

Comments Submitted 3/12/14

Comments Submitted 5/21/14 City of Portland

Development Review Application
Planning Division Transmittal Form

Application Number: 2014-016 Application Date: 02/14/2014
 CBL: 296 A006001 Application Type: Level III Site Plan Under 50,000 sq f
 Applicant: PH WARREN AVE LLC /Peter Holmes
 Project Name: 421 Warren Avenue Commercial Complex
 Address: 421 WARREN AVE
 Project Description: New Construction of a single level, multi-unit commercial complex consisting of 7 units.
 Zoning: B4

Other Required Reviews:

<input type="checkbox"/> Traffic Movement	<input type="checkbox"/> 14-403 Streets	<input type="checkbox"/> Housing Replacement
<input checked="" type="checkbox"/> Storm Water	# Units _____	<input type="checkbox"/> Historic Preservation
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Other:
# Lots _____	<input type="checkbox"/> Shoreland	
<input type="checkbox"/> Site Location	<input type="checkbox"/> Design Review	
# Unit _____		

Distribution List:

Planner	Jean Fraser	Parking	John Peverada
Zoning	Marge Schmuckal	Design Review	Alex Jaegerman
Traffic Engineer	Tom Errico	Corporation Counsel	Danielle West-Chuhta
Civil Engineer	David Sensus	Sanitary Sewer	John Emerson
Fire Department	Chris Pirone	Inspections	Tammy Munson
City Arborist	Jeff Tarling	Historic Preservation	Deb Andrews
Engineering	David Margolis-Pineo	DRC Coordinator	Phil DiPierro
		Outside Agency	

Comments needed by 3/12/2014

MEMORANDUM

To: FILE
From: Jean Fraser
Subject: Application ID: 2014-016
Date: 5/21/2014

Comments Submitted by: Marge Schmuckal/Zoning on 5/21/2014

I have reviewed the revised project that reduces the size the square footage of the building and number of units to 6 from 7. I also reviewed the responses to my previous comments. All the B-4 requirements are being met. Again, a permit is required for the principal structure and separate use permits are required for each unit before occupying. Separate permits are required for all signage.

Marge Schmuckal
Zoning Administrator

MEMORANDUM

To: FILE
From: Jean Fraser
Subject: Application ID: 2014-016
Date: 3/14/2014

Comments Submitted by: Marge Schmuckal/Zoning on 3/14/2014

This project is in a B-4 zone. I would like a little more detail pm the "commercial" use that is proposed. What kinds of businesses are being marketed? Each unit will need a separate permit to establish their use. The proposed use must be one of the listed permitted uses.

The uses affect the parking requirements. If all the uses are business, manufacturing & industrial uses, then 1 parking space per 1000 sf of floor area is required or 29 parking spaces. 41 parking spaces are shown. I do like that more than the minimum spaces are shown in case a different use is requested later. It gives a good buffer. I also noticed that 14 of the parking spaces are on an adjoining property. Hopefully there are easements that run with the property for those spaces.

Separate permits are required for the construction of the building and for each unit before the use of each unit. Separate permits are required for any new signage. It is noted that an illegal sign is still present on the adjoining property that should be removed.

Marge Schmuckal
Zoning Administrator

4/21/14 No response to email on Peer Review comments
 5/6/14 response
 Applicant: PH Warren Ave LLC Date: 2/19/14
 Address: 421 Warren C-B-L: 2'6" - 4'0"

CHECK-LIST AGAINST ZONING ORDINANCE

Date - 303-A-10
 304-B-28

Zone Location - B-4

Interior or corner lot -

explain

About 4000 sq ft each
 300'
 70 x 400 =
 28,000 sq ft multiply
 6 unit commercial

Proposed Use/Work - multi-unit commercial Bldg

Sewage Disposal - City

Lot Street Frontage -

54.78

Front Yard - 20' min or AVERAGE for closer - 54.85 shown

Rear Yard - 20' min - 20' plus shown same

Side Yard - 1-2 story 10' - showing 20' at the closest.
 20' also on the reverse

Projections -

Width of Lot - 60' min - 60' shown

Height - 65' max - showing less - 1 floor only - less than 20'

