



CITY OF PORTLAND, MAINE

889 CONGRESS STREET
PORTLAND, MAINE 04101
(207) 776-8451

PLANNING & URBAN DEVELOPMENT

August 17, 1989

JOSEPH E. GRAY, JR.
DIRECTOR

Ken Norton
Woodland Builders
39 Woods Road
Falmouth, ME 04105

RE: Lot 3 Evergreen Industrial Park

Dear Mr. Norton:

This letter is to confirm the revision to the approved site plan of the DVH Corporation project located at Lot 3 Evergreen Industrial Park. The approved revision includes the following:

1. A catch basin and drain pipe added at the rear of the building to drain a loading dock area.
2. The deletion of a swale; it is replaced by a swale constructed directly adjacent to the property.
3. A propane storage area.
4. Two air conditioning units located on the easterly side of the building.

The revised plan has been reviewed and approved by the project review staff including representatives of the Planning, Public Works, Building Inspections, Fire and Parks Departments. A revised performance guarantee will need to be submitted to Paul Niehoff, Materials Engineer, at the Department of Public Works in order to cover the additional catch basin and drain pipe.

If you have any questions regarding the revision, please contact Richard Henry, Planner, at 874-8300 extension 8726.

Sincerely,

Joseph E. Gray, Jr.
Director of Planning and Urban Development

cc: Alexander Jaegerman, Chief Planner
Richard Henry, Planner
Steve Harris, Planning Engineer
Paul Niehoff, Materials Engineer
✓ P. Samuel Hoffman, Chief Building Inspector
Jeff Tarling, City Arborist
Lt. James Collins, Fire Department
Natalie Burns, Associate Corporation Counsel
Approval Letter File

CITY OF PORTLAND, MAINE
SITE PLAN REVIEW
 Processing Form

9 Nov 94

InmuCell

Applicant: 56 Evergreen Dr Portland, ME

Mailing Address:

Proposed Use of Site: 9,984 sq ft / Parking - 1,370 sq ft

Acreage of Site / Ground Floor Coverage:

56 Evergreen Dr

Address of Proposed Site: 329-A-003

Site Identifier(s) from Assessors Maps:

Zoning of Proposed Site:

Site Location Review (DEP) Required: () Yes () No

Board of Appeals Action Required: () Yes () No

Planning Board Action Required: () Yes () No

Proposed Number of Floors: _____

Total Floor Area: _____

Other Comments: _____

Date Dept. Review Due: _____

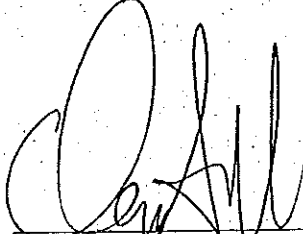
PUBLIC WORKS DEPARTMENT REVIEW

11/9/94
 (Date Received)

	TRAFFIC CIRCULATION	ACCESS	CURB CUTS	ROAD WIDTH	PARKING	SIGNALIZATION	TURNING MOVEMENTS	LIGHTING	CONFLICT WITH CITY CONSTRUCTION PROJECT	DRAINAGE	SOIL TYPES	SEWERS	CURBING	SIDEWALKS	OTHER	
APPROVED	Approved with conditions per the															CONDITIONS SPECIFIED BELOW
APPROVED CONDITIONALLY	Nov. 11, 1994 approval letter and attached															
DISAPPROVED																REASONS SPECIFIED BELOW

REASONS: _____

(Attach Separate Sheet if Necessary)

 11/14/94

SIGNATURE OF REVIEWING STAFF/DATE



CITY OF PORTLAND

November 15, 1994

Mr. Michael Brigham
Immucell Corporation
56 Evergreen Drive
Portland, ME 04103

Re: Immucell Corporation - 56 Evergreen Drive

Dear Mr. Brigham:

On November 11, 1994, the Portland Planning Authority granted minor site plan approval for site modifications at 56 Evergreen Drive (Lot #3).

