Comments Submitted 7/9/14

City of Portland
Development Review Application
Planning Division Transmittal Form

Application Number: 2014-094 **Application Date:** 05/29/2014
CBL: 329 A003001 **Application Type:** Level II Site Plan
Applicant: IMMUCELL CORPORATION /Michael Brigham
Project Name: Immucell Corporation Addition
Address: 56 EVERGREEN DR
Project Description: Expansion of manufacturing building with increased warehousing and loading dock space, including small expansion of paved parking and maneuvering areas.
Zoning: IM

Other Required Reviews:

- ☐ Traffic Movement
- ☐ Storm Water
- ☐ Subdivision
  - # Lots _____
- ☐ Site Location
  - # Unit _____
- ☐ 14-403 Streets
  - # Units _____
- ☐ Flood Plain
- ☐ Shoreland
- ☐ Design Review
- ☐ Housing Replacement
- ☐ Historic Preservation
- ☐ Other:

Distribution List:

	Planner	Jean Fraser		**Parking**	John Peverada
	Zoning	Marge Schmuckal		**Design Review**	Alex Jaegerman
	Traffic Engineer	Tom Errico		**Corporation Counsel**	Nennifer Thompson
	Civil Engineer	David Senus		**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 7/16/2014

MEMORANDUM

To: FILE

From: Jean Fraser

Subject: Application ID: 2014-094

Date: 7/9/2014

Comments Submitted by: Marge Schmuckal/Zoning on 7/9/2014

I have reviewed the new additin submission. The property is entirely in the I-M zone and does not abut any residential zone. All the dimensional requirements are being met including setbacks, building height, impervious surface and number or parking spaces. I have also reviewed the HVAC information concerning dBAs.

Separate permits will be required for the new construction.

Marge Schmuckal
Zoning Administrator

Applicant: Immucell Date: 6/2/14

Address: 54 Evergreen Drive C-B-L: 329-A-003
331-A-004

CHECK-LIST AGAINST ZONING ORDINANCE

Date -

Zone Location - I- ML

Interior or corner lot - ≈ 56' x 76' on right side

Proposed Use/Work - Bldg Addition - increased Warehousing

Sewage Disposal -

Lot Street Frontage - 60' min

Front Yard - 1' for each 1' of height — x 132'

Rear Yard - 1' for each 1' of height up to 25' - 30' shown (doesn't abut res zone)

Side Yard - 1' for each 1' of height up to 25' — 52.57' scales

Projections -

Width of Lot - addition

Height - 75' max - Scaled ≈ 27'

Lot Area - 60,548 sq ft

Lot Coverage/Impervious Surface - 75% max of 45,411 sq ft max
given — 43410 ÷ 60548 = 71.2% proposed OK

Area per Family - N/A

Off-street Parking - Area 3781 sq ft ÷ 400 = (9.45)
Warehouse - 27,092 sq ft ÷ 1,000 = (27.09) } 36 pk req — 39 shown

Loading Bays - 1 new meeting reqd

Site Plan - 2014-094

Shoreland Zoning/ Stream Protection - N/A

Flood Plains - panel 1 - zone C

10' pavement Setback - 15'± shown on new pkg
old is legally nonconf.

IMMUCELL CORPORATION **May 22, 2014**
BUILDING ADDITION
APPLICATION FOR SITE PLAN REVIEW
CITY OF PORTLAND PLANNING DEPARTMENT
PORTLAND, MAINE
Project No. 14326

DESCRIPTION

Immucell Corporation is a light industrial business, producing livestock related food products, and biotechnical supplies. The existing two-story manufacturing facility, located on Lot 3 in the Evergreen Industrial Park off Riverside Street, is housed in a 23,583 sq.ft. building, comprised of the following uses:

-Existing Office Use	3781 sq.ft. ÷ 400 = 9.45
-Existing Storage/Mechanical	3093 sq.ft.
-Existing Unfinished/Open Area	5050 sq.ft.
-Existing Manufacturing Use	11,659 sq.ft.