1/2 min

Lot Area - 418,313 sq ft given for new lot

10,000 sq ft min 409,000 13.75%
 $\frac{10,000}{418,313} = 2.39\%$
 $\frac{409,000}{418,313} = 97.61\%$

Lot Coverage Impervious Surface - 80% max

Area per Family - N/A - 1 ASPRAS

See 6 parking spaces
 elsewhere

Off-street Parking - ? use is generic if only busines, mftg, indst & not retail
 offices req 1 per 400 sq ft
 1 per 1000 sq ft or 28 spaces needed / 418 sq ft shown

Site Plan - 2014-016 level III site plan prelin 36 shown

Shoreland Zoning/ Stream Protection - N/A

Flood Plains - note flood area Panel 6 - Zone X

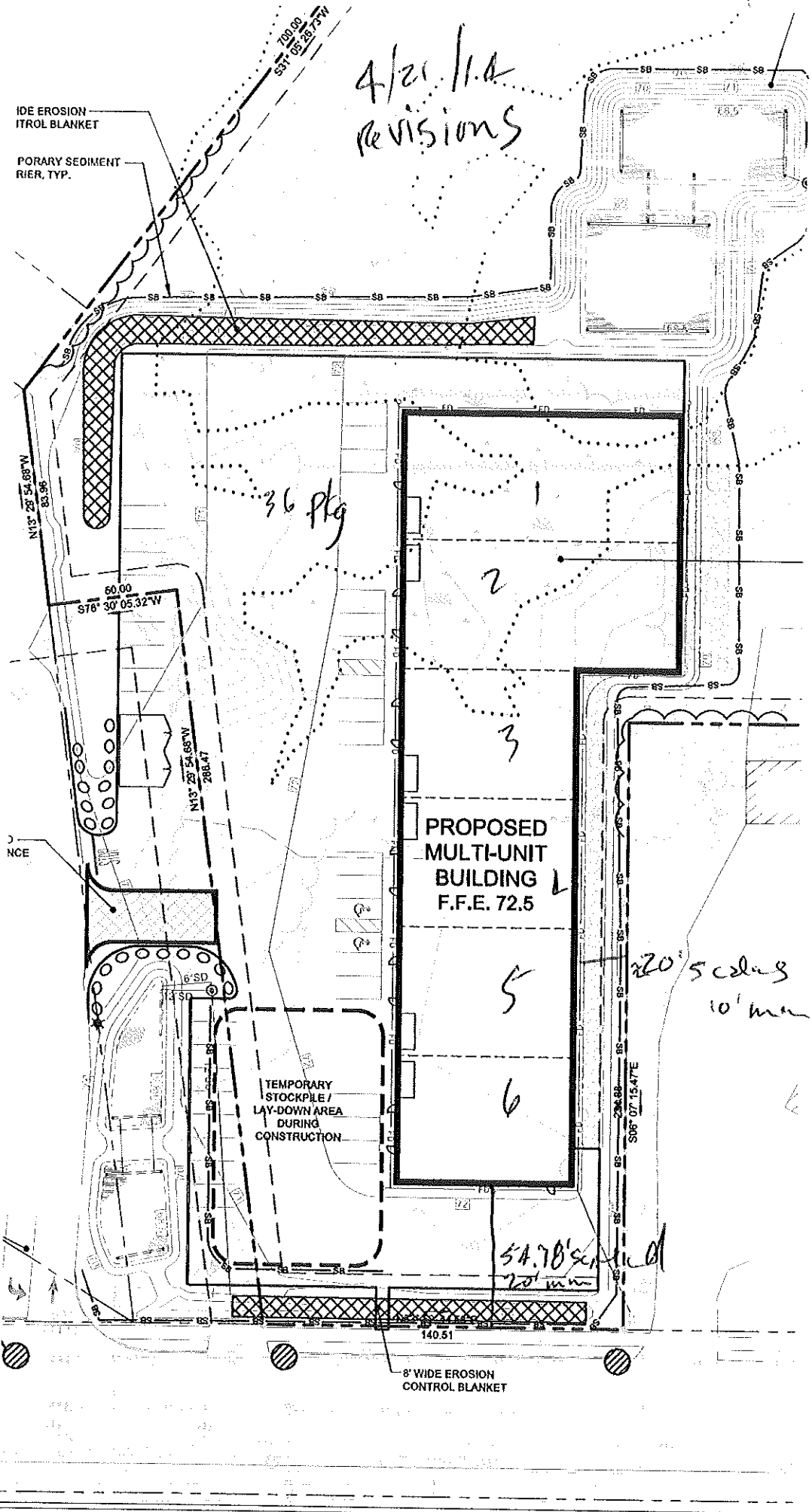
o/floor Area Ratio: (R-3 closest) .55 max,

