SECTION 2

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) which is available on our website:

Land Use Code: http://me-portland.civicplus.com/DocumentCenter/Home/View/1080
Design Manual: http://me-portland.civicplus.com/DocumentCenter/View/2355
Technical Manual: http://me-portland.civicplus.com/DocumentCenter/View/2356

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

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

PROJECT NAME:

1844 Forest Avenue

PROPOSED DEVELOPMENT ADDRESS:

1844 Forest Avenue, Portland, ME 04103

PROJECT DESCRIPTION:

Use change from a dance club to a 16 unit apartment building

CHART/BLOCK/LOT: 327 B005

PRELIMINARY PLAN _____(date)
FINAL PLAN _____(date)

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer Name: Gabriel Zappia Business Name, if applicable: Address: 135 Clinton St City/State : Portland, ME Zip Code: 04103	**Applicant Contact Information** Work #: Home #: Cell #: 207-774-5282 Fax#: e-mail: gabriel.zappia@gmail.com
Owner – (if different from Applicant) Name: Address: City/State : Zip Code:	**Owner Contact Information** Work #: Home #: Cell #: Fax#: e-mail:
Agent/ Representative Name: Eric Dube (Casco Bay Engineering) Address: 424 Fore St City/State : Portland, ME Zip Code: 04101	**Agent/Representative Contact information** Work #: 207-842-2800 Home #: Cell #: 207-712-7022 Fax#: 842-2828 e-mail: ericd@cascobayengineering.com
Billing Information Name: Gabriel Zappia Address: 135 Clinton St City/State : Portland, ME Zip Code: 04103	**Billing Contact Information** Work #: Home #: Cell #: 207-774-5282 Fax#: e-mail: gabriel.zappia@gmail.com

Engineer	Engineer Contact Information
Name: Eric Dube, P.E. Casco Bay Engineering Address: 424 Fore St City/State: Portland, ME Zip Code: 04101	Work #: 207-842-2800 Home #: Cell #: 207-712-7022 Fax#: 842-2828 e-mail: ericd@cascobayengineering.com
Surveyor	**Surveyor Contact Information**
Name: Northeast Civil Solutions Address: 381 Payne Rd City/State: Scarborough, ME Zip Code: 04074	Home #: Work #: Cell #: Fax#: e-mail:
Architect	**Architect Contact Information**
Name: CAD-DE-TECH Address: 235 Riverside Industrial Parkway City/State: Portland, ME Zip Code: 04102	Work #: Home #: Cell #: Fax#: e-mail:
Attorney	**Attorney Contact Information**
Name: Address: City/State: Zip Code:	Work #: Home #: Cell #: Fax#: e-mail:

Designated person/person(s) for uploading to e-Plan:

Name: Eric Dube, P.E.
e-mail: ericd@cascobayengineering.com

Name: Gabriel Zappia
e-mail: gabriel.zappia@gmail.com

Name:
e-mail:

APPLICATION FEES:

Level III Development (check applicable reviews)	**Other Reviews (check applicable reviews)**
✓ Less than 50,000 sq. ft. ($750.00) ___50,000 - 100,000 sq. ft. ($1,000) ___100,000 – 200,000 sq. ft. ($2,000) ___200,000 – 300,000 sq. ft. ($3,000) ___over 300,00 sq. ft. ($5,000) ___Parking lots over 11 spaces ($1,000) ___After-the-fact Review ($1,000.00 plus applicable application fee) **Plan Amendments (check applicable reviews)** ___Planning Staff Review ($250) ___Planning Board Review ($500) _____ The City invoices separately for the following: • Notices ($.75 each) • Legal Ad (% of total Ad) • Planning Review ($50.00 hour) • Legal Review ($75.00 hour) Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.	___Traffic Movement ($1,500) ___Stormwater Quality ($250) ___Subdivisions ($500 + $25/lot) # of Lots___x $25/lot = _____ ___Site Location ($3,500, except for residential projects which shall be $200/lot) # of Lots___x $200/lot = _____ ___Other _____ ___Change of Use ___Flood Plain ___Shoreland ___Design Review ___Housing Replacement ___Historic Preservation

INSTRUCTIONS FOR ELECTRONIC SUBMISSION:

Please refer to the application checklist (attached) for a detailed list of submission requirements.

