



LEVEL II and LEVEL III APPLICATION SUBMISSION CHECKLIST		
Please submit each document as a separate PDF file.		
Please confirm by electronically checking the boxes to the left		
General Application Documents		
Checklist	Items to be Provided	
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	PROJECT DESCRIPTION <ul style="list-style-type: none"> Cover Letter with detailed project description 	01
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	COMPLETED CHECKLIST – LEVEL III APPLICATION	02
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	RIGHT, TITLE AND INTEREST <ul style="list-style-type: none"> Deeds, leases, or purchase and sales agreements 	03
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	EVIDENCE OF STATE OR FEDERAL APPROVALS, if applicable <ul style="list-style-type: none"> Permits or letters of non-jurisdiction, if applicable 	04
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ZONING ASSESSMENT <ul style="list-style-type: none"> Table listing required and proposed uses and dimensional standards Zoning Assessment Table 	05
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	EXISTING &/OR PROPOSED EASEMENTS OR COVENANTS, if applicable <ul style="list-style-type: none"> Evidence of existing easements and any proposed easements 	06
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	WAIVER REQUESTS <ul style="list-style-type: none"> Written request for waiver describing request and reason. Waiver Table 	07
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	FINANCIAL CAPABILITY <ul style="list-style-type: none"> Letter or evidence from a financial institution or third party verifying financial capacity to undertake project 	08
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	TECHNICAL CAPABILITY <ul style="list-style-type: none"> Evidence of technical capability of applicant and consultants – resumes and/or examples of past projects 	09

LEVEL II AND LEVEL III SITE PLAN STANDARDS AND SUBMISSION CHECKLIST

Provide assessment of compliance with standards and include supplemental documentation, as applicable.

Please submit each document as a separate PDF file.

TRANSPORTATION

Check list	Assess/Provide/Document:
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Transportation Analysis- Traffic Impact (14-526 (a) 1) <ul style="list-style-type: none"> • Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts 10 • Traffic Impact Study (Technical Manual, Section 1) if applicable
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Access and Circulation (14-526 (a) 2 a) 11 <ul style="list-style-type: none"> • Access and internal circulation, addressing ADA access • Access and egress impacts on traffic flows • Description and use of drive-up features, if applicable
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Loading and Servicing (14-526 (a) 2 b) 12 <ul style="list-style-type: none"> • Loading and servicing needs, route and travel way geometrics for deliveries • Turning templates for delivery vehicles, if applicable
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sidewalks (14-526 (a) 2 c) 13 <ul style="list-style-type: none"> • Sidewalks and condition along street frontages and internal walkways • Engineered details for ADA ramps and public sidewalk details meeting sidewalk materials policy and ADA ramp construction details as applicable (Technical Manual, Section 1)
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Public Transit (14-526 (a) 3), if applicable 14 <ul style="list-style-type: none"> • Existing available transit services • Proposed site plan design details, such as easement, pad base, and shelter
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Off-Street Parking: Vehicle & Motorcycle/Scooter) (14-526 (a) 4 a and c) 15 <ul style="list-style-type: none"> • Expected parking demand, proposed parking supply, ADA parking, and applicable Zoning Requirements • Address Technical Manual standards (Section 1) for curb cut separation and parking lot layout and locate on site plan
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Bicycle Parking (14-526 (a) 4 b) 16 <ul style="list-style-type: none"> • Address bicycle parking requirements and identify locations on-site • Construction details for bike racks (Technical Manual, Section 1)
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Snow Storage (14-526 (a) 4 d) 17 <ul style="list-style-type: none"> • Management plan for snow removal and locate snow storage areas on plan
Yes NA Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Traffic Demand Management (TDM) (14-526 (a) 5), if applicable 18 <ul style="list-style-type: none"> • Develop TDM with Trip Reduction Targets and Strategies