$\frac{25,040}{418,313} = .0612$
 $\frac{25,040}{409,000} = .0612$

4/20/11 A
Revisions

IDE EROSION
CONTROL BLANKET

PERVIOUS SEDIMENT
FILTER, TYP.



ANCE

8' WIDE EROSION
CONTROL BLANKET

April 21, 2014



Ms. Jean Fraser, Planner
Planning and Development Department
City of Portland
389 Congress Street
Portland, Maine 04101-3509

revised

**Subject: 421 Warren Avenue
Final Site Plan Application/Delegated Review Stormwater**

Dear Ms. Fraser:

On behalf of PH Warren Avenue, LLC, we are pleased to provide the accompanying package of submission materials related to a proposed 6-unit commercial complex at 421 Warren Avenue. This submission package is intended to meet the City's Final Submission Requirements as outlined in the Level III Application procedures. These materials represent the ongoing design development for the proposed commercial complex on what is currently undeveloped land. The applicant has purchased approximately 48.71 AC. of property from JMC Warren Ave, LLC, with approximately 140.51 LF of frontage on Warren Avenue. The applicant is proposing a 70' x 300' (25,040 SF) industrial building similar in styling to the applicant's buildings at 429 Warren Avenue. The nearly rectangular building will be oriented perpendicular to Warren Avenue and the lot access will be off the applicant's existing drive that serves 429 Warren Avenue. The applicant is seeking Planning Board Approval to allow commencement of construction as soon as possible.

Since the Preliminary Submission on February 12, 2014, the applicant has reconsidered the building configuration layout. As a result, the proposed building site has decreased from the original 28,000 SF. By decreasing the building size and adjusting the pavement area footprint, the project's wetland impact has been decreased to below 15,000 SF, thus qualifying for a MeDEP NRPA Tier 1 Permit review.

Accompanying this cover letter are the following materials:

- Final Site Plan Application
- Section 1: Written Description of Project
- Section 2: Evidence of Right, Title and Interest
- Section 3: Utilities
- Section 4: Fire Safety
- Section 5: Construction Management Plan

Ms. Jean Fraser
April 21, 2014
Page 2

- Section 6: Solid Waste Generation
- Section 7: Written Assessment of Proposed Project's Compliance with Applicable Zoning and Land Use Requirements
- Section 8: Stormwater Management Plan
- Section 9: Comment Response Letter Addressing Preliminary Plan Comments
- Reduced Sized Plans

You will find in the accompanying materials, information including the Final Site Layout Plan and various site plans that provide greater detail for the site development activities. We have also included building elevations for the proposed building. Information pertaining to the project's utilities needs and statements regarding compliance with the City's Standards are contained within this submission.

In addition, the project requires a Maine Department of Environmental Protection Natural Resources Protection Act (NRPA) Tier I permit for wetland impacts of approximately 14,323 SF.

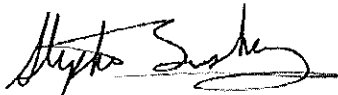
Finally, the applicant has scheduled a Public Information Meeting for April 30, 2014 at the Riverton School. Meeting minutes and list of attendees will be provided to the Planning Department upon completion of the Public Information Meeting.

On behalf of the Design Team, we look forward to your assistance on the project and we look forward to the nearest available Public Hearing meeting with the Planning Board. Please find one (1) hard copy of the application materials including one set each of 11 x 17 and full size plans, along with a diskette containing PDF files for all submitted materials.

If you have any questions regarding these materials please contact this office.

Sincerely,

FAY, SPOFFORD & THORNDIKE



Stephen R. Bushey, P.E.
Senior Engineer

SRB/smk

c: Peter Holmes
Jim Biskup, Biskup Construction

PROJECT DATA

Revised 4/21/18

The following information is required where applicable, in order to complete the application.