1. Fill out the application completely and e-mail the **application only** to planning@portlandmaine.gov (Please be sure to designate a person who will be responsible for uploading documents and drawings.) This step will generate the project ID number for your project.

2. An invoice for the application fee will be e-mail to you. **Payments can be made on-line at** Pay Your Invoice **, by mail or in person at City Hall, 4th Floor. Please reference the Application Number when submitting your payment which is located in the upper left hand corner of the invoice.**

3. The designated person responsible for uploading documents and drawings will receive an email from eplan@portlandmaine.gov with an invitation into the project. At this time, you will upload all corresponding documents and plans into the project. For first time users you will receive a temporary password which you must change on entry. Make note of your username and password for any future projects.

Reminder: Before the project can move forward, the application fee shall be paid in full and all required documents and drawings shall be uploaded into e-plan correctly.

4. Follow the link below (Applying Online Instructions) for step by step instructions on how to do the following:
   Tab 1 - Setting up the appropriate compatibility settings for your PC and getting started in e-plan.
   Tab 2 - Preparing your drawings, documents and photos for uploading using the correct naming conventions
   Tab 3 - Preparing and uploading revised drawings and documents

   Applying Online Instructions

5. When ready, upload your files and documents into the following folders:
   "Application Submittal – Drawings"
   "Application Submittal – Documents"

6. Once a preliminary check has been made of the submittal documents and drawings, staff will move them to permanent folders labeled Drawings and Documents. As the process evolves you will be able to log in and see markups, comments and upload revisions as requested into these folders.

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: 5-4-17 ~~4-4-17~~

PROJECT DATA

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

Total Area of Site	32,108	sq. ft.
Proposed Total Disturbed Area of the Site	500	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)	19,513	sq. ft.
Impervious Area (Total Proposed)	19,940	sq. ft.
Building Ground Floor Area and Total Floor Area		
Building Footprint (Total Existing)	2,600	sq. ft.
Building Footprint (Total Proposed)	2,600	sq. ft.
Building Floor Area (Total Existing)	5,200	sq. ft.
Building Floor Area (Total Proposed)	5,200	sq. ft.
Zoning		
Existing	B-2	
Proposed, if applicable		
Land Use		
Existing	Dance Club	
Proposed	Multi-Unit Dwelling	
Residential, If applicable		
# of Residential Units (Total Existing)	0	
# of Residential Units (Total Proposed)	16	
# 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)	39	
# of Parking Spaces (Total Proposed)	37	
# of Handicapped Spaces (Total Proposed)	2	
Bicycle Parking Spaces		
# of Bicycle Spaces (Total Existing)	14	
# of Bicycle Spaces (Total Proposed)	14	
Estimated Cost of Project		

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
N/A		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
N/A		1	Written requests for waivers from site plan or technical standards, if applicable.
		1	Evidence of financial and technical capacity
N/A		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)**
N/A		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;	
N/A		Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);	
N/A		Preliminary infrastructure improvements;	
N/A		Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;	
N/A		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);	
N/A		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
N/A		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
N/A		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))
N/A		1	Stormwater management plan and stormwater calculations
✓		1	Written summary of project's consistency with related city master plans
N/A		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;
N/A			Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;
N/A			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;
N/A			A traffic control plan as detailed in Section 1 of the Technical Manual;
N/A			Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);
N/A			Location and proposed alteration to any watercourse;
N/A			A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;
N/A			Proposed buffers and preservation measures for wetlands;
N/A			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;
N/A			A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;
N/A			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;
N/A		A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
N/A		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;
N/A		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.

PORTLAND FIRE DEPARTMENT
SITE REVIEW
FIRE DEPARTMENT CHECKLIST

A separate drawing[s] shall be provided as part of the site plan application for the Portland Fire Department's review.