The site plan is approved with the following conditions:

1. A casco trap shall be installed at the outlet of the proposed catch-basin.
2. The proposed catch-basin shall be constructed with a 36" sump per City standards.
3. Three (3) red pines (5'-6' hgt.) and three (3) oak trees (2 1/2" cal.) shall be installed at locations shown on the attached plan.
4. Connections to existing storm drains shall be performed as approved by the Portland Public Works Department. Prior to construction, a preconstruction meeting shall be held between the contractor, design engineer, City representatives from the Public Works Department (contact Paul Niehoff at 874-8801, ext. 8838), and City Development Review Coordinator. Concrete pipe classification shall conform to City of Portland technical standards.
5. A haybale barrier shall be constructed around the proposed catch-basin and maintained until the site has been established. Siltation fencing shall be installed at the limit of construction adjacent the parking lot expansion.
6. A Drainage Maintenance Agreement shall be submitted and approved by the City. The Drainage Maintenance Agreement shall indicate that Immucell or the current owner shall be responsible for maintenance of the new catch-basin and stormdrains. The Drainage Maintenance Agreement shall be in accordance with the attached form.

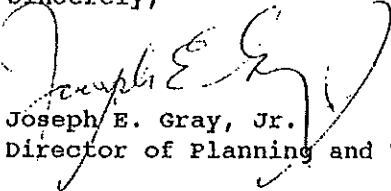
The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

Please note the following provisions and requirements for all site plan approvals:

1. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. A one year extension may be granted by this department if requested by the applicant in writing prior to the expiration date of the site plan.
2. A performance guarantee in a form acceptable to the City of Portland and an inspection fee equal to 1.7% of the performance guarantee will have to be posted before a building permit can be issued.
3. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.

If there are any questions, please contact the Planning Staff.

Sincerely,



Joseph E. Gray, Jr.
Director of Planning and Urban Development

cc: Alexander Jaegerman, Chief Planner
P. Samuel Hoffses, Chief of Building Inspections
William Giroux, Zoning Administrator
George Flaherty, Director of Environmental/Intergovernmental Services
Kathi Staples, Project Engineer, Parks and Public Works
Owens McCullough, P.E., Acting Development Review Coordinator
William Bray, Deputy Director of Public Works
Jeff Tarling, City Arborist
Paul Niehoff, Materials Engineer
Natalie Burns, Associate Corporation Counsel
Lt. Gaylen McDougall, Fire Prevention
Mary Gresik, Building Permit Secretary
Approval Letter File

Inspection Services
P. Samuel Hoffee
Chief



Planning and Urban Development
Joseph E. Gray Jr.
Director

CITY OF PORTLAND

November 20, 1995

Immuco11
56 Evergreen Drive
Portland, Maine 04103

RE: 56 Evergreen Drive

Dear Sir,

Your application to construct a 100 square foot addition has been reviewed and a permit is herewith issued subject to the requirements listed below. This permit does not excuse the applicant from meeting applicable State and Federal laws.

No Certificate of Occupancy will be issued until all requirements of this letter are met.

Site Plan Review Requirements

Code Enforcement - Approved - H. Schmuokal
Fire Department - Approved - Lt. McDougall
Planning Division - Approved - R. Knowland
Development Review Coordinator - Approved - R. Knowland

Building and Fire Code Requirements

1. The fire alarm system shall be maintained to NFPA #72 standards.
2. Guardrail and Handrails-A guardrail system is a system of building components located near the open sides of elevated walking surfaces for the purpose of minimizing the possibility of an accidental fall from the walking surface to the lower level. Minimum height all Use Groups 42", except Use Group R which is 36". In occupancies in Use Group A, B, II-4, I-1, I-2 H and R and public garages and open parking structures, open guards shall have balusters or be of solid material such that a sphere with a diameter of 4" cannot pass through any opening. Guards shall not have an ornamental pattern that would provide a ladder effect.

3. All exit signs, lights and means of egress lighting shall be done in accordance with Chapter 10, section and subsections 1023. and 1024. of the city's building code. (The BOCA National Building Code/1993)

If you have any questions regarding these requirements, please do not hesitate to contact this office.