Total Area of Site	409,000	sq. ft. +/- *
Proposed Total Disturbed Area of the Site	74,809	sq. ft. +/-
If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland		
Impervious Surface Area		
Impervious Area (Total Existing)	0	sq. ft.
Impervious Area (Total Proposed)	56,252	sq. ft.
Building Ground Floor Area and Total Floor Area		
Building Footprint (Total Existing)	0	sq. ft.
Building Footprint (Total Proposed)	25,040	sq. ft.
Building Floor Area (Total Existing)	0	sq. ft.
Building Floor Area (Total Proposed)	25,040	sq. ft.
Zoning		
Existing		
Proposed, if applicable	B4	B4
Land Use		
Existing		
Proposed	Undeveloped	6 Unit Multiplex - Commercial
Residential, if applicable		
# of Residential Units (Total Existing)	0	
# of Residential Units (Total Proposed)	0	
# of Lots (Total Proposed)	0	
# of Affordable Housing Units (Total Proposed)	0	
Proposed Bedroom Mix		
# of Efficiency Units (Total Proposed)	N/A	
# of One-Bedroom Units (Total Proposed)		
# of Two-Bedroom Units (Total Proposed)		
# of Three-Bedroom Units (Total Proposed)		
Parking Spaces		
# of Parking Spaces (Total Existing)	0	
# of Parking Spaces (Total Proposed)	36	
# of Handicapped Spaces (Total Proposed)	2	
Bicycle Parking Spaces		
# of Bicycle Spaces (Total Existing)	0	
# of Bicycle Spaces (Total Proposed)	2	
Estimated Cost of Project	\$1.5 million	

*Part of broader 48.71 acre parcel - Applicant is seeking to divest approximately 40 acres of remaining land to City of Portland.

May 6, 2014



Ms. Jean Fraser, Planner
Planning and Development Department
City of Portland
389 Congress Street
Portland, Maine 04101-3509

**Subject: 421 Warren Avenue
Final Site Plan Application/Delegated Review Stormwater
Comment Response #1 Supplemental information**

Dear Jean:

We have received the staff comments sent via your email message of today and we offer the following responses to each. The comments are stated again below followed by our response.

Jeff Tarling Comments from 03/13/2014

Comment 1: The proposed 421 Warren Avenue project is in need of a "Tree Save" Plan. Hopefully trees along the edge of the proposed development could be saved and if not the project should show replacement planting plans per City Standards.

Response: The project involves approximately 2.25 acres of developed area out of the 48 acres that the applicant owns. The applicant is currently negotiating with City officials for the sale of 40 or more acres of the property to the City, hence we believe a substantial "tree save" effort will be made if these discussions are successful. There are significant areas of trees within the property off Lane Avenue and south of Iffley Street that could become large open spaces, if the City acquires the property. The few trees in the area of the proposed development are largely immature hard woods and wetland species. The development plan does include 5 tree plantings along Warren Avenue. The site development area has been minimized as much as practicable to reduce wetland impacts; hence the project size has been scaled back now several times due to regulatory issues. The applicant is reluctant to scale the project back any further otherwise project viability becomes tenable.

Marge Schmuckal Zoning comments from 4/28/2014

Comment 1: The project is in the B-4 zone. I would like a little more detail on the "commercial" use that is proposed. What kinds of businesses are being marketed? Each unit will need a separate permit to establish their use. The proposed use must be one of the listed permitted uses.

Ms. Jean Fraser
May 6, 2014
Page 2

Response: The building is proposed to basically match the use types currently occupying the applicant's two buildings at 429 Warren Avenue. These uses include several auto care tenants, some warehouse space and Crossfit MF, a specialty fitness center. These uses are all compliant with the list of permitted uses within the B-4. Specifically these uses are compliant with Section 14-229.11, parts (1), (10), (11), (14), (19), among others. These uses are also consistent with the general theme of businesses within the Warren Avenue corridor. The applicant is aware of the lengthy list of permitted uses in the B-4 zone and will be seeking generally only those uses as tenants that are permitted within the zone.