1. Name, address, telephone number of applicant
2.
3. Name address, telephone number of architect

4. Proposed uses of any structures [NFPA and IBC classification]
5.
6. Square footage of all structures [total and per story]

7. Elevation of all structures

8. Proposed fire protection of all structures
   - ***As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)***

9. Hydrant locations

10. Water main[s] size and location

11. Access to all structures [min. 2 sides]

12. A code summary shall be included referencing NFPA 1 and all fire department. Technical standards.

Some structures may require Fire flows using annex H of NFPA 1

CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Department of Public Services,
55 Portland Street,
Portland, Maine 04101-2991

Date: _____

Bradley Roland, P.E.
Water Resources Division

1. Please, Submit Utility, Site, and Locus Plans.

Site Address: 1844 Forest Ave

Chart Block Lot Number: 327 B005

Proposed Use: Multi Unit Apartments
Previous Use: Dance Club
Existing Sanitary Flows: _____ GPD
Existing Process Flows: _____ GPD
Description and location of City sewer that is to receive the proposed building sewer lateral.

Sewage lateral to discharge to 10" sewer line located on Walnut St

Site Category:
- Commercial *(see part 4 below)* ☐
- Industrial *(complete part 5 below)* ☐
- Governmental ☐
- Residential ☑
- Other *(specify)* ☐

Clearly, indicate the proposed connections, on the submittedplans.

2. Please, Submit Contact Information.

City Planner's Name: Helen Donaldson Phone: 207-874-8723
Owner/Developer Name: Gabriel Zappia
Owner/Developer Address: 135 Clinton St, Portland, ME 04103
Phone: 207-774-5282 Fax: E-mail: gabriel.zappia@gmail.com
Engineering Consultant Name: Eric Dube, (Casco Bay Engineering)
Engineering Consultant Address: 424 Fore St, Portland, ME 04101
Phone: 207-712-7022 Fax: 842-2828 E-mail: ericd@cascobayengineering.com

Note: Consultants and Developers should allow +/- 15 days, for capacity status, prior to Planning Board Review.

3. Please, Submit Domestic Wastewater Design Flow Calculations.

Estimated Domestic Wastewater Flow Generated: 1,920 GPD
Peaking Factor/ Peak Times: 6:00 - 8:00 AM
Specify the source of design guidelines: *(i.e. "Handbook of Subsurface Wastewater Disposal in Maine," "Plumbers and Pipe Fitters Calculation Manual," Portland Water District Records, Other (specify)* CH 241: STATE OF MAINE SUBSURFACE WASTEWATER DISPOSAL RULES

Note: Please submit calculations showing the derivation of your design flows, either on the following page, in the space provided, or attached, as a separate sheet.

4. Please, Submit External Grease Interceptor Calculations.

Total Drainage Fixture Unit (DFU) Values: _____

Size of External Grease Interceptor: _____

Retention Time: _____

Peaking Factor/ Peak Times: _____

Note: In determining your restaurant process water flows, and the size of your external grease interceptor, please use The Uniform Plumbing Code. Note: In determining the retention time, sixty (60) minutes is the minimum retention time. Note: Please submit detailed calculations showing the derivation of your restaurant process water design flows, and please submit detailed calculations showing the derivation of the size of your external grease interceptor, either in the space provided below, or attached, as a separate sheet.

5. Please, Submit Industrial Process Wastewater Flow Calculations

Estimated Industrial Process Wastewater Flows Generated: _____GPD

Do you currently hold Federal or State discharge permits? Yes_____No _____

Is the process wastewater termed categorical under CFR 40? Yes_____No _____

OSHA Standard Industrial Code (SIC): *(http://www.osha.gov/oshstats/sicser.html)*

Peaking Factor/Peak Process Times: _____

Note: On the submitted plans, please show where the building's domestic sanitary sewer laterals, as well as the building's industrial-commercial process wastewater sewer laterals exits the facility. Also, show where these building sewer laterals enter the city's sewer. Finally, show the location of the wet wells, control manholes, or other access points; and, the locations of filters, strainers, or grease traps.

Note: Please submit detailed calculations showing the derivation of your design flows, either in the space provided, or attached, as a separate sheet.

CALCULATION FOR (3)

Per Section 4(E)(2) - design flow = 120 gal/unit for 1 bedroom units

16 units · $\frac{120 \text{ gal}}{\text{unit}}$ = 1,920 gal/day