



# WHIPPLE-CALLENDER ARCHITECTS

October 24, 2014

City of Portland Planning Office  
c/o/ Barbara B.  
389 Congress Street  
Portland, Maine 04101

**RE: Addition to Form Systems, Riverside industrial Parkway, Portland Me.**

Dear Barbara-

Outlined below are responses to the Site Plan Checklist.

Standard Boundary Survey-stamped- Refer to attached Titcomb Associates stamped site survey.

- o Includes scale and north arrow
- o Includes boundaries of site
- o Includes total land area of site
- o Please refer to attached pdf plan for sitetopography

Plans based on the boundary survey include

- o Existing and proposed structures, as applicable, and distances from property lines- **Please refer to site plan**
- o Existing and proposed structures on parcels abutting site- **Please refer to site plan**
- o All streets and intersections adjacent to the site and any proposed geometric modifications to those streets and intersections- **No proposed changes to existing adjacent streets.**
- o Locations, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways and bicycle access ways with corresponding curb lines-**Please refer to site plan**
- o Engineered construction specifications and cross sectional drawings for all proposed driveways, paved areas, sidewalks- **The only paving we have is the patch at the new loading door.**
- o Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles- **UPS box trucks will be the only delivery vehicles using the new shipping door and currently negotiate the existing driveway for pick up. Larger vehicles use the existing loading dock.**
- o Existing and proposed public transit infrastructure with applicable dimensions and engineering specs- **There is no existing or proposed public transit infrastructure.**
- o Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information- **Existing parking and bicycle to remain**
- o Location of all snow storage areas and/ or snow removal plan- **Existing paved areas and snow storage areas to remain.**
- o A traffic control plan as detailed in section 1 of the technical manual- **There will be no change in current traffic due to the work.**
- o Proposed buffers and preservation measures for significant natural features, where applicable , as defined by Section 14-526 (b) (1)- **We will be reducing impervious and the project involves no tree removal. The construction will include erosion prevention to protect surrounding landscape features.**
- o Location and proposed alteration of any watercourse- **No watercourse alteration.**
- o A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual- **The building site does not bound a wetland.**
- o Proposed buffers and preservation measures for wetlands- **Site impervious is reduced and roof drainage will be a controlled flow.**



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- o Existing soil conditions and location of test pits and test borings- **From test pits and local soils records the subsurface of the site is undisturbed sand layers and marbled clay.**
- o Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees as applicable- **The parking area will be removed, trees preserved, there is no proposed landscaping except for re-seeding, no screening added and no street trees.**
- o A stormwater management and drainage plan in accordance with section 5 of the Technical Manual- **The project results in a net reduction of impervious area.**
- o Grading Plan- **Refer to site documents.**
- o Ground water protection measures- **Erosion control.**
- o Existing and proposed sewer mains and connections- **Sewer system to remain as-is, extension not part of the project.**
- o Location of all existing and proposed fire hydrants and life safety plan in accordance with Section 3 of the Technical Manual- **PFD has determined the hydrant on Riverside Industrial Parkway, refer to plans for life safety features.**
- o Location, sizing and directional flows of all existing and proposed utilities within the project site and all abutting streets- **The project has no affect on subgrade utilites on or off site, electrical will be extended from the existing building.**
- o Location and dimensions of off premises public or publicly accessible infrastructure immediately adjacent to the site- **No adjacent publicly accessible infrastructure.**
- o Location and size of all solid waste receptacles, including on site storage containers for recyclable material and for any commercial or industrial property- **Existing waste paper handling/ recycling system to remain. Paper waste is currently hauled away from the north side of the building.**
- o Plans showing the location, ground floor area, floor plans and grade elevations for all buildings- **See survey and site plan.**
- o A shadow analysis-**N.A.**
- o A note on the plan identifying the Historic Preservation....- **N.A.**
- o Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening where applicable- **HVAC is currently located within the building shell. HVAC for the addition will be within the building shell.**
- o An exterior lighting plan in accordance with Section 12 of the Technical Manual- **The only proposed exterior fixture is over the shipping door of the addition.**
- o A signage plan- **No proposed added signage.**
- o Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed- **Refer to survey, none indicated.**