
Application Date

Amendment to Plan - Berlin City Toyot
Project Name/Description

Berlin City
Applicant
191 Riverside Street, Portland, ME 04103
Applicant's Mailing Address

181 - 191 Riverside St, Portland, Maine
Address of Proposed Site
268 A002001
Assessor's Reference: Chart-Block-Lot

Consultant/Agent
Applicant Ph: (207) 774-1429 Agent Fax:
Applicant or Agent Daytime Telephone, Fax

Proposed Development (check all that apply): New Building Building Addition Change Of Use Residential Office Retail
 Manufacturing Warehouse/Distribution Parking Lot Apt 0 Condo 0 Other (specify)

92034 0 B4
Proposed Building square Feet or # of Units Acreage of Site Proposed Total Disturbed Area of the Site Zoning

Check Review Required:

- Site Plan (major/minor) Zoning Conditional - PB Subdivision # of lots Design Review
- Amendment to Plan - Board Review Zoning Conditional - ZBA Shoreland Historic Preservation DEP Local Certification
- Amendment to Plan - Staff Review Zoning Variance Flood Hazard Site Location
- After the Fact - Major Stormwater Traffic Movement Other
- After the Fact - Minor PAD Review 14-403 Streets Review

Fees Paid: Site Plan \$3,500.00 Subdivision Engineer Review Date 10/21/2008

Planning Approval Status:

Reviewer _____

- Approved Approved w/Conditions See Attached Denied

Approval Date _____ Approval Expiration _____ Extension to _____ Additional Sheets Attached

OK to Issue Building Permit
signature _____ date _____

Performance Guarantee Required* Not Required

* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit Issue	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	_____
	date		expiration date
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released	_____	_____	
	date	signature	

October 17, 2008
08005

Barbara Barhydt, Senior Planner
City of Portland Planning Division
City Hall, 4th Floor
389 Congress St.
Portland, ME 04101

Amended Site Plan Application Submittal

Proposed Site Expansion

Portland Toyota/Scion/Lexus Dealership, 191 Riverside St., Portland, Maine

Dear Ms. Barhydt:

On behalf of Berlin City of Portland, Inc., please find nine (9) copies of the Site Plan Amendment application and associated design plans for the proposed improvements for the subject project. We understand that the City of Portland has delegated review authority for Site Location permitting, and that the Maine Department of Environmental Protection (MDEP) will be reviewing the project with respect to stormwater permitting.

The applicant currently owns and operates the Portland Toyota/Scion/Lexus dealership, located at 191 Riverside Street in Portland, Maine. With the purchase and redevelopment of approximately 2.11 acres of adjacent land, the applicant proposes to expand the site, which will result in an increase of approximately 1.62 acres of new impervious surface in the Capisic Brook watershed. The applicant is also proposing the construction of a 9,312 square foot addition to the existing building. The addition will accommodate an expansion of the service facilities.

The applicant owns the current site, shown on City of Portland Tax Map 268 as Lot 2, and can demonstrate "Right, Title or Interest" in the adjacent area. The proposed construction involves expansion of the vehicle inventory storage area; shown on Map 268 as Lots 6, 7, 4, and 13, as well as a portion of the former Portland Terminal right-of-way (see attached). The properties currently are of residential use and, per City ordinance, will be following the Preservation and Replacement of Housing Application requirements. The application will be submitted under separate cover, but has been discussed with planning staff. It is our intention to file this immediately such that reviews are concurrent.

The new area will include displacement of two resident homes for a parking/inventory yard for new vehicles. Currently only one of the residential units is actually occupied, the other is vacant. The new parking area will contain approximately 308 spaces. Access to the new area will be entirely internal. Other than the construction of the building addition, the existing lot will not be significantly modified.

A Stormwater Management Plan has been prepared to address the requirements of the Basic, General, Flooding, and Urban Impaired Stream Standards established by the MDEP. A Stormwater Permit application has been filed with the MDEP and is currently under review. The

October 17, 2008

proposed expansion area is currently developed with individual residences, including houses, driveways, and lawns. The remainder of this area is wooded with a low to medium brush understory. An environmental survey of this area was conducted and no wetlands were identified. Runoff primarily drains southerly toward Campbell Road. Once in the road, runoff is collected in the storm drain system, combined with runoff from the existing site, and routed to the detention pond at the southeasterly corner of the site. The pond discharges to a swale between the easterly property line and the I-95 right-of-way. A culvert routes stormwater under the highway to a branch of Capisic Brook.

