

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

20000152

I. D. Number

**Custom Built Homes**

Applicant \_\_\_\_\_

27 Main Street, Windham, ME 04062

Applicant's Mailing Address \_\_\_\_\_

SAA \_\_\_\_\_

Consultant/Agent \_\_\_\_\_

892-3149

Applicant or Agent Daytime Telephone, Fax \_\_\_\_\_

7/12/00

Application Date \_\_\_\_\_

Milton Street lot 167

Project Name/Description \_\_\_\_\_

138 Milton St, Portland Maine 04103

Address of Proposed Site \_\_\_\_\_

333-E-029

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) att. garage, no rear decks

1,940 10,195 R-2 zone  
 Proposed Building square Feet or # of Units Acreage of Site Zoning

**Check Review Required:**

- Site Plan (major/minor)  Subdivision # of lots \_\_\_\_\_  PAD Review  14-403 Streets Review
- Flood Hazard  Shoreland  Historic Preservation  DEP Local Certification
- Zoning Conditional Use (ZBA/PB)  Zoning Variance  Other \_\_\_\_\_

Fees Paid: Site Plan \$200.00 Subdivision \_\_\_\_\_ Engineer Review \$100.00 Date: 7/12/00

**DRC Approval Status:**

Reviewer Steve Bushey

- Approved  Approved w/Conditions see attache  Denied

Approval Date 7/25/00 Approval Expiration 7/25/01 Extension to \_\_\_\_\_  Additional Sheets Attached

Condition Compliance Steve Bushey 7/25/00  
 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
<input type="checkbox"/> Defect Guarantee Released	_____	_____	
	date	signature	

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

20000152  
I. D. Number

**Custom Built Homes**

Applicant  
**27 Main Street, Windham, ME 04062**  
Applicant's Mailing Address  
**SAA**  
Consultant/Agent  
**892-3149**  
Applicant or Agent Daytime Telephone, Fax

**7/12/00**  
Application Date  
**Milton Street lot 167**  
Project Name/Description

**138 Milton St, Portland Maine 04103**  
Address of Proposed Site  
**333-E-029**  
Assessor's Reference: Chart-Block-Lot

---

**DRC Conditions of Approval**

Approved subject to site plan review condition of approval sheet.

All damage to sidewalk, curb, street, or public utilities shall be repaired to City of Portland standards prior to issuance of a Certificate of Occupancy.

Two (2) City of Portland approved species and size trees must be planted on your street frontage prior to issuance of a Certificate of Occupancy.

Your new street address is now 138 Milton Street, , the number must be displayed on the street frontage of your house prior to issuance of a Certificate of Occupancy.

The Development Review Coordinator (874-8300 ext.8722) 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.

Show all utility connections: water, sanitary, sewer, storm drain, electric, telephone, cable.

A sewer permit is required for you project. Please contact Carol Merritt at 874-8300, ext . 8828. The Wastewater and Drainage section of Public Works must be notified five (5) working days prior to sewer connection to schedule an inspector for your site.

A street opening permit(s) is required for your site. Please contact Carol Merritt ay 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)

As-built record information for sewer and stormwater service connections must be submitted to Public Works Engineering Section (55 Portland Street) and approved prior to issuance of a Certificate of Occupancy.

The building contractor shall check the subdivision recording plat for pre-determined first floor elevation and establish the first floor elevation (FFE) and sill elevation (SE) to be set above the finish street/curb elevation to allow for positive drainage away from entire footprint of building.

The site contractor shall establish finish grades at the foundation, bulkhead and basement windows to be in conformance with the first floor elevation (FFE) and sill elevation (SE) set by the building contractor to provide for positive drainage away from entire footprint of building.

A drainage plan shall be submitted to and approved by Development Review Coordinator showing first floor elevation (FFE), sill elevation (SE), finish street/curb elevation, lot grading, existing and proposed contours, drainage patterns and paths, drainage swales, grades at or near abutting property lines, erosion control devices and locations and outlets for drainage from the property.

The Development Review Coordinator reserves the right to require additional lot grading or other drainage improvements as necessary due to field conditions.

All installation and maintenance of necessary erosion control measures are the applicants responsibility. Applicant shall minimize and be responsille for sweeping all tracking of mud onto city streets.

The applicant shall coordinate with Diversified Properties, Inc and their contractor A. H. Grover for completion of all grading activity and utility connection to insure compliance with the approved subdivision plans and completed construction.