9
+ 27
36 spaces required

The proposed two-story 7,290 sq.ft. building addition, consisting of storage and loading area, will bring the total building area to approximately 30,873 sq.ft. 30,873 − 3781 = 27,092 ÷ 1,000 = 27 sp

On the site, the developed areas are primarily truck maneuvering drives and employee paved parking. Approximately 3,360 sq.ft. of new bituminous pavement will be added, including relocation of 8 parking spaces and addition of 7 spaces. The parking count on site will increase from 32 spaces to 39 spaces. The renovation of the truck yard will also remove approximately 2490 sq.ft. of existing impervious gravel and replace it with grass. Since all of the new building and most of the new pavements are replacing existing impervious surfaces, the total increased impervious surface following construction will be only approximately 870 sq.ft.

continued

Property
Owner/developer is: Immucell Corporation
56 Evergreen Drive
Portland, ME 04103
Contact: Michael Brigham
Tel. 207-878-2770

Zone:	Industrial – IM
Lot size:	1.39 Acres
Soil Type:	Scantic Silt Loam (SCS mapping)
Net Impervious Increase:	870 s.f.
Impervious Site Ratio:	71.2% (75% Allowed) yes
Building Height:	26 ft. (75 ft. Allowed)
Front Setback:	125 ft. (25 ft. Required)

PROJECT DATA

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

Total Area of Site	60,548	sq. ft.
Proposed Total Disturbed Area of the Site	19,500	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) including Building	42,240	sq. ft.
Impervious Area (Total Proposed) including Building	43,110	sq. ft.
Building Ground Floor Area and Total Floor Area		
Building Footprint (Total Existing)	15,400	sq. ft.
Building Footprint (Total Proposed)	19,045	sq. ft.
Building Floor Area (Total Existing)	23,583	sq. ft.
Building Floor Area (Total Proposed)	30,873	sq. ft.
Zoning		
Existing	IM - Industrial - Moderate	
Proposed, if applicable	no change	
Land Use		
Existing	Manufacturing	
Proposed	Manufacturing	
Residential, if applicable	N.A.	
# of Residential Units (Total Existing)		
# of Residential Units (Total Proposed)		
# of Lots (Total Proposed)		
# of Affordable Housing Units (Total Proposed)		
Proposed Bedroom Mix	N.A.	
# 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)	32	
# of Parking Spaces (Total Proposed)	39	
# of Handicapped Spaces (Total Proposed)	2	
Bicycle Parking Spaces		
# of Bicycle Spaces (Total Existing)	0	
# of Bicycle Spaces (Total Proposed)	8	
Estimated Cost of Project	$750,000	

Side Setback:	35 ft. (25 ft. Required)
Rear Setback:	30 ft. (25 ft. Required)

SEC. 14-527.g. LEVEL II FINAL WRITTEN STATEMENTS

1. Construction management plan. Anticipated Construction Schedule:

July1, 2014:	Erect silt fencing and catch basin filter sacks downslope of earthwork areas. Begin removal of existing pavements, and begin earthwork for building addition. Provide stone construction exit.
July 15, 2014:	Install underground utilities and storm drainage system. Re-grade site and vehicle maneuvering areas. Complete building foundation, and begin erecting structure.
July – Sept. 2014:	Provide erosion control and dust control throughout the summer.
Sept. 1, 2014:	Complete paving on truck dock area and relocated parking.
Sept. 15, 2014:	Finish loaming and seeding all grass areas. Plant landscaping materials. Clean and maintain silt fence and erosion control measures throughout the site.
Oct. 17, 2014:	Complete building addition, install equipment, and begin occupancy.
Oct. 31, 2014:	Clean-up around site; repair disturbed areas with seed and heavy winter mulch. Remove erosion control measures where stabilization is complete.

2. Transportation Standards: There is no significant change in site traffic anticipated due to this small building addition. A maximum of five additional employees are planned for this expansion, and no additional truck traffic is expected. Approximately five truck deliveries per month are expected. There is therefore, no need for a traffic study.