ENVIRONMENTAL AND LANDSCAPE FEATURES			
Check list			Assess/Provide/Document:
Yes	NA	Plan	Preservation of Significant Natural Features (14-526 (b) 1), if applicable 19 <ul style="list-style-type: none"> Trees, plants, habitats listed on State or Federal list of endangered or threatened High and moderate value waterfowl and wading habitat Aquifers on Casco Bay Islands Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains) Proposed preservation areas and protection measures Documentation from environmental consultants, determinations from applicable state agencies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Landscaping and Landscape Preservation (14-526 (b) 2 a) <ul style="list-style-type: none"> Preservation of trees and preservation within required zoning setbacks (Technical Manual, Section 4) Protection measures of existing vegetation during construction Protection measures within Shoreland Zone, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Site Landscaping (14-526 (b) 2 b) <ul style="list-style-type: none"> Screening and buffering of service areas and between non-residential and residential uses Planting plans with plant schedule and sizes (Technical Manual, Section 4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Parking Lot Landscaping (14-526 (b) 2 b ii), if applicable <ul style="list-style-type: none"> Landscaped islands within parking areas (Technical Manual, Section 4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Street Trees (14-526 (b) 2 b iii) <ul style="list-style-type: none"> Existing Heritage or Feature Trees on site and measures to preserve Identify street trees on the plan meeting the site plan and Technical Manual standards (Section 4) or identify alternative measures, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENVIRONMENTAL AND STORMWATER			
Check list			Assess/Provide/Document:
Yes	NA	Plan	Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a) <ul style="list-style-type: none"> Stormwater report in compliance with Section 5 of Technical Manual and DEP Chapter 500 stormwater for basic, general and flooding standards, as applicable Erosion control plan and measures Evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater, as applicable Subsurface sanitary sewage disposal and groundwater protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PUBLIC INFRASTRUCTURE AND SAFETY			
Check list			Assess/Provide/Document:
Yes	NA	Plan	Consistency with City Master Plans (14-526 (c) 1) 25 <ul style="list-style-type: none"> Identify consistency with master plans Proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Public Safety and Fire Prevention (14-526 (c)) 26 <ul style="list-style-type: none"> Address Crime Prevention through Environmental Design (CPTED) (Technical Manual, Section 3) Emergency vehicle access Address consistency with public safety standards (Technical Manual, Section 3) Submit a code summary referring NFPA 1 and all Fire Department standards (Technical Manual, Section 3) – Fire Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Availability and Adequacy of Public Utilities (14-526 (c) 3) (Technical Manual, Sections 2 & 9) 27 <ul style="list-style-type: none"> Electrical services, including providing underground services Identify existing and proposed connections for public utilities and required public utility upgrades Sewer line connections are required, if there is a main within 200 feet Proposed solid waste management facilities on-site and management for the site Written evidence of the ability to serve from utility companies, as applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SITE DESIGN			
Check list			Assess/Provide/Document:
Yes	NA	Plan	Massing, Ventilations and Wind Impact (14-526 (d) 1) 28 <ul style="list-style-type: none"> Wind and ventilation impacts on adjoining structures and/or adjacent public spaces. Wind study, if applicable Bulk, location or height impacts on adjoining structures Identify and locate HVAC equipment and venting away from public spaces and residential properties Identify screening and manufacturing specifications for noise, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Shadows (14-526 (d) 2), if applicable 29 <ul style="list-style-type: none"> Shadow analysis of impacts on publicly accessible open space (Technical Manual, Section 11)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	Snow and Ice Loading (14-526 (d) 3) 30 <ul style="list-style-type: none"> Building design to prevent snow and ice from loading or falling onto adjacent properties or public ways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	View Corridors (14-526 (d) 4), if applicable 31 <ul style="list-style-type: none"> Protection of designated view corridors (Portland Design Manual, Appendix 1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Historic Resources (14-526 (d) 5), if applicable 32</p> <ul style="list-style-type: none"> Identify developments within Historic Districts or affecting Designated Landmarks Certificate of Appropriateness or other evidence Identify Developments within 100 feet of Historic Districts or affecting Designated Landmarks. Advisory HP review may be required Address preservation and documentation of Archaeological Resources
Yes	NA	Plan					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Exterior Lighting (14-526 (d) 6) 33</p> <ul style="list-style-type: none"> Cut sheets of on-site light fixtures and any architectural or specialty lights (Technical Manual, Section 12) Engineered details for any lights proposed in street right-of-way (Technical Manual, Section 10)
Yes	NA	Plan					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Noise and Vibration (14-526 (d) 7) 34</p> <ul style="list-style-type: none"> Evidence of noise levels for equipment, such as equipment specifications, to demonstrate consistency with zoning requirements
Yes	NA	Plan					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Signage and Wayfinding (14-526 (d) 8), if applicable 35</p> <ul style="list-style-type: none"> Signage plan showing the location, dimensions, height and setback of all existing and proposed signs. Signs in Historic Districts are reviewed by Historic Preservation staff Proposed commercial and directional signage on site
Yes	NA	Plan					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Zone Related Design Standards (14-526 (d) 5) 36</p> <ul style="list-style-type: none"> Address Historic Preservation Design Review, if applicable Address any applicable design review standards by zone Address submission requirements from Design Manual, page 1, addressing neighborhood context Description of exterior materials, color, finish, and samples
Yes	NA	Plan					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<p>Construction Management Plan</p>							
<p>Check list</p>							
<table border="1"> <tr> <td>Yes</td> <td>NA</td> <td>Plan</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	NA	Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Construction Management Plan 37</p> <ul style="list-style-type: none"> Construction Management Document and Plan
Yes	NA	Plan					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Level II and Level III Site Plan Checklist

Please upload the following drawings with the listed details into e-Plan as separate pdfs.

