



Tuck O'Brien
City Planning Director, Planning Division

May 26, 2017

Bob Gaudreau, 1039 Riverside LLC
c/o Hardy Pond Construction
7 Tee Drive
Portland, ME 04103

Stephen R. Bushey, PE
Stantec Consulting Services
482 Payne Road – Scarborough Court
Scarborough, ME 04074

Project Name: **Lot #15 Second Tee Business Park (1039 Riverside Street) –
new commercial building**

Project ID: #2017-042
Address: Unit #15 (also known as 71 Caddie Lane)
CBL: 331 A001 001 and 335-A-2
Applicant: 1039 Riverside LLC
Planner: Jean Fraser

Dear Sirs:

On May 26, 2017, the Planning Authority approved with conditions a Level II site plan for the construction of an 8,000 sq ft commercial building (containing 2 units of 4000 sq ft each) on Lot #15 in the Second Tee Business Park. The decision is based upon the application, documents and plans as submitted by the applicant and prepared by Stantec Consulting Services (C-1 to C-3 and C6 to C10 dated 2.22.2017; C-4 dated 4.24.2017; and C5 dated 5.23.2017) and Elevations Sheet 1 dated 2.28.2017 by Michael Charek Architects. The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

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. That that applicant shall revise the Site C-4 Site Layout Plan dated 4.24.2017, for review and approval of the Planning Authority prior to the issuance of a building permit, to add two parking spaces (located and designed in compliance with the City of Portland Technical Standards) in order to meet the zoning and Plat requirement of 8 parking spaces; and
- ii. That the developer/contractor/subcontractor shall comply with conditions of the construction "*Inspection and Maintenance Manual for Stormwater Management and Related Stormwater Facilities Unit 15*" prepared by Stantec Consulting Services dated April 2017 as 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.

- iii. That the stormwater maintenance agreement (with all final approved attachments) for the stormwater drainage system, comprising a rain garden and roof line drip strip filter as submitted on April 24, 2017, shall be signed and recorded prior to the issuance of a building permit with a copy to the Department of Public Works and to the Planning Division; and
- iv. That a revised Construction Management Plan shall be submitted prior to the start of site work to address the construction logistics for the project, showing how traffic access, site management, and safety and security for both Unit #15 and surrounding properties, will be achieved; and
- v. That the site shall be cleared of all trash and debris, including along the boundaries, prior to the issuance of a Certificate of Occupancy; and
- vi. That the applicant shall submit the City of Portland confirmation of wastewater capacity, prior to the issuance of a building permit; and
- vii. That prior to occupation the developer/owner/occupant shall obtain all permits and/or licenses as required under Federal, State or local legislation, as applicable to the proposed use of the building; and
- viii. That all exterior and building mounted lighting shall comply with the City's Technical Standards; and 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 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:

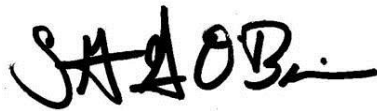
1. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require 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 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.

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 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.
7. **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.)
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, or at jf@portlandmaine.gov .

Sincerely,



Stuart O'Brien
Planning Division Director

Attachments:

1. Chapter 32 – Storm Water
2. Performance Guarantee Packet

Electronic Distribution:

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