   Sidewalk: A Waiver is requested from the City requirement for a sidewalk to be placed along the Evergreen Drive frontage. The industrial park was developed with no sidewalks, since there is no expectation for pedestrian access. Also, the strip along the street right-of-way, on both sides of the property line, is a vegetated drainage channel, that is a major component of the street and site drainage system.

Filling-in this channel for the construction of a sidewalk would incur major storm drainage system reconfiguration and expense.

Loading Area: The truck loading dock will be oriented to face the street, rather than the side property line as current. This will allow better access without exiting over the neighbor's driveway to the south. Small daily delivery trucks can drive onto the lot, then back up to the loading dock. Larger trucks and tractor-trailers will need to back straight in from the street, since there is not sufficient turning radius on-site. All trucks then will be able to exit straight out though the existing south driveway.

Parking: Of the existing 32 parking spaces currently on the site, eight of the spaces on the southeast side will be moved slightly easterly to allow better truck access. An additional 7 paved spaces will be added to the parking strip to raise the total to 39 spaces on the site. The City ordinance requires 10 spaces for Office Use(3781 s.f./ 400s.f.) plus 28 spaces for Manufacturing Use(27,092 s.f./ 1000s.f.) = 38 spaces. One additional space is being provided for employee and visitor use.

Bicycle Parking: A bicycle rack for securing a minimum of 8 bicycles will be placed near the front of the site, in an existing impervious area. The City ordinance requires 2 bicycle spaces for every ten automobile spaces(39 space/10)x 2 = 8 spaces.

3. On this small 1.39-acre industrial park lot there are no known significant natural features or habitats. The lot is almost entirely developed with building, pavement, and mowed lawns. The grassed drainage easements to the north and east of the building will continue to channel the storm runoff to the existing drainage swales to the northeast.

4. For drainage and storm water narrative and design, see attached Storm Water Management section.

5. For drainage and storm water narrative and design, see attached Storm Water Management section.

6. No known City Master Plan is available for this industrial site.

7. The proposed building addition will require additional capacity from the following utility services:
   Water: See attached letter to Portland Water District.
   Sewer: See attached letter to Portland Public Services.

8. The proposed building addition will add approximately 2 cubic yards of recycled cardboard each month. One recycling container for cardboard will be located beside the trash dumpster, in front of the new addition in the paved truck maneuvering area. The dumpsters will be in a fenced enclosure, screened from view from Evergreen

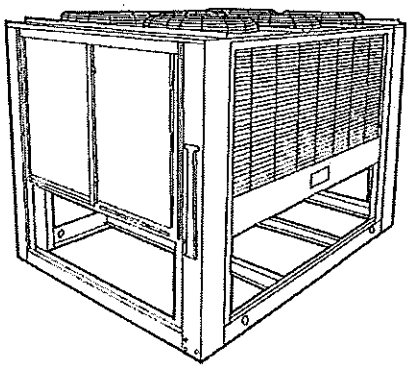
Product Data

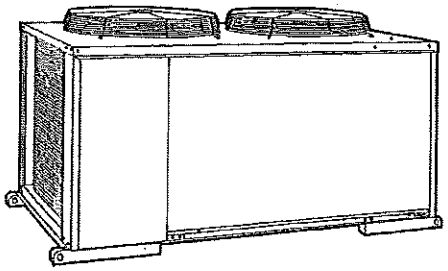
09DE,DK Air-Cooled Condensers

15 to 90 Nominal Tons

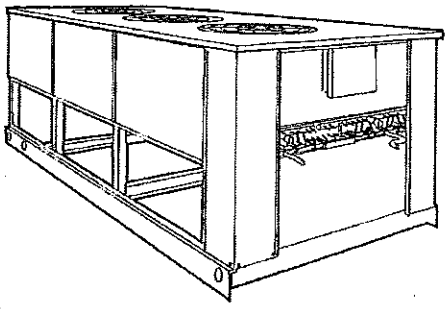
IMMUCELL CORPORATION
56 EVERGREEN DRIVE

SELECTED MODEL
09DK054-094
(074-094 Shown)