- RECENT BOUNDARY SURVEY** (stamped by Maine Licensed Surveyor)

Must be in compliance with Technical Manual, Section 13

SITE PLAN(s) (stamped by Maine Licensed Engineer) including:

Existing Conditions

- Approximate location of structures on abutting property
- Topography
- Locate water courses
- Delineate wetlands
- Zone lines

Proposed Site Plan

- Ground floor area, and grade elevations for all buildings

Access, Circulation, and Parking

- Streets and intersections adjacent to site , any proposed geometric modifications
- Location, dimensions and materials of all existing and proposed driveways, vehicle, bicycle, & pedestrian access ways with corresponding curb lines
- Engineered specifications/ cross-sections for proposed driveways, sidewalks & paved areas
- Location and dimensions of proposed loading areas
- Existing and proposed transit infrastructure with dimensions/ engineering specifications
- Location of vehicle and bicycle parking with dimensions and engineering specifications

Site Considerations

- Identify snow storage areas
- Location of fire hydrants
- Location of solid waste management facilities

UTILITY PLAN including:

- Existing utilities on site and within public streets
- Location, sizing, and directional flows of all existing and proposed utilities
- Location and dimensions of off-premises public or publicly accessible infrastructure adjacent to site
- Electric utility infrastructure

<input type="checkbox"/> GRADING and DRAINAGE PLAN including:
<ul style="list-style-type: none"> • Existing grades and drainage • Proposed grades • Proposed stormwater management meeting Technical Manual (Section 5) standards • Location and proposed alteration of a water course • Preservation or alteration of wetlands
<input type="checkbox"/> EROSION CONTROL
<ul style="list-style-type: none"> • Must be in compliance with Technical Manual, Section 5
<input type="checkbox"/> LANDSCAPE PLAN including:
<ul style="list-style-type: none"> • Existing vegetation to be preserved and preservation measures • Proposed landscaping and buffers • Planting schedule
<input type="checkbox"/> RECORDING PLAT , if applicable
<ul style="list-style-type: none"> • IF SUBDIVISION: Must be in compliance with requirements of Section 14-496 (b)
<input type="checkbox"/> ARCHITECTURAL PLANS & RENDERINGS including:
<ul style="list-style-type: none"> • Exterior building elevations, color renderings, illustrations of all sides • Location and dimensions of all existing & proposed HVAC & mechanical equipment, all proposed screening • Provide context drawings, if applicable (Design Manual, page 1) • Floor plans



Level III – Preliminary and Final Site Plans Development Review Application Portland, Maine

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level III: Preliminary or Final Site Plan. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

Level III: Site Plan Development includes:

- New structures with a total floor area of 10,000 sq. ft. or more except in Industrial Zones.
- New structures with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- New temporary or permanent parking area(s) or paving of existing unpaved parking areas for more than 75 vehicles.
- Building addition(s) with a total floor area of 10,000 sq. ft. or more (cumulatively within a 3 year period) except in Industrial Zones.
- Building addition(s) with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- A change in the use of a total floor area of 20,000 sq. ft. or more in any existing building (cumulatively within a 3 year period).
- Multiple family development (3 or more dwelling units) or the addition of any additional dwelling unit if subject to subdivision review.
- Any new major or minor auto business in the B-2 or B-5 Zone, or the construction of any new major or minor auto business greater than 10,000 sq. ft. of building area in any other permitted zone.
- Correctional prerelease facilities.
- Park improvements: New structures greater than 10,000 sq. ft. and/or facilities encompassing 20,000 sq. ft. or more (excludes rehabilitation or replacement of existing facilities); new nighttime outdoor lighting of sports, athletic or recreation facilities not previously illuminated.
- Land disturbance of 3 acres or more (includes stripping, grading, grubbing, filling or excavation).