Sincerely,



P. Samuel Hoffses
Chief, Code Enforcement Division

cc: M. Schmuokal, Asst Chief, Code Enf
Lt. McDougall, PFD
R. Knowland, Sr. Planner

**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM**

20000072
I. D. Number

4/27/00
Application Date
Evergreen Drive
Project Name/Description

ImmuCell Corporation
Applicant
56 Evergreen Drive, Portland, ME 04103
Applicant's Mailing Address
David Leasure
Consultant/Agent
797-8681 797-8533
Applicant or Agent Daytime Telephone, Fax

56 Evergreen Dr, Portland Maine 04103
Address of Proposed Site
329-A-003
Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply): New Building Building Addition Change Of Use Residential
 Office Retail Manufacturing Warehouse/Distribution Parking Lot Other (specify) _____

Proposed Building square Feet or # of Units 1.39 Acreage of Site 12 Zoning

Check Review Required:

- | | | | |
|--|---|--|--|
| <input checked="" type="checkbox"/> Site Plan
(major/minor) | <input type="checkbox"/> Subdivision
of lots _____ | <input type="checkbox"/> PAD Review | <input type="checkbox"/> 14-403 Streets Review |
| <input type="checkbox"/> Flood Hazard | <input type="checkbox"/> Shoreland | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input type="checkbox"/> Zoning Conditional
Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance | | <input type="checkbox"/> Other _____ |

Fees Paid: Site Plan \$400.00 Subdivision _____ Engineer Review _____ Date: 4/27/00

DRC Approval Status:

- Approved Approved w/Conditions
see attached Denied Reviewer _____
- Approval Date _____ Approval Expiration _____ Extension to _____ Additional Sheets
Attached
- Condition Compliance signature _____ date _____

Performance Guarantee Required* Not Required

* No building permit may be issued until a performance guarantee has been submitted as indicated below

- | | | | |
|---|----------------|--|-----------------|
| <input type="checkbox"/> Performance Guarantee Accepted | _____ | _____ | _____ |
| | date | amount | expiration date |
| <input type="checkbox"/> Inspection Fee Paid | _____ | _____ | |
| | date | amount | |
| <input type="checkbox"/> Building Permit | _____ | | |
| | date | | |
| <input type="checkbox"/> Performance Guarantee Reduced | _____ | _____ | _____ |
| | date | remaining balance | signature |
| <input type="checkbox"/> Temporary Certificate Of Occupancy | _____ | <input type="checkbox"/> Conditions (See Attached) | |
| | date | | |
| <input type="checkbox"/> Final Inspection | _____ | _____ | |
| | date | signature | |
| <input type="checkbox"/> Certificate Of Occupancy | _____ | | |
| | date | | |
| <input type="checkbox"/> Performance Guarantee Released | _____ | _____ | |
| | date | signature | |
| <input type="checkbox"/> Defect Guarantee Submitted | _____ | _____ | _____ |
| | submitted date | amount | expiration date |

329-A-003

Planning & Urban Development



Joseph E. Gray Jr.
Director

CITY OF PORTLAND

June 26, 2000

David Leasure
14 Sunset Road
Falmouth, ME 04105

re: 58 Evergreen Drive: Immucell

Dear Mr. Leasure:

On June 26, 2000 the Portland Planning Authority approved the site plan application for the Immucell Corp. addition at 56 Evergreen Drive with the following condition:

- That prior to issuance of a building permit, the applicant shall submit for planning staff review and approval a revised detail for the proposed catchbasin at the loading dock.

The proposed site plan was found to be in conformance with the Site Plan Ordinance of the Land Use Code.

Please note the following provisions and requirements for all site plan approvals:

1. A performance guarantee covering the site improvements as well as an inspection fee payment of 1.7% of the guarantee amount must be submitted to and approved by the Planning Division and Public works prior to the recording of the subdivision plat. The subdivision approval is valid for three (3) years.
2. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the expiration date.
3. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.

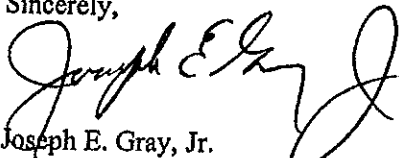
O:\PLAN\CORRESP\SECRETARY\FORMS\APPLTR.SP

4. Prior to construction, a preconstruction meeting shall be held at the project site with the contractor, development review coordinator, Public Work's representative and owner to review the construction schedule and critical aspects of the site work. At that time, 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 preconstruction meeting.
5. 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.)