09DE016



09DK020-044
(034, 044 Shown)

Air-Cooled Condenser Units for Remote System Application
- 11 popular sizes
- performance proven in every building application
- efficient direct-drive fans
- unit casings meet the ASTM B117 500-hour salt spray test requirements
- small footprints allow for installations in tight spaces

Features/Benefits

A family of ruggedly built condensers ideal for clinics, motels, schools, apartments, office buildings, and factories.

Greater system economy

Subcooling offers more cooling capacity. A specially designed liquid refrigerant circuit provides subcooling for increased capacity without additional power consumption. Subcooling liquid refrigerant also expands condenser applications by permitting condenser installation below the evaporator without subjecting the refrigerant to flashing before the expansion valve.

All units are UL (Underwriters' Laboratories) and UL, Canada approved.

Quieter, more efficient operation

Improved fan design — direct drive fans move air efficiently, yet quietly, at low power input. Bell-mouthed fan openings offer increased airflow, improved fan efficiency, and quiet operation.

Multi-circuit, multi-refrigerant capability

Choose the multi-circuit 09DE or 09DK and realize separate cooling system economy on each circuit. Save space and satisfy installation needs without the expense of smaller condensers with single circuitry. Models can be used with Refrigerants 12, 22, 500, 502 or 134a to meet individual system capacity requirements. A different refrigerant can be used with each cooling circuit.

Individual unit qualities

09DE016 condenser with 15-ton capacity uses a wraparound coil design (with integral subcooling) that may be used as single system or split into 2 systems. Unit with vertical air discharge contains a control box, 2 direct-drive fans, motors, and motor mounts. The U-shaped coil has a large face area to maximize heat transfer.

09DK020-044 condensers are available in 17.5-, 20-, 25-, 30-, 40-ton sizes. Models 09DK020, 024, and 028 have 2 direct drive fans, 2 motors and motor mounts. Models 09DK034 and 044 have 3 direct drive fans, 3 motors and motor mounts. Fan motors are 3-phase, TEAO (Totally Enclosed, Air Over). All units are equipped with a junction box and 2 condenser coils with integral subcooling circuits. Each circuit may be used as a separate condenser for a single system.

09DK054-094 condensers are available in 50-, 60-, 70-, 80-, and 90-ton sizes. Models 09DK054 and 064 have 4 direct-drive fans, 4 motors and motor mounts. Models 09DK074-094 have 6 direct-drive fans, 6 motors and motor mounts. All fan motors are 3-phase and are protected against single phasing conditions. Fans 1 and 2 use open drip-proof motors that are compatible with the Motormaster® V accessory. On 208-230/460 volt units, the remaining fan motors are totally enclosed. All 380/415 v and 575 v units have open drip-proof fan motors. All fan motors have permanently lubricated sealed bearings. Fans 3 and 4 on 09DK054 and 064 and fans 3, 4, 5, and 6 on 09DK074-094 models are controlled separately for efficient unit control.

These units are equipped with a hinged access door, which allows for easy entrance into the control box. Four condenser coils with integral subcooling circuits are available to create a variety of capacity split combinations. A tubing package is supplied with the unit for 100%, 50/50%, and 67/33% (09DK044-084 only) coil circuiting applications to facilitate field installations and maximize unit flexibility.

Coil split versatility

Model 09DE and 09DK coils can be split into 2 or more condensing circuits. Each circuit may handle a separate cooling system, using a different refrigerant if desired. Each circuit has a refrigerant subcooling circuit. Depending on condenser size, one to 6 condenser coil circuiting applications can be used as shown below. This saves space and provides installation flexibility.