Portland's development review process and requirements are outlined in the [Land Use Code \(Chapter 14\)](#), [Design Manual](#) and [Technical Manual](#).

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8719
planning@portlandmaine.gov

Office Hours
Monday thru Friday
8:00 a.m. – 4:30 p.m.

I. Project Information (Please enter n/a on those fields that are not applicable)

Project Name:	
Proposed Development Address:	
Project Description:	
Chart/Block/Lot:	
Preliminary Plan	
Final Plan	

II. Contact Information (Please enter n/a on those fields that are not applicable)

APPLICANT

Name:	
Business Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

OWNER

Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

AGENT/REPRESENTATIVE

Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

BILLING (to whom invoices will be forwarded to)

Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

ENGINEER

Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

SURVEYOR

Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

ARCHITECT

Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

ATTORNEY

Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN

Name:	
E-mail:	
Name:	
E-mail:	
Name:	
E-mail:	

III. APPLICATION FEES

LEVEL III DEVELOPMENT (check applicable review)

	Less than 50,000 sq. ft.	\$750.00
	50,000 – 100,000 sq. ft.	\$1,000.00
	100,000 – 200,000 sq. ft.	\$2,000.00
	200,000 – 300,000 sq. ft.	\$3,000.00
	Over 300,000 sq. ft.	\$5,000.00
	Parking lots over 100 spaces	\$1,000.00
	After-the-fact Review	\$1,000.00 + applicable application fee above

PLAN AMENDMENTS (check applicable review)

	Planning Staff Review	\$250.00
	Planning Board Review	\$500.00

OTHER REVIEWS (check applicable review)

	Traffic Movement	\$1,500.00
	Stormwater Quality	\$250.00
	Subdivision	\$500.00 + applicable fee for lots/units below
	# of Subdivision Lots/Units [] x \$25.00 each	\$
	Site Location	\$3,500.00 + applicable fee for lots/units below
	# of Site Location Lots/Units [] x \$200.00 each	\$
	Change of Use	
	Flood Plain	
	Shoreland	
	Design Review	
	Housing Replacement	
	Historic Preservation	
TOTAL APPLICATION FEE DUE:		

IV. FEES ASSESSED AND INVOICED SEPARATELY

- Notices to abutters (receipt of application, workshop and public hearing meetings) (\$.75 each)
- Legal Ad in the Newspaper (% of total ad)
- Planning Review (\$52.00 hour)
- Legal Review (\$75.00 hour)
- Third Party Review (all outside reviews or analysis, eg. Traffic/Peer Engineer, are the responsibility of the applicant and will be assessed and billed separately)

V. PROJECT DATA (Please enter n/a on those fields that are not applicable)

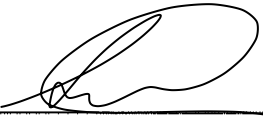
TOTAL AREA OF SITE	sq. ft.
PROPOSED DISTURBED AREA OF THE SITE	sq. ft.
<i>If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland.</i>	
IMPERVIOUS SURFACE AREA	
Impervious Area (Total Existing)	sq. ft.
Impervious Area (Total Proposed)	sq. ft.
Building Ground Floor Area and Total Floor	
Building Footprint (Total Existing)	sq. ft.
Building Footprint (Total Proposed)	sq. ft.
Building Floor Area (Total Existing)	sq. ft.
Building Floor Area (Total Proposed)	sq. ft.
ZONING	
Existing	
Proposed, if applicable	
LAND USE	
Existing	
Proposed	
RESIDENTIAL, IF APPLICABLE	
# of Residential Units (Total Existing)	
# of Residential Units (Total Proposed)	
# of Lots (Total Proposed)	
# of Affordable Housing Units (Total Proposed)	
PROPOSED BEDROOM MIX	
# of Efficiency Units (Total Proposed)	
# 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)	
# of Parking Spaces (Total Proposed)	
# of Handicapped Spaces (Total Proposed)	
BICYCLE PARKING SPACES	
# of Bicycle Spaces (Total Existing)	
# of Bicycle Spaces (Total Proposed)	
ESTIMATED COST OF THE PROJECT	

VI. APPLICANT SIGNATURE

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Planning Authority and Code Enforcement's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

This application is for a Level III Site Plan review. It is not a permit to begin construction. An approved site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.

