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Planning & Urban Development Department

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 ✔	PROJECT DESCRIPTION • Cover Letter with detailed project description 01
Yes NA Plan ✔	COMPLETED CHECKLIST – LEVEL III APPLICATION 02
Yes NA Plan ✔	RIGHT, TITLE AND INTEREST • Deeds, leases, or purchase and sales agreements 03
Yes NA Plan ✔	EVIDENCE OF STATE OR FEDERAL APPROVALS, if applicable • Permits or letters of non-jurisdiction, if applicable 04
Yes NA Plan ✔	ZONING ASSESSMENT • Table listing required and proposed uses and dimensional standards Zoning Assessment Table 05
Yes NA Plan ✔	EXISTING &/OR PROPOSED EASEMENTS OR COVENANTS, if applicable • Evidence of existing easements and any proposed easements 06
Yes NA Plan ✔	WAIVER REQUESTS • Written request for waiver describing request and reason. Waiver Table 07
Yes NA Plan ✔	FINANCIAL CAPABILITY • Letter or evidence from a financial institution or third party verifying financial capacity to undertake project 08
Yes NA Plan ✔	TECHNICAL CAPABILITY • 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 ✔	**Transportation Analysis- Traffic Impact (14-526 (a) 1)** • Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts • Traffic Impact Study (Technical Manual, Section 1) if applicable 10
Yes NA Plan ✔	**Access and Circulation (14-526 (a) 2 a)** • Access and internal circulation, addressing ADA access • Access and egress impacts on traffic flows • Description and use of drive-up features, if applicable 11
Yes NA Plan ✔	**Loading and Servicing (14-526 (a) 2 b)** • Loading and servicing needs, route and travel way geometrics for deliveries • Turning templates for delivery vehicles, if applicable 12
Yes NA Plan ✔ ✔	**Sidewalks (14-526 (a) 2 c)** • 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) 13
Yes NA Plan ✔	**Public Transit (14-526 (a) 3), if applicable** • Existing available transit services • Proposed site plan design details, such as easement, pad base, and shelter 14
Yes NA Plan ✔ ✔	**Off-Street Parking: Vehicle & Motorcycle/Scooter) (14-526 (a) 4 a and c)** • 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 15
Yes NA Plan ✔ ✔	**Bicycle Parking (14-526 (a) 4 b)** • Address bicycle parking requirements and identify locations on-site • Construction details for bike racks (Technical Manual, Section 1) 16
Yes NA Plan ✔	**Snow Storage (14-526 (a) 4 d)** • Management plan for snow removal and locate snow storage areas on plan 17
Yes NA Plan ✔	**Traffic Demand Management (TDM) (14-526 (a) 5), if applicable** • Develop TDM with Trip Reduction Targets and Strategies 18

ENVIRONMENTAL AND LANDSCAPE FEATURES	
Check list	Assess/Provide/Document:
Yes NA Plan ✔	**Preservation of Significant Natural Features (14-526 (b) 1), if applicable** • 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 19
Yes NA Plan ✔	**Landscaping and Landscape Preservation (14-526 (b) 2 a)** • 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 20
Yes NA Plan ✔	**Site Landscaping (14-526 (b) 2 b)** • Screening and buffering of service areas and between non-residential and residential uses • Planting plans with plant schedule and sizes (Technical Manual, Section 4) 21
Yes NA Plan ✔	**Parking Lot Landscaping (14-526 (b) 2 b ii), if applicable** • Landscaped islands within parking areas (Technical Manual, Section 4) 22
Yes NA Plan ✔	**Street Trees (14-526 (b) 2 b iii)** • 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 23
ENVIRONMENTAL AND STORMWATER	
Check list	Assess/Provide/Document:
Yes NA Plan ✔ ✔	**Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a)** • 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 24

PUBLIC INFRASTRUCTURE AND SAFETY	
Check list	Assess/Provide/Document:
Yes NA Plan ☐ ✔ ☐	**Consistency with City Master Plans (14-526 (c) 1)** • Identify consistency with master plans • Proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable 25
Yes NA Plan ✔ ☐ ☐	**Public Safety and Fire Prevention (14-526 (c))** • 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 26
Yes NA Plan ✔ ☐ ☐	**Availability and Adequacy of Public Utilities (14-526 (c) 3) (Technical Manual, Sections 2 & 9)** • 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 27

SITE DESIGN	
Check list	Assess/Provide/Document:
Yes NA Plan ☐ ✔ ☐	**Massing, Ventilations and Wind Impact (14-526 (d) 1)** • 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 28
Yes NA Plan ☐ ✔ ☐	**Shadows (14-526 (d) 2), if applicable** • Shadow analysis of impacts on publicly accessible open space (Technical Manual, Section 11) 29
Yes NA Plan ☐ ✔ ☐	**Snow and Ice Loading (14-526 (d) 3)** • Building design to prevent snow and ice from loading or falling onto adjacent properties or public ways 30
Yes NA Plan ☐ ✔ ☐	**View Corridors (14-526 (d) 4), if applicable** • Protection of designated view corridors (Portland Design Manual, Appendix 1) 31

