



Jeff Levine, AICP  
Director, Planning & Urban Development Department

September 6, 2016

Bob Gaudreau and Pat Keeley  
1039 Riverside LLC  
c/o Hardy Pond Construction and  
Moongate Properties Inc  
7 Tee Drive  
Portland, ME 04103

Bob Gaudreau and Pat Keeley  
1039 Riverside LLC  
c/o Hardy Pond Construction and  
Moongate Properties Inc  
58 Sturdivant Drive  
Portland, ME 04103

Stephen R. Bushey, PE  
Stantec  
482 Payne Road  
Scarborough Court  
Scarborough ME 04074-8929

Project Name: **Amendment to 2015 approval  
Lot #11 Second Tee Business Park (1039 Riverside Street) – amended subdivision plan and  
amended new building**

Project ID: #2015-119 Subdivision amendment and Site Plan  
Address: 33 Caddie Lane CBL: 331 A001 011  
Applicant: 1039 Riverside LLC (Hardy Pond Construction)  
Planner: Jean Fraser

Dear Sirs:

On September 2, 2016, the Planning Authority approved with conditions the amended Level II site plan for the construction of a 12,625 sq ft building with 19 parking spaces, for Lot #11 in the Second Tee Business Park. The decision is based upon the application, documents and plans as submitted by Stantec, including the plan set dated August 3, 2016 and elevations dated August 5, 2016. The proposal was reviewed for conformance with the standards of Portland's subdivision and site plan ordinances.

#### **SUBDIVISION REVIEW**

The Planning Authority found the plan is in conformance with the Subdivision Standards of the Land Use Code subject to the following condition of approval and the standard conditions of approval:

- i. That the subdivision plat be finalized to reflect the approved revisions and a copy of the signed and recorded amended plat shall be submitted prior to the issuance of a Certificate of Occupancy.

#### **SITE PLAN REVIEW**

The Planning Authority found 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:

- i. Storm Water Management: The developer/contractor/subcontractor shall comply with conditions of the submitted construction Stormwater Management Plan, sediment and erosion control plan and Inspection and Maintenance Plan dated October, 2015 and prepared by Fay, Spofford & Thorndike, and based on City standards and state guidelines. The owner/operator of the approved stormwater management system and all assigns shall comply with the conditions of Chapter 32 Stormwater including Article III, Post Construction Stormwater Management, which specifies the annual inspections and reporting requirements.

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, signed and recorded prior to the issuance of a building permit with a copy to the Department of Public Works.

- ii. That the details of building mounted and site lighting shall be submitted for review and approval by the Planning Authority prior to installation; and
- iii. That separate permits from the Permitting and Inspections Department shall be required for any new or revised signage.

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

Please note that any proposed development of the three undeveloped lots within this subdivision (Lots #1, #2 and #15) are subject to review under Site Plan (Level II). The Site Plan applications would need to include traffic information showing whether or not they require a Traffic Movement Permit, and would need to meet current site plan standards (whether or not the footprint is changed from that shown on the plat).

#### **STANDARD CONDITIONS OF APPROVAL**

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

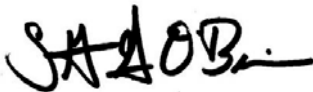
1. **Mylar Recording Plat** One mylar copy and five paper copies of the signed and recorded amended plat shall be submitted prior to the issuance of a Certificate of Occupancy.
2. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written 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.
3. **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 Permitting and Inspection Department.
4. **Subdivision Expiration** The subdivision approval is valid for three (3) years.
5. **Modifications to an Approved Subdivision:** The subdivision shall be constructed in accordance with the approved plans. Modification of an approved subdivision plan requires the prior review and approval of an amended subdivision plan by the Planning Board or Planning Authority.
6. **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.
7. **Performance Guarantee and Inspection Fees** A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and five (5) final sets of plans must be submitted to and approved by the Planning Division and Public Works 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.
8. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
9. **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 Work'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.

10. **Department of Public Works 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.)
11. **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, or at [jf@portlandmaine.gov](mailto:jf@portlandmaine.gov) .

Sincerely,



Stuart O'Brien  
Planning Division Director

**Attachments:**

1. Chapter 32 – Storm Water
2. Sample Stormwater Maintenance Agreement (SUBDIVISION)
3. Performance Guarantee Packet

**Electronic Distribution:**

<p>cc. Jeff Levine, AICP, Director of Planning and Urban Development Stuart O'Brien, Planning Division Director Barbara Barhydt, Development Review Services Manager Jean Fraser, Planner Philip DiPierro, Development Review Coordinator, Planning Mike Russell, Director of Permitting and Inspections Ann Machado, Zoning Administrator, Permitting and Inspections Jonathan Rioux, Inspections Manager, Permitting and Inspections Jeanie Bourke, Plan Reviewer/CEO, Permitting and Inspections Chris Branch, Director of Public Works Katherine Earley, Engineering Manager, Public Works Bill Clark, Project Engineer, Public Works</p>	<p>Doug Roncarati, Stormwater Coordinator, Public Works Greg Vining, Associate Engineer, Public Works Michelle Sweeney, Associate Engineer, Public Works John Low, Associate Engineer, Public Works Rhonda Zazzara, Field Inspection Coordinator, Public Works Jeff Tarling, City Arborist, Public Works Jeremiah Bartlett, Public Works Keith Gautreau, Fire Department Danielle West-Chuhta, Corporation Counsel Thomas Errico, P.E., TY Lin Associates Lauren Swett, P.E., Woodard and Curran Rick Blackburn, Assessor's Department Approval Letter File</p>
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