Signature of Applicant:	
Date:	August 28, 2018

PRELIMINARY PLAN (Optional) - Level III Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
		1	Completed Application form
		1	Application fees
		1	Written description of project
		1	Evidence of right, title and interest
		1	Evidence of state and/or federal approvals, if applicable
		1	Written assessment of proposed project's compliance with applicable zoning requirements
		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site
		1	Written requests for waivers from site plan or technical standards, if applicable.
		1	Evidence of financial and technical capacity
		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST
		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
		1	Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)
			Proposed grading and contours;
			Existing structures with distances from property line;
			Proposed site layout and dimensions for all proposed structures (including piers, docks or wharves in Shoreland Zone), paved areas, and pedestrian and vehicle access ways;
			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
			Preliminary infrastructure improvements;
			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;
			Location of significant natural features (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features) located on the site as defined in Section 14-526 (b) (1);
			Proposed buffers and preservation measures for significant natural features, as defined in Section 14-526 (b) (1);
			Location , dimensions and ownership of easements, public or private rights of way, both existing and proposed;
			Exterior building elevations.

FINAL PLAN - Level III Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
		1	* Completed Application form
		1	* Application fees
		1	* Written description of project
		1	* Evidence of right, title and interest
		1	* Evidence of state and/or federal permits
		1	* Written assessment of proposed project's specific compliance with applicable Zoning requirements
		1	* Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site
		1	* Evidence of financial and technical capacity
		1	Construction Management Plan
		1	A traffic study and other applicable transportation plans in accordance with Section 1 of the technical Manual, where applicable.
		1	Written summary of significant natural features located on the site (Section 14-526 (b) (a))
		1	Stormwater management plan and stormwater calculations
		1	Written summary of project's consistency with related city master plans
		1	Evidence of utility capacity to serve
		1	Written summary of solid waste generation and proposed management of solid waste
		1	A code summary referencing NFPA 1 and all Fire Department technical standards
		1	Where applicable, an assessment of the development's consistency with any applicable design standards contained in Section 14-526 and in City of Portland Design Manual
		1	Manufacturer's verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.

Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
		1	Final Site Plans including the following:
			Existing and proposed structures, as applicable, and distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone);
			Existing and proposed structures on parcels abutting site;
			All streets and intersections adjacent to the site and any proposed geometric modifications to those streets or intersections;
			Location, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways, and bicycle access ways, with corresponding curb lines;
			Engineered construction specifications and cross-sectional drawings for all proposed driveways, paved areas, sidewalks;
			Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;
			Existing and proposed public transit infrastructure with applicable dimensions and engineering specifications;
			Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;
			Location of all snow storage areas and/or a snow removal plan;
			A traffic control plan as detailed in Section 1 of the Technical Manual;
			Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);
			Location and proposed alteration to any watercourse;
			A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;
			Proposed buffers and preservation measures for wetlands;
			Existing soil conditions and location of test pits and test borings;
			Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;
			A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;
			Grading plan;
			Ground water protection measures;
			Existing and proposed sewer mains and connections;

- Continued on next page -

		Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
		Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;
		Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
		Location and size of all on site solid waste receptacles, including on site storage containers for recyclable materials for any commercial or industrial property;
		Plans showing the location, ground floor area, floor plans and grade elevations for all buildings;
		A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
		A note on the plan identifying the Historic Preservation designation and a copy of the Application for Certificate of Appropriateness, if applicable, as specified in Section Article IX, the Historic Preservation Ordinance;
		Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening, where applicable;
		An exterior lighting plan in accordance with Section 12 of the Technical Manual;
		A signage plan showing the location, dimensions, height and setback of all existing and proposed signs;
		Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.



A Guide to Holding Neighborhood Meetings Portland, Maine

Planning and Urban Development Department
Planning Division and Planning Board

In order to improve communication between applicants and neighbors, the City of Portland requires applicants who are proposing certain types of development review projects, to hold a neighborhood meeting.

Developments requiring a neighborhood meeting

- Proposed map amendments, contract zones and zoning text amendments that would result in major development;
- Subdivisions of five or more units or lots;
- Master Development Plans; and
- Level III site plan proposals as defined in Section 14-523.

(The Land Use Code, including Article II (Planning Board) and Article V (Site Plan – which contains the neighborhood meeting requirements), are available on the City's web site at www.portlandmaine.gov/citycode/chapter014.pdf)

Timing of meeting

- **Subdivisions of 5 or more units or lots, zone changes, contract zones, zoning text amendments and Level III site plans:**
 - Preliminary Site Plan - The meeting should be held within 30 calendar days of filing the application.
 - Final Site Plan – If only a final plan is submitted, the meeting should be held within 21 calendar days of filing the application and no less than 7 calendar days before the public hearing.
- **Master Plan Development:**
 - The meeting should be held within 30 calendar days of filing the application.
 - The meeting should be held on a date no less than 7 calendar days before a public workshop or public hearing.
 - The meeting shall not be combined with any required neighborhood meeting for the Level III applications.