CONDENSER		CIRCUIT NUMBER		
		1	2	3
		Percent Condenser Capacity		
09DE	016	100	—	—
		50	50	—
09DK	020,024	100	—	—
		50	50	—
		67	33	—
09DK	028,034	100	—	—
		50	50	—
		40	40	20
		60	40	—

CONDENSER		CIRCUIT NUMBER			
		1	2	3	4
		Percent Condenser Capacity			
09DK	044	100	—	—	—
		73	27	—	—
		67	33	—	—
		60	40	—	—
		53	47	—	—
		40	34	13	13
	054, 064, 074, 084	100	—	—	—
		50	50	—	—
		67	33	—	—
		33	33	33	
		33	33	17	17
	094	100	—	—	—
		50	50	—	—

Factory-supplied circuiting.

Circuiting by field piping modifications.

NOTE: Split percentages shown are approximate. Actual split capacities may vary slightly from those shown.

Table of contents

Model number nomenclature

09DE016

09DE - 016 - - — 5 0 1

Air-Cooled Condensers

Nominal Capacity
016 — 15.0 Tons

Tube and Fin Material
— — Copper Tube/Aluminum Fins
C — Copper Tube/Copper Fins
K — Pre-Coated Aluminum Fin/Copper Tube
E — E-Coated Al Fin/Cu Tube
F — E-Coated Cu Fin/Cu Tube

LEGEND
Al — Aluminum
Cu — Copper

Packaging Options
1 — Standard Packaging

Series

Electrical Characteristics
5 — 208/230-3-60

09DK

09DK - 024 - - — 6 0 1 — —

Air-Cooled Condensers

Nominal Capacity
020 — 17.5 Tons
024 — 20.0 Tons
028 — 25.0 Tons
034 — 30.0 Tons
044 — 40.0 Tons
054 — 50.0 Tons
064 — 60.0 Tons
074 — 70.0 Tons
084 — 80.0 Tons
094 — 90.0 Tons

Tube and Fin Material
– — Copper Tube/Aluminum Fins
C — Copper Tube/Copper Fins
K — Pre-Coated Aluminum Fins/Copper Tube
E — E-Coated Al Fin/Cu Tube
F — E-Coated Cu Fin/Cu Tube

LEGEND
Al — Aluminum
Cu — Copper

Standard Unit

Packaging Options
1 — Standard Skid (020-044)
Coil Protection Only (054-094)
2 — Skid and Coil Protection (054-094)
3 — Full Crate (020-044)
Top and bottom skid, coil protection, and full plastic bag enclosure (054-094)
4 — Full Crate (054-094)

Series

Electrical Characteristics
1 — 575-3-60
2 — 380/415-3-60* (Export Unit, not for sale in U.S.A.)
5 — 208/230-3-60
6 — 460-3-60

*380/415-3-60 for unit sizes 054-094 only. Unit sizes 020-044 are 380-3-60.

Quality Assurance

Carrier Corporation UL REGISTERED FIRM ISO 9001:2000 #A2260

Certificate No FM 21837

Approvals:
ISO 9001
EN 9000:2000

Physical data

CONDENSER	09DE	09DK				
	016	020	024	028	034	044
RATING (Tons)*	18.4	21.9	25.9	33.3	48.0	56.2
NET WEIGHT (lb)†	465	762	762	944	1438	1589
FAN						
Quantity	2	2	2	2	3	3
Prop. Diam (in.)	24	30	30	30	30	30
Rpm	1075	1140	1140	1140	1140	1140
Total Airflow (cfm)	9600	10,600	13,500	15,700	21,100	23,700
Motor Hp (per fan)	1/2	3/4	3/4	1	1	1
COILS						
Arrangement	Vertical	Horizontal				
Rows...Fins/in.	3...15.6	3...17	3...17	2...19	2...17	3...17
Total Face Area (sq ft)	29.2	23.5	23.5	39.2	58.4	58.4