Comment 2: The uses affect the parking requirements... ..Hopefully there are easements that run with the property for those spaces.

Response: The applicant is the owner of the abutting property. The applicant intends to provide a cross access easement to benefit the 421 Warren Avenue property.

Comment 3: Separate permits are required for the construction of the building and for each unit before the use of each unit. Separate permits are required for new signage. It is noted that an illegal sign is still present on the adjoining property that should be removed.

Response: The applicant's contracting team is aware of the city's procedures for building permits and related use permits. We have made the applicant aware of the sign comment and they will be addressing that issue separately.

David Margolis Pineo Comments March 11, 2014

Comment 1: Since the curb cut on Warren Ave in front of this project is not proposed to be used, the applicant is requested to close the curb cut. The curbing shall be set in concrete to match the abutting curb cut. Please contact Rhonda Zazzara for details 874-8831

Response: The applicant will complete the curb cut closure in accordance with the City standards.

Comment 2: It would be desirable for the applicant to tap for the 2" domestic water service behind the sidewalk to avoid cutting the sidewalk.

Response: It is the applicant's intention to complete the domestic water service tap per this recommendation. The tap will be behind the sidewalk to the extent practicable, but within the ROW limits per the PWD requirements.

Comment 3: Please note on survey plan that Saville Street and Newcomb Street are continued paper streets as per City Council Order #84 in September 1997.

Response: The applicant's surveyor has been made aware of this comment. Staff should advise as to the need for an updated plan if necessary.

FAY, SPOFFORD & THORNDIKE

Ms. Jean Fraser
May 6, 2014
Page 3

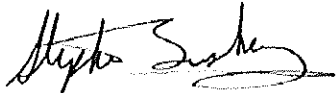
Comment 4: Please add State Plane Coordinates for four (4) corners; at both ends of the rear 657.94' line and at both ends of the 140.51' line along Warren Avenue.

Response: This information will be provided on an updated plan once received from the surveyor. This will be provided to your attention under separate cover in advance of the Public Hearing.

If you have any questions regarding these materials please contact this office.