The Development Review Coordinator (who is located at DeLuca Hoffman at 775-1121) must be notified five (5) working days prior to date required for final site inspection. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as 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 the Planning Staff.

Sincerely,



Joseph E. Gray, Jr.
Director of Planning and Urban Development

cc: Alexander Jaegerman, Chief Planner
Sarah Hopkins, Senior Planner
P. Samuel Hoffses, Building Inspector
Marge Schmuckal, Zoning Administrator
Tony Lombardo, Project Engineer
Development Review Coordinator
William Bray, Director of Public Works
Nancy Knauber, Associate Engineer
Jeff Tarling, City Arborist
Penny Littell, Associate Corporation Counsel
Lt. Gaylen McDougall, Fire Prevention
✓ Inspection Department
Lee Urban, Director of Economic Development
Don Hall, Appraiser, Assessor's Office
Susan Doughty, Assessor's Office
Approval Letter File

**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM
Engineering Copy**

2002-0210

Application I. D. Number

9/17/02

Application Date

Loading Dock Addition

Project Name/Description

Immucell Corporation

Applicant

56 Evergreen Dr, Portland, ME 04103

Applicant's Mailing Address

56 - 56 Evergreen Dr, Portland, Maine

Address of Proposed Site

329 A003001

Assessor's Reference: Chart-Block-Lot

Consultant/Agent

Agent Ph:

Agent Fax:

Applicant or Agent Daytime Telephone, Fax

Proposed Development (check all that apply): New Building Building Addition Change Of Use Residential Office Retail
 Manufacturing Warehouse/Distribution Parking Lot Other (specify) _____

2,000 s.f.

Proposed Building square Feet or # of Units

Acreage of Site

IM

Zoning

Check Review Required:

- | | | | |
|--|---|--|--|
| <input checked="" type="checkbox"/> Site Plan
(major/minor) | <input type="checkbox"/> Subdivision
of lots _____ | <input type="checkbox"/> PAD Review | <input type="checkbox"/> 14-403 Streets Review |
| <input type="checkbox"/> Flood Hazard | <input type="checkbox"/> Shoreland | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input type="checkbox"/> Zoning Conditional
Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance | | <input type="checkbox"/> Other _____ |

Fees Paid: Site Plan \$400.00 Subdivision _____ Engineer Review _____ Date 9/26/02

Engineering Comments

PUBLIC WORKS ENGINEERING REVIEW...10/03/02

I have reviewed the plans and application dated 9/17/02 and offer the following comments:

- The applicant proposes a new connection into the City storm drain along the site's easterly boundary. The applicant needs to be aware that a permit is required by Public Works for this connection. The applicant is advised to contact Carol Merritt at Public Works fee associated with this proposed storm drain connection.

Performance Guarantee Required* Not Required

* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit Issue	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	_____
	date		expiration date
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		

Department of Planning & Development
Lee D. Urban, Director



CITY OF PORTLAND

Division Directors
Mark B. Adelson
Housing & Neighborhood Services

Alexander Q. Jaegerman, AICP
Planning

John N. Lufkin
Economic Development

October 25, 2002

Mr. Frank Crabtree
Harriman Associates
One Auburn Business Park
Auburn, ME 04210

RE: Immucell Corporation, Loading Dock Addition, 56 Evergreen Drive
(ID# 2002-0210, CBL#329-A-3001)

Dear Mr. Crabtree:

On October 24, 2002, the Portland Planning Authority granted minor site plan approval with no conditions for the loading dock addition project at the Immucell Corporation located at 56 Evergreen Drive.

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.

Please note the following provisions and requirements for all site plan approvals:

1. A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount and 7 final sets of plans must be submitted to and approved by the Planning Division and Public Works prior to the release of the building permit. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.
2. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the expiration date.
3. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
4. Prior to construction, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Work's representative and owner to review the construction schedule and critical aspects of the site work. At that time, 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 preconstruction meeting.
5. 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.)



Alex Jaegerman, FAICP
Division Director, Planning Division

July 10th, 2014

Frank L Crabtree, P. E.
Harriman
46 Harriman Drive
Auburn, ME 04210

Michael Brigham
Immucell Corporation
56 Evergreen Drive
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
Tommy 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 Robinsky, Public Services Director
Katherine Barley, 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 Sensus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File