



Planning & Urban Development Department

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Jeffrey Levine, Director

Planning Division

Alexander Jaegerman, Director

January 22, 2015

FP Drake
7 Robin Street
Portland, ME 04102

Dear Mr. Drake:

We received an application for a Level I- Site Alteration for 245 Taft Avenue. The project description states "Grub stumps, Grade lot". The application also states that the total area of the site is 43,200 square feet and the total disturbed area will be 43,200 square feet for a garden. Included with the application is a plan by Livingston-Hughes that is titled Retracement of Lots 301-314 and 323-336 "Portland Gardens".

As part of the check list in the application there is a check off for a boundary survey, but an NA is listed for the preliminary site plan. However, the application says the proposed grades are shown.

The submitted boundary plan shows topography and it is the same plan submitted with your previous application as the boundary survey and existing conditions. The existing contours extend beyond the area shown as the site for the garden. The application is incomplete without a site plan of the proposed site changes. Please submit a site plan, meeting the requirements of the ordinance and outlined in the attached checklist, which accurately depicts the area to be grubbed and disturbed, the amount of fill to be brought to the site, and the final grades and topography for the garden. Also, please show any paths or travel ways along with the proposed surface materials that you may be considering for access to the garden. If you are intending on grading beyond the lots marked on the plan, then that needs to be shown on the plan and it may trigger a Level II review.

Lastly, the Acting Zoning Administrator has asked if this is a personal garden or some other type of garden. Please provide a more detailed description of the garden for her consideration.

Please submit the additional information to complete the Level I Site Alteration Application, so the Planning Division is able to conduct the site plan review. We do require that the complete application be submitted digitally along with one paper set of all the material. I am including the provisions for a digital submission, so that you can bring in the material on a CD or thumb drive. Thank you for your consideration of these matters.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Barhydt".

Barbara Barhydt
Development Review Services Manager

Enclosure:

1. Excerpt of Submission Requirements for Site Plan
2. Digital Submission Requirements

Cc:

Jeff Levine, Director, Department of Planning and Urban Development
Alexander Jaegerman, Director, Planning Division
Ann Machado, Acting Zoning Administrator
Phil DiPierro, Development Review Coordinator

Excerpt of Submission Requirements for Site Plan

<http://www.portlandmaine.gov/DocumentCenter/Home/View/1080>

Site Plan Ordinance, Article V Section 14-521-14- 540

Site Plan Requirements (Sec. 14-524 and Section 14-527):

1. Please submit a Level I site plan that includes the following information:
 - Please show any existing and proposed paved areas.
 - Please show any utilities you may be extending.
 - Please identify on the site plan and show the proposed protection measures for any significant natural features, as identified in Section 14-526 (b) of the Land Use Ordinance.
 - Please identify and show proposed impacts and protection measures for alterations of any watercourse or wetlands.
 - Please add to the site plan, the proposed grading contours and the amount of any fill that may be proposed for the garden. The grading plan should be clear that neighboring properties are not negatively impacted by stormwater surface drainage, ie berming and swaling so that stormwater is directed to the front of the site towards the street, etc.
 - Please show on the site plan, the location, dimensions and ownership of easements, public or private rights of way, both existing and proposed, if applicable.
 - Please add to the site plan, the required erosion control measures ie. silt fence or erosion control mix (erosion control plan) in the appropriate areas.

Applicant Submittal Requirements for Electronic Plan Review

Application Submittal Standard Requirements

Applications must be complete and legible with all required information and supporting documents. Electronic plans must be submitted in the required format listed below in order for the application to be deemed complete and ready for review.

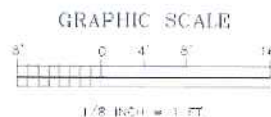
1. Contact information on the application must be complete and legible. An email address is required.
2. Applications must have the proper Chart, Block and Lot (CBL) number for the property as identified on the City's Tax Maps. If the property includes multiple CBL's, all of the numbers must be included in the application. For Building Inspections permitting process only, the E911 property address must be included on the application and if there is no current property address, the E911 number is assigned by the Department of Public Services (contact 874-8801).
3. Applications must meet the submittal requirements in the corresponding checklist for the particular application.
4. Applications must be accompanied by an electronic version of the submitted plans. (see electronic file requirements below)

Electronic File Requirements

Plan Sheets must be submitted electronically as stated below. The digital submission must comply with this format in order for the application to be deemed complete. Submissions that vary from the format will be deemed incomplete and will delay the plan review of the project. Proper format for file submission is:

- The City of Portland will accept only layered vector PDF or regular PDF files for the plan review process. *It is recommended that drawings created in AutoCAD be converted to a Vector PDF by using the AutoDesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver".*

- Each PDF drawing file shall contain no more than one plan sheet. Applications, Reports, Spec books and Code Analysis are considered one document and may be submitted as one PDF file with multiple pages.
- The suggested file naming convention shall not exceed 70 characters. The naming convention requires each applicant to consistently number and name the plan sheets and documents. The recommendation is to include a Category/Discipline letter (such as A for Architectural), a sheet number (numeric sheet sequence), and a descriptive title (such as Existing Exterior Elevation) For example: **A1Existing Exterior Elevations**. Examples of commonly used categories/disciplines and descriptive sheet titles are attached for your reference. ****Please note the descriptive Sheet Title is required for each plan sheet and document. Revised file submissions must use the EXACT same file name as originally submitted. The Electronic Plan Review software will recognize this submission as Version 2.**
- Searchable PDF files are requested for calculations, reports, and other supporting documentation (text files).
- A graphic scale or a scale to reference shall be included on each sheet of the plan set. The scale shall be not less than (1) inch to one (100) feet for the site plan. Plans and maps shall be prepared by competent professionals, based upon the boundary survey. Example of what a graphic scale is below:



- A blank space shall be in the top left corner of all plans must be reserved for the City of Portland electronic stamp.
- Building permit applications require that professionally designed plans must include a Code Analysis sheet including the *Maine Uniform Energy and Building Code* and Portland City Code, Chapter 10, Fire Prevention and Protection, which includes NFPA 1, *Fire Code*, and NFPA 101, *Life Safety Code*. The Fire Code analysis may be required for Site Plan Review. Chapter 10 of the City Code can be viewed at <http://www.portlandmaine.gov/citycode/chapter010.pdf>.

Instructions and Examples for Naming Your PDF Files for Electronic Submittal

1. Select a Category/Discipline below that best fits your PDF drawing or document (A-SK)
2. Insert the Sheet/Page Number - Start at Sheet 1 for each different category (A1, A2, A3 or A1, C1, D1)
3. Insert a Sheet Title/Description (Examples of commonly used descriptions below)
4. Your final file name should resemble this convention: A1 Existing Exterior Elevations
5. The file name for each revision of the same plan must be exactly the same as the previous version

1. 2. 3.

A	1	Existing Exterior Elevations
D	1	Floor Plans
F	1	Fire Alarm
LS	1	Life Safety Plans

Categories/Disciplines and Example Sheet Titles/Descriptions

A = Architectural

Existing Exterior Elevations
Proposed Exterior Elevations
Existing Floor Plans
Proposed Floor Plans
Wall/Partition Type Details
Building Sections
Interior Elevations
Door Schedule
Window Schedule
Wall Sections
Stair Plans & Details
Stair Sections & Details
Misc. Details

C = Civil

Structural Notes
Structural Notes
Structural Notes
Existing Conditions
Utility
Lighting Plan
Exterior Lighting Plan
Grading/Drainage
Erosion Control
Detail
Survey
Site Plan
Subdivision Plat

D = Demolition

Floor Plans
Elevation Plans
Ceiling Plans

E = Electrical

Electrical Legend & Abrev.
Electrical Floor Plans
Power & Lighting Plans
Electrical Panels

F = Fire Protection

Fire Alarm
Fire Sprinklers
Standpipe Systems
Fire Mains and Hydrants

G = General

Title/Cover Sheet/Index
Index
Code Analysis
Key Plan
General Notes
Scope of Work Plan

I = Interior Finishes

Floor, Wall & Ceiling Finish Plan
Furniture & Fixture Plan
Reflected Ceiling Plan
Interior Elevations
Casework Details
Window Schedules
Door Schedules

L = Landscaping

Landscaping Plans

LS = Life Safety

Life Safety Plans

M = Mechanical

Mechanical Floor Plans
Mechanical Legend & Schedules
Mechanical Design
Mechanical Details

P = Plumbing

Plumbing Floor Plans
Plumbing Legend & Schedules
Plumbing Supply Plans
Plumbing Sanitary Plans
Plumbing Design
Plumbing Details

Q = Equipment

Appliances
Fixtures

S = Structural

Foundation Plan
Floor Plans
Roof Plan
Framing Sections & Details

X = Other Disciplines

As Built Plans

SK = Contractor/Shop Drawings