Yes	NA	Plan	
✔	✔		**Historic Resources (14-526 (d) 5), if applicable** • 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 32
✔		✔	**Exterior Lighting (14-526 (d) 6)** • 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) 33
	✔		**Noise and Vibration (14-526 (d) 7)** • Evidence of noise levels for equipment, such as equipment specifications, to demonstrate consistency with zoning requirements 34
		✔	**Signage and Wayfinding (14-526 (d) 8), if applicable** • 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 35
	✔		**Zone Related Design Standards (14-526 (d) 5)** • 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 36

Construction Management Plan

Check list			
Yes	NA	Plan	**Construction Management Plan** • Construction Management Document and Plan 37
✔		✔	

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

☑	**GRADING and DRAINAGE PLAN** including:
	• 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
☑	**EROSION CONTROL**
	• Must be in compliance with Technical Manual, Section 5
☑	**LANDSCAPE PLAN** including:
	• Existing vegetation to be preserved and preservation measures • Proposed landscaping and buffers • Planting schedule
☐	**RECORDING PLAT**, if applicable
	• IF SUBDIVISION: Must be in compliance with requirements of Section 14-496 (b)
☑	**ARCHITECTURAL PLANS & RENDERINGS** including:
	• 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

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

#18002

Project Name:	Proposed Warehouse Building
Proposed Development Address:	2 Evergreen Drive
Project Description:	Warehousing
Chart/Block/Lot:	329-A-1, 331-A-3
Preliminary Plan	
Final Plan	X

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

APPLICANT

Name:	Rob Derrey
Business Name:	2 Evergreen LLC
Address:	2 Evergreen Drive
City/State:	Portland, Maine
Zip Code:	04103
Work #:	(207) 671-3761
Home #:	
Cell #:	
Fax #:	
E-mail:	rob.derrey@gmail.com

OWNER

Name:	2 Evergreen LLC
Address:	2 Evergreen Drive
City/State:	Portland, Maine
Zip Code:	04103
Work #:	(207) 671-3761
Home #:	
Cell #:	
Fax #:	
E-mail:	rob.derrey@gmail.com

AGENT/REPRESENTATIVE

Name:	Sebago Technics, Inc. c/o Kylie Mason
Address:	75 John Roberts Road, Suite 4A
City/State:	South Portland, Maine
Zip Code:	04106
Work #:	(207) 200-2071
Home #:	
Cell #:	
Fax #:	(207) 856-2206
E-mail:	kmason@sebagotechnics.com

BILLING (to whom invoices will be forwarded to)

Name:	2 Evergreen Drive LLC, c/o Rob Derrey
Address:	2 Evergreen Drive
City/State:	Portland, Maine
Zip Code:	04103
Work #:	(207) 671-3761
Home #:	
Cell #:	
Fax #:	
E-mail:	rob.derrey@gmail.com

ENGINEER

Name:	Sebago Technics, Inc. c/o Amber Ferland, P.E.
Address:	75 John Roberts Road, Suite 4A
City/State:	South Portland, Maine
Zip Code:	04106
Work #:	(207) 200-2095
Home #:	
Cell #:	
Fax #:	(207) 856-2206
E-mail:	aferland@sebagotechnics.com

SURVEYOR

Name:	Charles Marchese, PLS
Address:	75 John Roberts Road, Suite 4A
City/State:	South Portland, Maine
Zip Code:	04106
Work #:	(207) 200-2069
Home #:	
Cell #:	
Fax #:	(207) 856-2206
E-mail:	cmarchese@sebagotechnics.com

ARCHITECT

Name:	PATCO, c/o Jon Bell
Address:	1293 Main Street
City/State:	Sanford, Maine
Zip Code:	04073
Work #:	(207) 324-5574
Home #:	
Cell #:	
Fax #:	
E-mail:	jbell@patco.com

ATTORNEY

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

DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN

Name:	Stefanie Nichols, Sebago Technics, Inc.
E-mail:	snichols@sebagotechnics.com
Name:	Amber Ferland, Sebago Technics, Inc.
E-mail:	aferland@sebagotechnics.com
Name:	Rebecca Gabryszewski, Sebago Technics, Inc.
E-mail:	rgabryszewski@sebagotechnics.com

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	45,738 sq. ft.	1.05 Ac
PROPOSED DISTURBED AREA OF THE SITE	24,764 sq. ft.	0.57 Ac
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)	17,408 sq. ft.	0.4 Ac
Impervious Area (Total Proposed)	26,248 sq. ft.	0.6 Ac
Building Ground Floor Area and Total Floor		
Building Footprint (Total Existing)	+/- 2,800 sq. ft.	0.06 Ac
Building Footprint (Total Proposed)	9,200 sq. ft.	0.0.21 Ac
Building Floor Area (Total Existing)	+/- 2,800 sq. ft.	0.06 Ac
Building Floor Area (Total Proposed)	9,200 sq. ft.	0.0.21 Ac
ZONING		
Existing	IM	
Proposed, if applicable	n/a	
LAND USE		
Existing	Industrial	
Proposed	Industrial	
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)	8	
# of Parking Spaces (Total Proposed)	12 (3 Proposed)	
# of Handicapped Spaces (Total Proposed)	1	
BICYCLE PARKING SPACES		
# of Bicycle Spaces (Total Existing)	0	
# of Bicycle Spaces (Total Proposed)	2	
ESTIMATED COST OF THE PROJECT	$ 750,000.00	

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:	Rob Derrey, 2 Evergreen LLC
Date: 11/29/2018	