Sincerely,

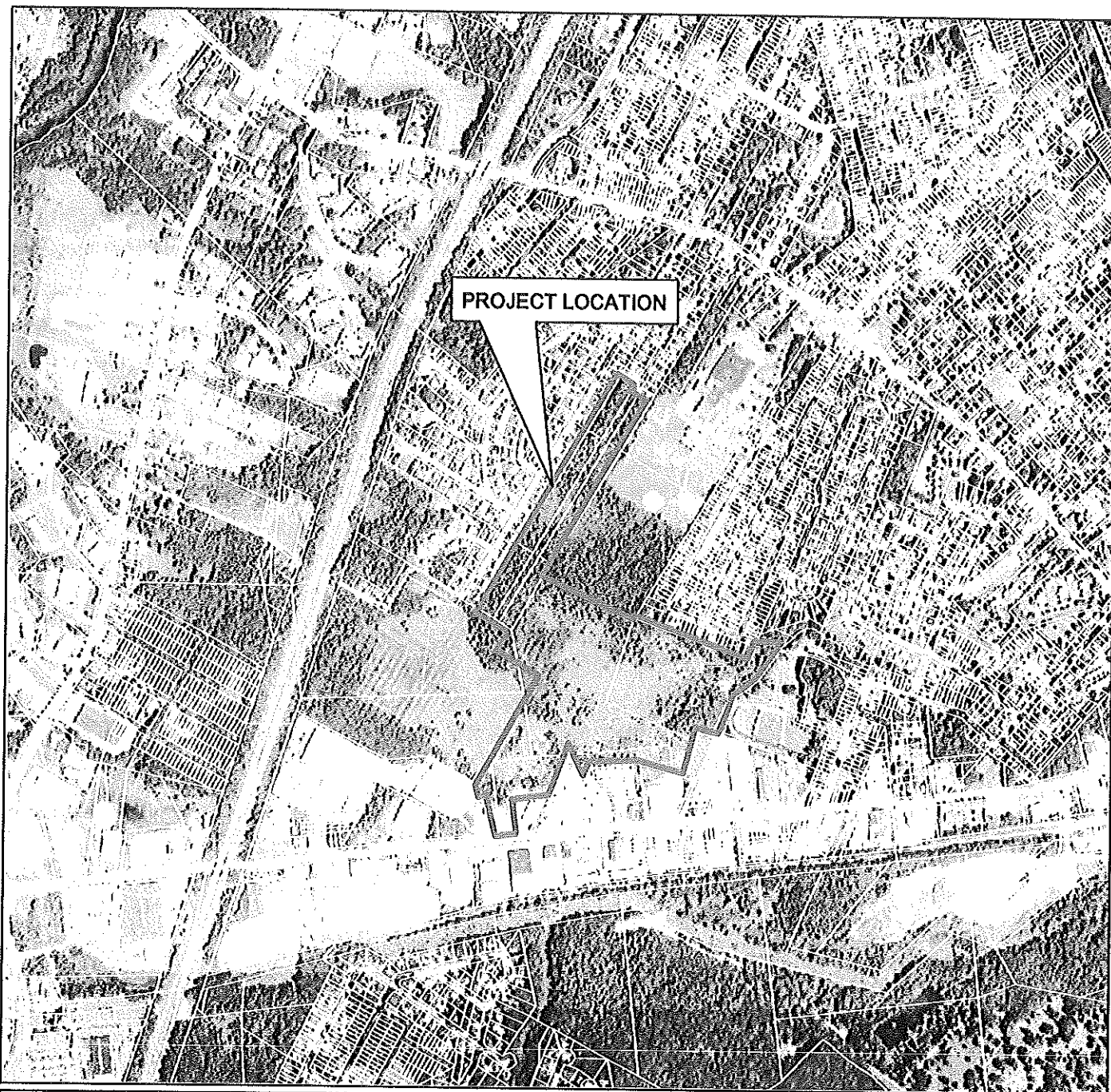
FAY, SPOFFORD & THORNDIKE



Stephen R. Bushey, P.E.
Senior Engineer

SRB/smk

c: Peter Holmes
Jim Biskup, Biskup Construction



TAX MAP
PETER HOLMES COMMERCIAL SITE - WARREN AVENUE
PORTLAND, MAINE

SOURCE: CITY OF PORTLAND



FAY, SPOFFORD & THORNDIKE, INC.
ENGINEERS · PLANNERS · SCIENTISTS
775 MAIN ST, SUITE 6, SOUTH PORTLAND, ME 04106

DRAWN: DED
CHECKED: SRB
DATE: OCT 2013
FILENAME: SP-M104_TAX MAP
SCALE: 1 inch = 1,000 feet

FIGURE

3

1.4 PROPOSED DEVELOPMENT

The applicant proposes to develop the property to its highest and best use. The development program includes the following components:

1.4.1 ON-SITE

A proposed 70' x 400' rectangular industrial building is proposed. The structure will contain seven (7) units. Five units will be 3,500 SF and two units will be 5,250 SF for a total of 28,000 SF of tenant space. Each unit will be provided with an overhead door and a man door entry. Each space will generally be open with only enclosed restrooms within each space. Tenant fit up may ultimately include some interior office space, storage or related type uses. The applicant expects to lease the spaces in a similar manner as to their buildings at 429 Warren Avenue, which includes multiple small business operators.

The project developer is not seeking LEED designation, but the building will conform to the most current International Energy Conservation Code.

The proposed project consists of new building construction for the 7-unit complex. The building will be oriented perpendicular to Warren Avenue and the access will be off the 429 Warren Avenue driveway. The existing 429 Warren Avenue driveway consists of a 36' wide paved surface containing separate left and right turn exiting lanes and a single entering lane.

The yard area will include a paved surface in front of the building where 41 parking spaces will be provided. The pavement area has been designed to allow larger tractor-trailers to enter and maneuver as many tenants will need occasional tractor-trailer vehicle access. The yard area will include provisions for a solid waste enclosure. Drainage systems including gravel wetlands will be constructed near the front and rear of the development area. The development will occupy approximately 2.5 acres of the site.

1.4.2 OFF-SITE

Site access is proposed via Warren Avenue. No offsite improvements are expected based on the condition of Warren Avenue and the existing site entrance at 429 Warren Avenue. Utilities are currently stubbed into the site.