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**Planning Conditions of Approval**

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**Inspections Conditions of Approval**



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

20000152

I. D. Number

**Custom Built Homes**

Applicant

**27 Main Street, Windham, ME 04062**

Applicant's Mailing Address

**SAA**

Consultant/Agent

**892-3149**

Applicant or Agent Daytime Telephone, Fax

**7/24/00**

Application Date

**Milton Street lot 167**

Project Name/Description

**138**

**Milton St, Portland Maine 04103**

Address of Proposed Site

**333-E-029**

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

**1,940**

**10,195**

Proposed Building square Feet or # of Units

Acreage of Site

Zoning

**Check Review Required:**

- |  |   |  |  |
|--|---|--|--|
| <input checked="" type="checkbox"/> Site Plan<br>(major/minor) | <input type="checkbox"/> Subdivision<br># 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<br>Use (ZBA/PB)    | <input type="checkbox"/> Zoning Variance                | <input type="checkbox"/> Other _____           |  |

Fees Paid: Site Plan \$200.00 Subdivision \_\_\_\_\_ Engineer Review \$100.00 Date: 7/12/00

**DRC Approval Status:**

- Approved  **Approved w/Conditions**  Denied
- see attached
- Approval Date 7/25/00 Approval Expiration \_\_\_\_\_ Extension to \_\_\_\_\_  Additional Sheets Attached
- Condition Compliance
- signature \_\_\_\_\_ date \_\_\_\_\_

Reviewer: *Sto Dury*

**Performance Guarantee**

Required\*

Not Required

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

- |   |                |  |                 |
|---|----------------|--|-----------------|
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|   | date           | amount   |                 |
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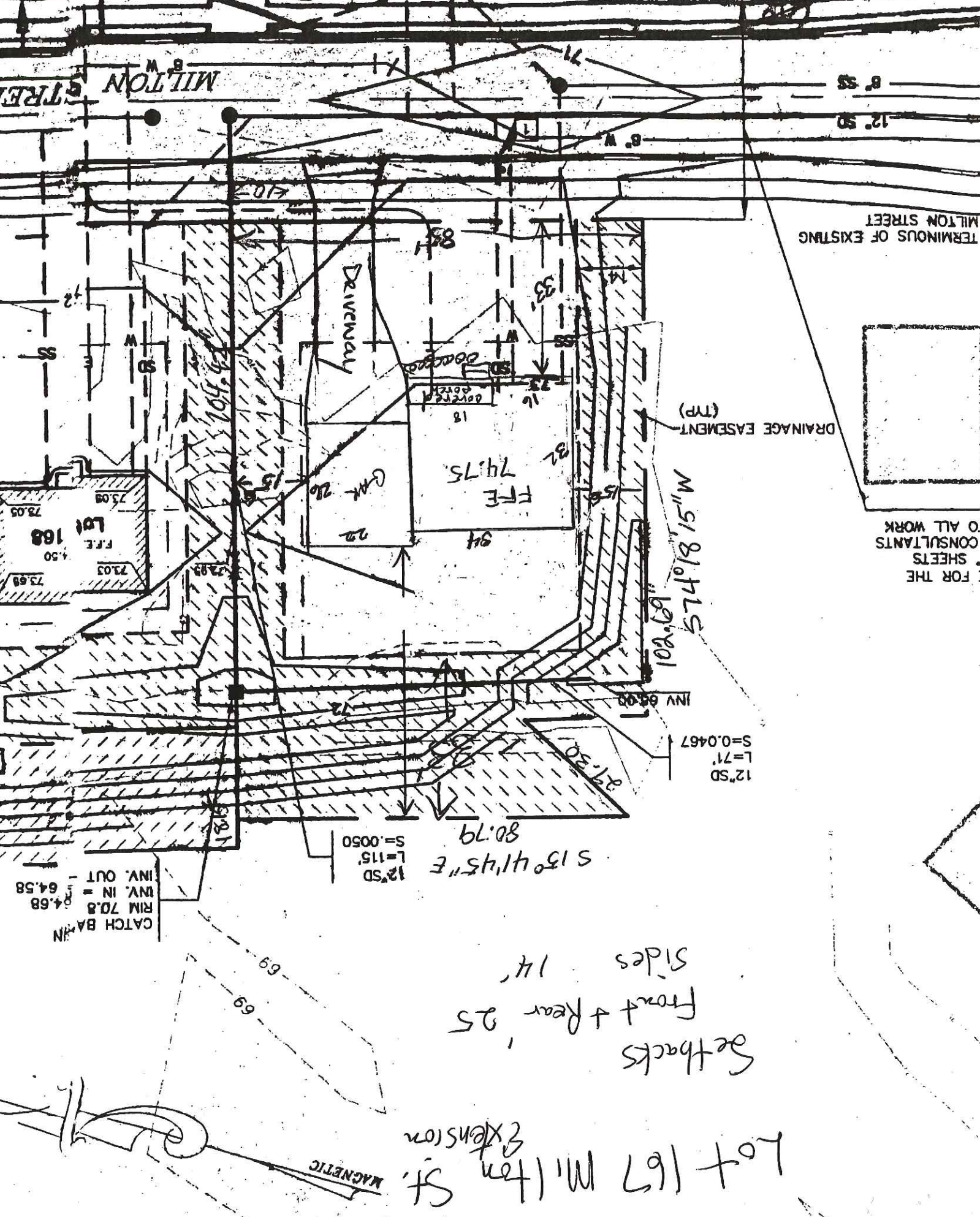
MAGNETIC NORTH AS BASED ON PLAN  
SEE REFERENCE 4

