



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,

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.