1.5 LAND ORDINANCE REVIEW

1.5.1 OVERVIEW

The property currently lies within the City of Portland B-4 Zoning District. The following dimensional requirements will apply in the B-4 Zone all of which will be met by the project:

Dimensional Standard	Requirement
Minimum Lot Size	10,000 SF
Minimum Frontage	Sixty (60) Feet
Front yard setback	20 Feet
Side Yard Setback/Side Yard on a Street	10 feet/10 Feet
Rear Yard Setback	20 Feet
Minimum Lot Width	60 Feet
Maximum Impervious Surface	80%
Maximum Building height	65 Feet

1.5.2 SHORELAND ZONING

The site is not located within the Shoreland Zoning District.

1.6 STATE AND FEDERAL PERMITS

The project requires a Natural Resources Protection Act (NRPA) approval from the Maine Department of Environmental Protection. A NRPA Tier II Permit Application for wetland impacts will be filed with the MaineDEP concurrently with the City Site Plan Application. The site also requires a Stormwater Permit, which we are requesting be reviewed by the City of Portland under their delegated review authority. The development is subject to Site Plan and Subdivision approval by the City of Portland and Building Permit(s) are also required.

1.7 EASEMENTS OR OTHER BURDENS

According to the survey map prepared by Nadeau Land Survey and Survey Inc. there is an easement to CMP (CCRD 7320/57) as well as various access rights across the 429 Warren Avenue access drive serving other parties. See the Boundary Survey by Nadeau Land Survey accompanying this submission for further details.

1.8 TRAFFIC

The proposed project will not result in significant impacts to the surrounding street system. Based on ITE Land Use 110 Light Industrial, the project will result in fewer than 28 new AM or PM peak hour trips. Given the nature of the two-way conditions of Warren Avenue along with the existing two-way center left turn lane, we foresee no major impact to the capacity conditions on the street. Site lines and street conditions at the site entrance appear to be favorable. No further traffic analysis is currently proposed.

1.9 SOILS/GEOTECHNICAL REVIEW

1.9.1 OVERVIEW

S.W. Cole Engineering conducted a preliminary geotechnical investigation of the project site and their findings were presented to the development team. The site is generally characterized by layers of the following materials:

CITY OF PORTLAND, MAINE

PLANNING BOARD

Stuart O'Brien, Chair
Timothy Dean, Vice Chair
Elizabeth Boepple
Sean Dundon
Bill Hall
Carol Morrissette
Jack Soley

June 2nd, 2014

Peter F Holmes
PH Warren Avenue, LLC
401 Warren Avenue
Portland, ME 04103

Stephen Bushey, P.E.
Fay, Spofford & Thorndike
778 Main Street, Suite 8
South Portland, ME 04106

Project Name: **Six Unit Commercial Building**
Project ID: 2014-016 CBL: 296-A006001
Address: 421 Warren Avenue, Portland
Joint Applicants: PH Warren Avenue, LLC
Planner: Jean Fraser

RECEIVED
JUN 16 2014
Dept. of Building Inspections
City of Portland Maine

Dear Mr Holmes and Mr Bushey:

On May 27th, 2014, the Planning Board considered the Level III Site Plan application for the proposed 25,040 sq ft single story industrial building to provide 6 commercial units, with 36 parking spaces and associated landscaping, at 421 Warren Avenue. The Planning Board reviewed the proposal for conformance with the standards of the Site Plan Ordinance, and other regulations.

The approval is based upon the application, plans, reports and other information submitted by the applicant, findings and recommendations contained in the Planning Board Report for the public hearing on May 27, 2014 for application #2014-016 (attached), and the testimony presented at the Planning Board hearing. The Planning Board voted 5-0 (Morrissette and O'Brien absent) to approve the application with the following waivers and conditions as presented below:

WAIVER

1. The Planning Board voted 5-0 (Morrissette and O'Brien absent) to waive the Technical Standard Section 1.7.1.4 *Maximum Driveway Width* which specifies a maximum of 36 feet wide for a major commercial driveway, to allow the drive entrance to be 45 feet wide.
2. The Planning Board voted 5-0 (Morrissette and O'Brien absent) to waive the Technical Design Standard Section 1.14 *Parking Lot and Parking Space Design* to allow the drive aisles to be greater than 24 feet, as shown on Plan P6.
3. The Planning Board voted 5-0 (Morrissette and O'Brien absent) to waive the Site Plan Ordinance Section 14-526 (a) (4) (b) and (c) *Bicycle, Motorcycle and Scooter Parking* to allow the proposed parking in commercial units to meet the standard, subject to 2 outside bicycle parking spaces being provided as shown on Plan P6.

