

Portland, Maine



Yes, Life's good here.

Jeff Levine, AICP Director, Planning & Urban Development Department

November 3, 2015

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 Fay, Spofford & Thorndike

778 Main Street, Suite 8

South Portland, ME 04106

Project Name: Lot #11 Second Tee Business Park (1039 Riverside Street) - amended subdivision

plan and 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 November 3, 2015, the Planning Authority approved with conditions the amended subdivision plan (overall Second Tee Business Park), and the Level II site plan for the construction of a 12,625 sq ft building with 23 parking spaces, for Lot #11 in the Second Tee Business Park. The decision is based upon the application, documents and plans as submitted by the applicant and prepared by Owen Haskell, Inc for the draft fourth amended Subdivision Plan dated 8.31.2015; and Fay, Spofford & Thorndike for the site plans dated 7.17.15 (C-2; C-8; C-9; C-10; C-11) and 10.20.2015 (C-4; C-5; C-7). 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 draft fourth amended subdivision plat shall be revised to address staff comments and update notes in respect of MDEP, TMP and Site Plan permits prior to signature.

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 the applicant shall submit a copy of the signed and recorded fourth amended subdivision plat (in this case titled a Condominium Plat; that shows the expanded building footprint), prior to the issuance of a building permit; and
- That the applicant shall submit the City of Portland Water District confirmation of ability to serve, prior to the issuance of a building permit; and

- iii. 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 Services.
- That separate permits from the Inspections Division 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 A revised recording plat listing all conditions of subdivision approval must be submitted for review and signature prior to the issuance of a performance guarantee. The performance guarantee must be issued prior to the release of the recording plat for recording at the Cumberland County Registry of Deeds.
- 2. <u>Develop Site According to Plan</u> 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. <u>Separate Building Permits Are Required</u> This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.
- 4. <u>Subdivision Expiration</u> The subdivision approval is valid for three (3) years.
- 5. <u>Modifications to an Approved Subdivision:</u> 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. <u>Site Plan Expiration</u> 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 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 signed subdivision plat, 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. <u>Defect Guarantee</u> 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 preconstruction 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.
- 10. 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.)
- 11. <u>As-Built Final Plans</u> 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. <u>Please</u> 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. Sample Stormwater Maintenance Agreement (SUBDIVISION)
- 3. Performance Guarantee Packet

Electronic Distribution: (next page)

Stuart O'Brien, Planning Division Director

Barbara Bathydt, Development Review Services Manager
Jean Fraser, Planner
Philip DiPierro, Development Review Coordinator, Planning
Ann Machado, Zoning Administrator, Inspections Division
Tammy Munson, Inspections Division Director
Jonathan Rioux, Inspections Division Deputy Director
Jeanie Bourke, Plan Reviewer/CEO, Inspections Division
Brad Saucier, Administration, Inspections Division
Katherine Earley, Engineering Services Manager, Public Services
Bill Clark, Project Engineer, Public Strvices
David Margolis Pineo, Deputy City Engineer, Public Services
Doug Roncarati, Stormwater Coordinator, Public Services
Greg Vining, Associate Engineer, Public Service

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
Jeff Tarling, City Arborist, Public Services
Jeremiah Bartlet, Public Services
Keith Gautreau, Pire Department
Jennifer Thompson, Corporation Counsel
Thomas Errico, P.E., TY Lin Associates
David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File