Lot 167 Milton St. Extension  
Setbacks  
Front + Rear 25'  
Sides 14'

CATCH BASIN  
RIM 70.8  
INV. IN = 64.58  
INV. OUT = 64.58

12°SD  
L=115'  
S=.0050  
80.79

12°SD  
L=71'  
S=0.0467  
INV 65.03



TERMINUS OF EXISTING MILTON STREET

DRAINAGE EASEMENT (TRP)



FOR THE SHEETS CONSULTANTS TO ALL WORK



CITY OF PORTLAND, MAINE  
 SITE PLAN REVIEW (ADDENDUM)  
 CONDITIONS OF APPROVAL

APPLICANT: Custom Built Homes  
 ADDRESS: 27 Main St, Windham, ME 04062  
 SITE ADDRESS/LOCATION: (Lot #162) 138 Milton St.  
 DATE: 7/27/00

Review by the Development Review Coordinator is for General Conformance with ordinances and standards only and does not relieve the applicant, his contractors or agents from the responsibility to provide a completely finished site, including but not limited to: increasing or concentrating of all surface runoff onto adjacent or downstream properties, issues regarding vehicle sight distance, location of public utilities and foundation elevations.

CONDITIONS CHECKED OFF BELOW WILL BE ENFORCED FOR YOUR SITE PLAN

1.  All damage to sidewalk, curb, street, or public utilities shall be repaired to City of Portland Standards prior to issuance of a Certificate of Occupancy.
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4.  The Development Review Coordinator (874-8300 ext. 8722) 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.
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8. X As-built record information for sewer and stormwater service connections must be submitted to Parks and Public Works Engineering Section (55 Portland Street) and approved prior to issuance of a Certificate of Occupancy.

9. X The building contractor shall check the subdivision recording plat for pre-determined first floor elevation and establish the first floor elevation (FFE) and sill elevation (SE) to be set above the finish street/curb elevation to allow for positive drainage away from entire footprint of building.

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12. X The Development Review Coordinator reserves the right to require additional lot grading or other drainage improvements as necessary due to field conditions.

13. X All installation & maintenance of necessary erosion control measures are the applicant's responsibility. Applicant shall minimize and be responsible for sweeping & tracking of mud onto city streets.

cc: Katherine Staples, P.E., City Engineer

14. X The Applicant shall coordinate with Diversified Properties Inc and their contractor A.H. Grover for completion of all grading activity and utility connection to insure compliance with the approved subdivision plans and completed construction.