SITE PLAN REVIEW

The Planning Board voted 5-0 (Morrissette and O'Brien absent) that the plan is in conformance with the site plan standards of the Land Use Code, subject to the following eleven conditions of approval to be met prior to the issuance of a building permit unless stated otherwise:

- i. That the applicant shall submit, for the City's Associate Corporation Counsel and Department of Public Services review and approval prior to the issuance of a building permit, and submit recorded copies prior to the issuance of a Certificate of Occupancy for any part of the principal structure, easements for joint use of the existing drive access from Warren Avenue, and paving, local drive access, parking, landscaping and other proposed elements that are encroaching on the abutting lot; and
- ii. That the applicant shall submit a Landscape Plan, based on an a submitted assessment of the trees on the site, that shows the following: tree saves; any required replacement planting; and additional planting; snow storage areas; all to address the landscape preservation and parking lot landscaping requirements of the Site Plan Ordinance (14-526), for review and approval by the Planning Authority and City Arborist; and
- iii. That the applicant shall contribute \$6,950 to the Capisic Brook water quality treatment program to address the required mitigation of project impacts in the Urban Impaired Stream Watershed; and
- iv. That the applicant shall address the Fire Prevention concerns, as outlined in the e-mail from Captain Chris Pirone of the Fire Department dated April 30, 2014, to the satisfaction of the Fire Department; and
- v. The stormwater inspection and maintenance plan should include provisions for the inspection and maintenance of the Roof Drip-line Filtration BMP as outlined in Section 7.6 of Volume III of the MaineDEP Stormwater BMP Manual and the post-construction stormwater management plan requirements outlined in Chapter 32 of the City of Portland Code of Ordinances; and
- vi. The developer/contractor/subcontractor must comply with conditions of the construction stormwater management plan and sediment and erosion control plan submitted and dated February 2014, as revised April 2014, and revised to address condition v. above, based on City standards and state guidelines. The owner/operator of the approved stormwater management system and all assigns shall comply with the conditions of Chapter 32 Stormwater including Article III, Post Construction Stormwater Management, which specifies the annual inspections and reporting requirements. A maintenance agreement for the stormwater drainage system shall be submitted and signed for the principal structure with a copy to the Planning Division and Department of Public Services; and
- vii. That the applicant shall close the existing curb cut on Warren Avenue (east of the joint access from Warren Avenue into the site); install three signs along the back of the property where the asphalt ends stating: DO NOT DUMP - IMPAIRED WETLANDS; and shall mark with paint the pedestrian walking area in front of the building and between the building and Warren Avenue sidewalk; all prior to the issuance of a Certificate of Occupancy; and
- viii. That this approval relates to the 9.2 acre site identified in Plan P6 fronting onto Warren Avenue, which at the time of this approval is part of a 48+acre site owned by the applicant. If any part of the 48+acre lot is sold off or further developed, the applicant would need to retain the 9.2 acre site that is subject of this approval and include it in any subdivision review, and obtain verification from the Zoning Administrator and Planning Authority that the subject site, as created by any sale, remains in conformity with zoning and site plan requirements; and
- ix. That the applicant shall submit a copy of the ability to serve (wastewater) letter; and
- x. That separate reviews and permits are required the principal structure and separate use permits are required for each unit before occupation. Separate permits are also required for new signs, including those on the building, and for HVAC systems, which require submission of dBA levels to confirm compliance with the maximum sound limits of the B4 zone; and
- xi. That the applicant shall submit the approved Tier I NRPA Permit to the Planning Authority.

STANDARD CONDITIONS OF APPROVAL

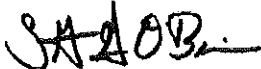
Please note the following standard conditions of approval and requirements for all approved site plans:

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 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.
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,



Stuart O'Brien, Chair
Portland Planning Board