



May 13, 2016

Mr. Francis Drake
7 Robin Street
Portland, Maine 04102

Re: Level I Site Alteration & Level I Minor Residential Site Plans
7 Robin Street – Garden & 0 Taft Avenue – Single Family Home
Application ID: #'s 2016-055 & 2016-00600
CBL: 272 G 7-14 & 23-30, & 272 G 1

Dear Mr. Drake:

On May 13, 2016, the Portland Planning Authority approved a Level I Site Alteration Site Plan for the proposal to complete the installation of a non-commercial, residential garden on Taft Avenue, and a Level I Minor Residential Site Plan for the proposal to construct a single family home at 0 Taft Avenue. The proposals are shown in the approved Site Plans dated December 16, 2015 (revised on 2/23/16 and 4/27/16) prepared by Acorn Engineering, the existing conditions plan dated May 12, 2015 prepared by Final Draft CAD, LLC, and Retracement of Lots Plan dated 10-25-2010 (Rev 2; 4-12-11) prepared by Livingston – Hughes. The proposals for both the Level I: Site Alteration Site Plan, and the Level I: Minor Residential Site Plan were reviewed for conformance with the standards of Portland's Land Use Ordinance, including Section 14-526 (Site Plan), with the following conditions:

- I This approval for your non-commercial, residential garden is considered to be an accessory use to the existing house located at 7 Robin Street.
- ii. The property pins are required to be installed/located prior to the issuance of a Building Permit to ensure accurate placement of the garden with respect to required setbacks.



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- iii. The clearing limits must be established and inspected by the Development Review Coordinator prior to soil disturbance.
- iv. The Development Review Coordinator reserves the right to require additional lot grading or other drainage improvements as necessary due to field conditions.
- v. The Development Review Coordinator (874-8632) must be notified five (5) working days prior to date required for final site inspection. 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.
- vi. All Site work (final grading, landscaping, loam and seed if required) must be completed prior to issuance of a certificate of occupancy. A performance guarantee will be required to cover the cost of site work not completed due to seasonal conditions i.e., finish grading, loaming, seeding, mulching, installation of street trees, etc. The performance guarantee must be reviewed, approved, and accepted by the Planning Authority prior to the release of a Temporary Certificate of Occupancy.
- vii. Erosion and Sedimentation control shall be established and inspected by the Development Review Coordinator prior to soil disturbance, and shall be done in accordance with Best Management Practices, Maine Department of Environmental Protection Technical and Design Standards and Guidelines. All Erosion and Sedimentation control measures must be inspected and maintained daily.

The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

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

1. **Develop Site According to Plan** The site shall be developed and maintained as depicted in the site plan and 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 the planning authority pursuant to the terms of the Site



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Plan Ordinance of Portland's Land Use Code. Any such parcel lawfully altered prior to the enactment date of these revisions shall not be further altered without approval as provided in the City Ordinance. Modification or alteration shall mean and include any deviations from the approved site plan including, but not limited to, topography, vegetation and impervious surfaces shown on the site plan. No action, other than an amendment approved by the planning authority or Planning Board, and field changes approved by the Public Services authority as provided herein, by any authority or department shall authorize any such modification or alteration.

2. **Separate Building Permits Are Required** The above approvals do not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division through the Building Permit application process.

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 is not required, although the minimum site inspection fee payment of **\$300** must be submitted to the Planning Division prior to the release of the building permit. 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. **Preconstruction Meeting** Prior to the release of a building permit or site construction, 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.



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6. **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.)

7. **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 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.

As stated in section 14-529 of the Site Plan Ordinance, you may appeal a planning authority decision that approves with conditions or denied a site plan. Any person aggrieved may appeal the decision to the planning board within thirty (30) day of the date of the written decision of the planning authority. Upon the taking of such an appeal, the application shall be reviewed as a new application.

If there are any questions, please contact Philip DiPierro at 874- 8632.

Sincerely,

Stuart O'Brien
Planning Division Director

Electronic Distribution:

Jeffery Levine, Director of Planning and Urban Development

Stuart O'Brien, Planning Division Director

Barbara Barhydt, Development Review Services Manager

Jennifer Thompson, Associate Corporation Counsel

Philip DiPierro, Planner/Development Review Coordinator

Ann Machado, Zoning Administrator

Tammy Munson, Inspections Division Director

Lannie Dobson, Inspections Division

Portland, Maine



Yes. Life's good here.

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Robert Leeman, Acting Public Services Director
Kathi Earley, Public Services
Bill Clark, Public Services
David Margolis-Pineo, Deputy City Engineer
Rhonda Zazzara, Public Services
Greg Vining, Public Services
John Low, Public Services
Capt. Keith Gautreau, Fire
Jeff Tarling, City Arborist, Public Services
Approval Letter File
Hard Copy: Project File