CONDENSER	09DK				
	054	064	074	084	094
RATING (Tons)*	65.8	78.6	95.4	103.5	116.3
NET WEIGHT (lb)†	1645	1771	2106	2310	2714
FAN					
Quantity	4	4	6	6	6
Prop. Diam (in.)	30	30	30	30	30
Rpm	1140	1140	1140	1140	1140
Total Airflow (cfm)	35,000	35,000	52,000	51,000	57,000
Motor Hp (per fan)	1	1	1	1	1
COILS					
Arrangement	Vertical/Horizontal				
Rows...Fins/in.	2...17	3...17	2...17	3...17	3...17
Total Face Area (sq ft)	80.5	80.5	116.7	116.7	128.3

*Nominal heat rejection based on optimum refrigerant charge of R-22 with 15 F subcooling at 30 F temperature difference.
†Without refrigerant. Weights include copper tubes/aluminum fins.

ESTIMATED RADIATED SOUND POWER LEVEL, dB

UNIT	OCTAVE BAND CENTER FREQUENCY, Hz								
	63	125	250	500	1000	2000	4000	8000	dBa
09DE016	NA	89	86	84	82	76	71	64	86.3
09DK020	92	89	89	88	87	82	78	71	90.1
09DK024	94	91	91	90	88	83	81	74	92.5
09DK028	91	91	90	88	86	82	79	74	90.8
09DK034	92	92	90	88	87	83	80	75	91.5
09DK044	93	93	91	89	88	83	81	76	92.3
09DK054	101	90	94	92	90	88	85	78	95.5
09DK064	101	90	94	92	90	88	85	78	95.5
09DK074	102	96	98	97	93	91	87	80	98.8
09DK084	102	96	98	97	93	91	87	80	98.8
09DK094	102	96	98	97	93	91	87	80	98.8

NOTE: Estimated sound power levels, dB re 1 Picowatt.

ESTIMATED RADIATED SOUND POWER LEVEL, dB — 09DK054-094 CONDENSERS WITH ACCESSORY SOUND POWER REDUCTION KIT

UNIT	OCTAVE BAND CENTER FREQUENCY, Hz								
	63	125	250	500	1000	2000	4000	8000	dBa
09DK054	96	89	90	89	87	84	80	73	91.7
09DK064	96	89	90	89	87	94	80	73	91.7
09DK074	101	96	94	94	90	87	82	73	95.6
09DK084	101	96	94	94	90	87	82	73	95.6
09DK094	101	96	94	94	90	87	82	73	95.6

NOTE: Estimated sound power levels, dB re 1 Picowatt.

Alex Jaegerman, FAICP
Division Director, Planning Division

July 10th, 2014

Frank L Crabtree, P. E.	Michael Brigham
Harriman	Immucell Corporation
46 Harriman Drive	56 Evergreen Drive
Auburn, ME 04210	Portland, ME 04103

Project Name:	**Immucell Corporation Addition**
Project ID:	#2014-094 CBL: 329-A3-1 & 331-A4-1
Address:	56 Evergreen Drive, Portland
Applicant:	Michael Brigham, Immucell Corporation
Planner:	Jean Fraser

Dear Mr Crabtree and Mr Brigham:

On July 10th, 2014, the Planning Authority approved, with waivers and conditions as listed below, a Level II site plan for a building addition of 7290 sq ft (3645 sq ft footprint) for storage and loading (bringing the total building area to total to 30,873 sq ft) at 56 Evergreen Drive. The approval includes 7 additional parking spaces (bringing parking space total to 39 spaces) and modified landscaping. The decision is based upon the application and documents submitted by Immucell Corporation and shown on the approved plans prepared by Harriman and dated June 24, 2014 (C1 Site Plan) and May 22, 2014 (remainder of the plan set). The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

A. Waivers

1. *Sidewalk*
   The applicant requested a waiver from the site plan standard requiring sidewalks on all frontages. The Planning Authority grants the waiver based on the following two of the six sidewalk waiver criteria in accordance with Section 14-506(b), and in view of the historic project reviews in this industrial park:

   3) A safe alternative-walking route is reasonably and safely available, for example, by way of a sidewalk on the other side of the street that is lightly traveled (the Planning Authority notes that Evergreen Drive functions as a shared street and therefore provides an alternative pedestrian route); and

   6) Strict adherence to the sidewalk requirement would result in the loss of significant site features related to landscaping or topography that are deemed to be of greater public value; (the Planning Authority notes that a sidewalk would require substantial landscape/site impacts within the vegetated drainage channel along the street).