Location of meeting

- The meeting should be held in the evening, during the week, at a convenient location within the Portland neighborhood surrounding the proposed site. Community meeting spaces at libraries, schools or other places of assembly are recommended. Neighborhood schools are usually available for evening meetings.
- Meetings should not be held on the same day as scheduled Planning Board or City Council meetings. The City Council generally meets on the 1st and 3rd Monday of each month and the Planning Board generally meets on the 2nd and 4th Tuesday of each month; however additional meetings may be scheduled. An updated schedule may be found on the City's website: www.portlandmaine.gov

Invitation List

- Property owners within 500 feet of the proposed development (1000 feet for proposed industrial subdivisions and industrial zone changes)
- Interested citizens and neighborhood groups.

The Planning Division provides the mailing labels. We require at least 48 hours notice to generate the mailing labels and a charge of \$1.00 per sheet will be payable upon receipt of the labels. An electronic version (excel or word format) of the labels can also be e-mailed upon request.

A digital copy of the notice must be provided to the Planning Office (jmy@portlandmaine.gov and ldobson@portlandmaine.gov) and the assigned planner, which will then be forwarded to those on the interested citizen list who receive e-mail notices.

When to Send Invitations

- Invitations must be sent **no less than 10 days (to include weekends)** prior to the neighborhood meeting.
- Notices may be sent by regular mail and do not need to be sent by certified mail.

Notice Description

A recommended invitation format is included in this packet of material.

Attendance Sheet and Meeting Minutes

- Sign-in sheet must be circulated for those in attendance.
- Applicant shall take accurate minutes of the meeting.
- The sign-in sheet and minutes shall be submitted to the Planning Division.

A public hearing will not be scheduled until the meeting minutes and sign-up sheet are submitted to the Planning Division.

A Certification form is included with this packet to be completed and signed by the applicant.

Please call the Planning Division at 874-8721 or 874-8719 if you have any questions.

Attachments

1. Neighborhood Meeting Invitation Format
2. Neighborhood Meeting Certification

EXAMPLE: Neighborhood Meeting Invitation Format

**Applicant/Consultant
Letterhead**

(Date)

Dear Neighbor:

Please join us for a neighborhood meeting to discuss our plans for a (development proposal) located at (location/number and street address).

Meeting Location: _____

Meeting Date: _____

Meeting Time: _____

(The City code requires that property owners within 500 feet (1000 feet for proposed industrial subdivisions and industrial zone changes) of the proposed development and residents on an “interested parties list”, be invited to participate in a neighborhood meeting. A sign-in sheet will be circulated and minutes of the meeting will be taken. Both the sign-in sheet and minutes will be submitted to the Planning Board.)

If you have any questions, please call (telephone number of applicant or consultant).

Sincerely,

(Applicant)

Note:

Under Section 14-32(C) and 14-524(a)d of the City Code of Ordinances, an applicant for a Level III development, subdivision of over five lots/units, or zone change is required to hold a neighborhood meeting within 30 days of submitting a preliminary application or 21 days of submitting a final site plan application, if a preliminary plans was not submitted. The neighborhood meeting must be held at least seven days prior to the Planning Board public hearing on the proposal. Should you wish to offer additional comments on this proposed development, you may contact the Planning Division at 874-8721 or send written correspondence to the Planning and Urban Development Department, Planning Division 4th Floor, 389 Congress Street Portland, ME 04101 or by email: to bab@portlandmaine.gov

EXAMPLE: Neighborhood Meeting Certification

I, (applicant/consultant) hereby certify that a neighborhood meeting was held on (date) at (location) at (time).

I also certify that on (date at least ten (10) days prior to the neighborhood meeting), invitations were mailed to the following:

1. All addresses on the mailing list provided by the Planning Division which includes property owners within 500 feet of the proposed development or within 1000 feet of a proposed industrial subdivision or industrial zone change.
2. Residents on the "interested parties" list.
3. A digital copy of the notice was also provided to the Planning Division (jmy@portlandmaine.gov and ldobson@portlandmaine.gov) and the assigned planner to be forwarded to those on the interested citizen list who receive e-mail notices.

Signed,

_____ (date)

Attached to this certification are:

1. Copy of the invitation sent
2. Sign-in sheet
3. Meeting minutes