



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life* • [www.portlandmaine.gov](http://www.portlandmaine.gov)

## Planning & Urban Development Department

Penny St. Louis Littell, Director

## Planning Division

Alexander Jaegerman, Director

August 27, 2010

Poulin Property Holdings LLC  
Poulin Financial Services, LLC, PA  
c/o Marc Poulin  
276 Canco Road  
Portland, ME 04103

Northeast Civil Solutions Inc  
c/o Lee Allen  
153 US Route 1  
Scarborough, ME 04074

**Project Name:** Office Expansion;  
Poulin Property Holdings LLC and Poulin Financial  
Services LLC, PA, Joint Applicants

**Project Address:** 171 Warren Avenue, Portland Maine

**Project ID:** 10-79900021

Dear Mr. Poulin and Mr. Allen:

On August 27, 2010 the Portland Planning Authority approved a minor site plan for a single story building addition of 720 sq ft to the rear of the existing office building at 171 Warren Avenue, as shown on the approved plans: Sheet 2 Site Plan and Sheet 3 Erosion & Sedimentation Control Notes and Construction Details dated 8.20.2010 prepared by Northeast Civil Solutions; and Sheet A2 Elevations dated 7.22.2010 prepared by Michael Charek Architects, with the following conditions:

- i. That the applicant shall close the Warren Avenue driveway and re-establish the driveway on Hemingway Street at the time that Hemingway Street is improved. The applicant would be responsible for all work associated with this action, both on site and off site; and
- ii. The applicant shall have a licensed surveyor install, prior to the issuance of the Certificate of Occupancy, the two rear property pins in the vacated Katahdin Street, as shown on the submitted Boundary Survey dated July 26, 2010 revised 8.20.2010; and
- iii. That the applicant shall submit a copy of the letter confirming water capacity (from Portland Water District) prior to the issuance of a building permit; and

- iv. That if in the future a dumpster or any exterior lighting (including building mounted) is proposed for installation on this site, the applicant shall submit plans and details of such items for review and approval prior to their installation; and
- v. That all pavement repairs within Warren Avenue, which is classified as a City arterial, shall meet the requirements of the City Technical Manual detail for an arterial street and not as shown in the detail on the submitted plans.

This 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.

#### **STANDARD CONDITIONS OF APPROVAL**

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

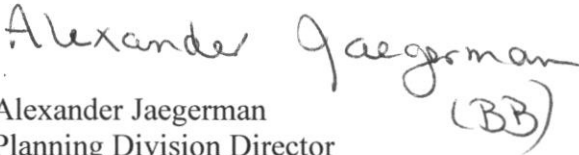
1. The site shall be developed and maintained as depicted in the site plan and the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or the planning authority pursuant to the terms of Article V, Site Plan ordinance. Any such parcel lawfully altered prior to the enactment date of these revisions shall not be further altered without approval as provided herein.
2. The above approvals do not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.
3. Final sets of plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (\*.dwg), release AutoCAD 2005 or greater.
4. A performance guarantee covering the site improvements as well as an 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 Dept. 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. 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.
6. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
7. Prior to construction, a pre-construction meeting shall be held at the project site 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 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.

8. 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 Division 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 you have any questions, please contact Jean Fraser at 874 8728 or [jf@portlandmaine.gov](mailto:jf@portlandmaine.gov).

Sincerely,

  
Alexander Jaegerman  
Planning Division Director (BB)

Attachment: Performance Guarantee Packet

**Electronic Distribution:**

Penny St. Louis Littell, Director of Planning and Urban Development  
Alexander Jaegerman, Planning Division Director  
Barbara Barhydt, Development Review Services Manager  
Jean Fraser, Planner  
Philip DiPierro, Development Review Coordinator  
Marge Schmuckal, Zoning Administrator  
Tammy Munson, Inspections Division Director  
Gayle Guertin, Inspections Division  
Lannie Dobson, Inspections Division  
Michael Bobinsky, Public Services Director  
Kathi Earley, Public Services  
Bill Clark, Public Services  
David Margolis-Pineo, Deputy City Engineer  
Greg Vining, Public Services  
John Low, Public Services  
Jane Ward, Public Services  
Keith Gautreau, Fire  
Jeff Tarling, City Arborist  
Tom Errico, TY Lin  
Dan Goyette, Woodard & Curran  
Assessor's Office  
Approval Letter File

**Hard Copy:** Project File