2. *Driveway Separation*
   Section 1.7.1.7 of the City's Technical Manual establishes a minimum driveway separation standard of 100 feet. This standard is not met by the proposals and the Planning Authority grants a waiver from the standard based on the low traffic volumes, both to and from the site, and on Evergreen Drive, and that the driveway is an existing condition.

B. SITE PLAN REVIEW

The Planning Authority finds the plan is in conformance with the Site Plan Standards of the Land Use Code subject to the following conditions of approval and the standard conditions of approval listed below:

i. That the Fire Department Connection is not blocked by landscaping or a parking space, and that this access must be maintained at all times; and

ii. That the applicant shall ensure that the compressor installation complies with the City Ordinance regarding maximum noise levels in this zone (Section 14-252 of the current City Code) which states that the maximum noise level produced should be no more than 70dBA between the hours of 7:00am and 10:00pm as measured at all the major lot lines of the site, and no more than 55 dBA between the hours of 10:00pm and 7:00am as measured at or within the boundaries of any residential zone; and

iii. Storm Water Management: That the applicant and all assigns, must comply with the conditions of Chapter 32 Storm Water including Article III. Post-Construction Storm Water Management, which specifies the annual inspections and reporting requirements based on our standards and state guidelines. The developer/contractor/subcontractor must comply with the submitted "Site Maintenance Plan" (June 2014, as attached to this letter) and the Plan C3 "Site Erosion Control Notes" and C5 "Site Grading and Erosion Control Plan". A maintenance agreement for the stormwater drainage system, as attached, or in substantially the same form with any changes to be approved by Corporation Counsel, shall be submitted and signed prior to the issuance of a building permit with a copy to the Department of Public Services; and

iv. That separate permits from the Inspections Division shall be required for any new or revised signage.

The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

STANDARD CONDITIONS OF APPROVAL

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

1. **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,

Alexander Jaegerman, FAICP
Planning Division Director

Attachments:
1. Submitted "Site Maintenance Plan" (June 2014)
2. Chapter 32 – Storm Water
3. Sample Stormwater Maintenance Agreement
4. Performance Guarantee Packet

cc:

Jeff Levine, AICP, Director of Planning and Urban Development
Alexander Jaegerman, FAICP, Planning Division Director
Barbara Barhydt, Development Review Services Manager
Jean Fraser, Planner
Philip DiPierro, Development Review Coordinator, Planning
Marge Schmuckal, Zoning Administrator, Inspections Division
Tammy Munson, Inspections Division Director
Jonathan Rioux, Inspections Division Deputy Director
Jeanie Bourke, Plan Reviewer/CEO, Inspections Division
Lannie Dobson, Administration, Inspections Division
Brad Saucier, Administration, Inspections Division
Michael Bobinsky, Public Services Director
Katherine Earley, Engineering Services Manager, Public Services
Bill Clark, Project Engineer, Public Services
David Margolis-Pineo, Deputy City Engineer, Public Services
Doug Roncarati, Stormwater Coordinator, Public Services
Greg Vining, Associate Engineer, Public Services
Michelle Sweeney, Associate Engineer
John Low, Associate Engineer, Public Services
Rhonda Zazzara, Field Inspection Coordinator, Public Services
Mike Farmer, Project Engineer, Public Services
Jane Ward, Administration, Public Services
Jeff Tarling, City Arborist, Public Services
Jeremiah Bartlett, Public Services
Captain Chris Pirone, Fire Department
Danielle West-Chuhta, Corporation Counsel
Thomas Errico, P.E., TY Lin Associates
David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File