CITY OF PORTLAND, MAINE  
SITE PLAN REVIEW (ADDENDUM)  
CONDITIONS OF APPROVAL

APPLICANT: Custom Built Homes  
 ADDRESS: 27 Main St, Windham, ME 04062  
 SITE ADDRESS/LOCATION: (2014162) 138 Milton St.  
 DATE: 7/27/00

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DeLUCA-HOFFMAN ASSOCIATES, INC.  
CONSULTING ENGINEERS

778 MAIN STREET  
SUITE 8  
SOUTH PORTLAND, MAINE 04106  
TEL. 207 775 1121  
FAX 207 879 0896

- ROADWAY DESIGN
- ENVIRONMENTAL ENGINEERING
- TRAFFIC STUDIES AND MANAGEMENT
- PERMITTING
- AIRPORT ENGINEERING
- SITE PLANNING
- CONSTRUCTION ADMINISTRATION

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## MEMORANDUM

**TO:** Code Enforcement  
Kandi Talbot, Planner

**FROM:** Chris Earle, Construction Representative  
Reviewed by Steve Bushey, P.E., Acting Development Review Coordinator

**DATE:** December 20, 2000

**RE:** 138 Milton Street

---

On December 20, 2000, I met with Glen Gervais of Custom Built Homes and Brian Leavitt of Leavitt Excavating at the site. The purpose of this meeting was to discuss stabilization of the site and regrading of the driveway in order to meet the minimum conditions and secure a temporary certificate of occupancy. (Refer to memo dated December 19, 2000.)

After a lengthy (30 + minutes) discussion, Mr. Gervais determined that he needed to consult with personnel in Code Enforcement at City Hall before deciding whether or not to do this work.

It is still our opinion that no certificate of occupancy should be issued until this work is completed.





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## MEMORANDUM

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Kandi Talbot, Planner

**FROM:** Chris Earle, Construction Representative  
Reviewed by Steve Bushey, P.E., Acting Development Review Coordinator

**DATE:** December 19, 2000

**RE:** 138 Milton Street

---

On December 19, 2000, the site was reviewed for compliance with the conditions of approval. My comments are:

1. No plantings have been installed.
2. Driveway is deeply rutted and requires additional gravel to be considered satisfactory.
3. Lawn is not graded, mulched, seeded or stabilized. The standard conditions of approval require hay mulching over all bare ground.

It is our understanding that a **temporary certificate of occupancy** was issued on December 19, 2000. We have discussed this issue with Glenn Gervais of Custom Built Homes and will be coordinating the completion of items 2 and 3 as soon as possible.



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

**20000152**

I. D. Number

**Tom Built Homes**

Applicant

**27 Main Street, Windham, ME 04062**

Applicant's Mailing Address

**SAA**

Consultant/Agent

**892-3149**

Applicant or Agent Daytime Telephone, Fax

**7/24/00**

Application Date

**Milton Street lot 167**

Project Name/Description

**138**

**Milton St, Portland Maine 04103**

Address of Proposed Site

**333-E-029**

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) \_\_\_\_\_

**1,940** Proposed Building square Feet or # of Units **10,195** Acreage of Site \_\_\_\_\_ Zoning \_\_\_\_\_

**Check Review Required:**

- |  |   |  |  |
|--|---|--|--|
| <input checked="" type="checkbox"/> Site Plan<br>(major/minor) | <input type="checkbox"/> Subdivision<br># of lots _____ | <input type="checkbox"/> PAD Review            | <input type="checkbox"/> 14-403 Streets Review   |
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Fees Paid: Site Plan **\$200.00** Subdivision \_\_\_\_\_ Engineer Review **\$100.00** Date: **7/12/00**

**DRC Approval Status:**

- Approved  **Approved w/Conditions**  Denied
- Approval Date **7/25/00** Approval Expiration \_\_\_\_\_ Extension to \_\_\_\_\_  Additional Sheets Attached
- signature \_\_\_\_\_ date \_\_\_\_\_

Reviewer *Steve Dury*

Performance Guarantee  Required\*  Not Required

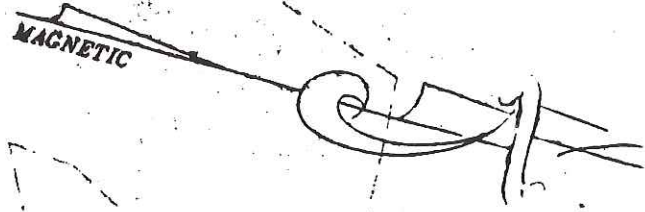
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- |   |                |  |                 |
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MAGNETIC NORTH AS BASED ON PLAN OF  
SEE REFERENCE 4

Lot 167 Milton St.  
Extension

Setbacks  
Front + Rear ' 25'  
Sides ' 14'