The proposed inventory storage area is designed to City of Portland standards. Runoff from this area will be collected in a new storm drain system. The water quality volume will be temporarily stored in underground chambers and released through StormTreat bio-filtration units. Quantity control will be accomplished by routing additional runoff to a proposed underground storage basin. The outflow from the detention basin will be controlled by an outlet control structure with an orifice plate to meet all peak flow restrictions.

Other than the proposed stormwater improvements, we do not anticipate any upgrades to the site relative to utilities, solid waste, or traffic.

The applicant is under a very strict construction schedule and would appreciate the earliest opportunity to meet and review the pre-application to initiate a formal design process. If you have any questions on this application, please do not hesitate to contact us. We look forward to hearing from you.

Sincerely,

SEBAGO TECHNICS, INC.

 (For James Seymour)

James R. Seymour, P.E.
Project Manager

PMM:JRS/cab/kn
Encl.

cc: Chris Ward, Berlin City of Portland

CITY OF PORTLAND, MAINE
PLANNING BOARD

Carol Morrissette, Chair
Stuart O'Brien, Vice Chair
Timothy Dean
Bill Hall
Joe Lewis
David Silk
Patrick Venne

May 14th, 2012

Christopher Ward
Berlin City of Portland
191 Riverside Street
Portland, ME 04103

Jim Seymour, P.E.
Sebago Technics
One Chabot Street
P.O. Box 1339
Westbrook, Maine 04098

Project Name: **Berlin City Toyota Expansion**
Address: 191 Riverside Street
Project ID: 2012-472; CBL: 268-A-2
Applicant: Berlin City of Portland, Inc.

Dear Mr Ward:

On May 8th, 2012, the Planning Board considered the Level III Site Plan application to expand the Toyota showroom at the front of the existing building by 1,910 sq ft and add a service area building of 11,792 sq ft to the rear of the existing building. The Planning Board reviewed the proposal for conformance with the Site Plan standards.

On the basis of the application, plans, reports and other information submitted by the applicant, findings and recommendations contained in Planning Board Report # 20 -12 for the Berlin City Toyota Expansion at 191 Riverside Street, application 2012-472 relevant to the Site Plan review, Portland's Technical and Design Standards and other regulations, and the testimony presented at the Planning Board hearing, the Planning Board voted 5-0 (Lewis and Silk absent) to approve the application with the following waivers and conditions as presented below:

WAIVERS

1. The Planning Board voted 5-0 (Lewis and Silk absent) to waive the Technical Standard, Section 1.14 to increase the parking space dimensions to 9' X 19' in some locations as shown on the approved plan; and
2. The Planning Board voted 5-0 (Lewis and Silk absent) to waive the Technical Standard, Section 1.7.1.4 to increase the parking aisle width to 26 feet in view of the large truck carrier movements into and out of this site.

SITE PLAN REVIEW

The Planning Board voted 5-0 (Lewis and Silk absent) that the plan is in conformance with the site plan standards of the Land Use Code, subject to the following conditions of approval:

1. That snow storage areas shall be shown on the final plans for review and approval by the Planning Authority and the Department of Public Services prior to the issuance of a building permit; and
2. All signage (both free standing and wall mounted), whether included in the approved plan set or not, shall be subject to separate sign permits and approvals.

STANDARD CONDITIONS OF APPROVAL

Please note the following standard conditions of approval and requirements for all approved site plans:

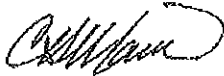
1. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require 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. **Performance Guarantee and Inspection Fees** A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Services Department prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
5. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. **Preconstruction Meeting** Prior to the release of a building permit, 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.

7. **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.)
8. **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 at (207) 874- 8728.

Sincerely,



Carol Morrissette, Chair
Portland Planning Board

Attachments:

1. Planning Board Hearing Report #20-12
2. Portland City Code: Chapter 32
3. Performance Guarantee Packet

Electronic Distribution:

cc: Greg Mitchell, Interim Director of Planning and Urban Development
Alexander Jaegeman, Planning Division Director
Barbara Barhydt, Development Review Services Manager
Jean Fraser, Planner
Philip DiPierro, Development Review Coordinator, Planning
Marge Schmuckel, Zoning Administrator, Inspections Division
Tammy Munson, Inspection Division Director
Laurie Dohson, Administration, Inspections Division
Gayle Gaertn, Administration, Inspections Division
Michael Bobinsky, Public Services Director
Katherine Earley, Engineering Services Manager, Public Services
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
Matt Doughty, Field Inspection Coordinator, Public Services
Mike Farmer, Project Engineer, Public Services
Jane Ward, Administration, Public Services
Jeff Tarling, City Arborist, Public Services
Captain Chris Pirone, Fire Department
Thomas Erriso, P.E., T Y Lin Associates
David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File