12"SD  
L=71'  
S=0.0467

S 15° 41' 45" E  
80.79

12"SD  
L=115'  
S=.0050

CATCH BASIN  
RIM 70.8  
INV. IN = 64.68  
INV. OUT = 64.58

INV 66.00

M 11° 51' 8" L 5  
574.18 15" W

DRAINAGE EASEMENT  
(TYP)

FFE  
74.75

GAK 26

F.F.E. 4.50  
Lot 168

covered porch

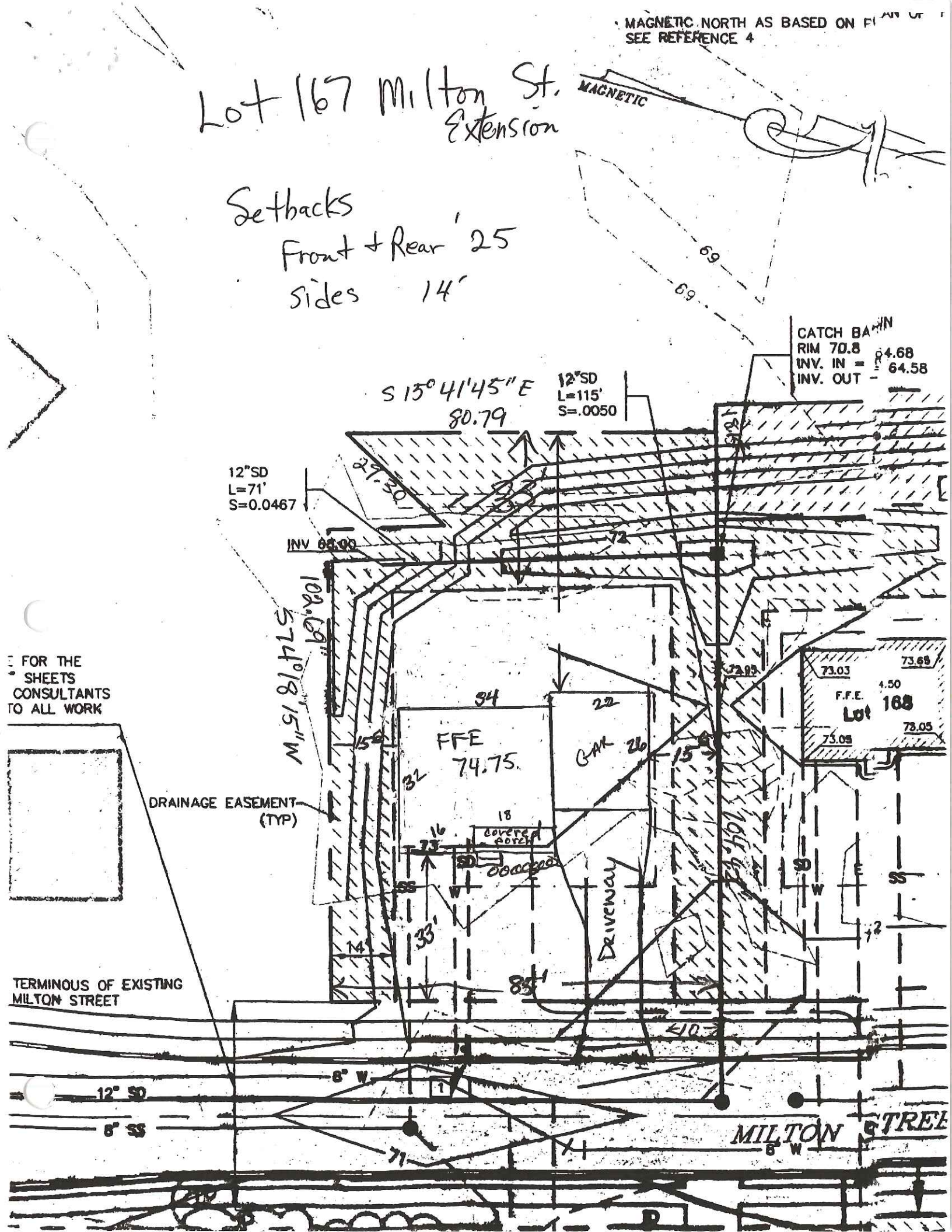
DRIVEWAY

TERMINOUS OF EXISTING  
MILTON STREET

12" SD

6" SS

MILTON STREET  
6" W





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cc: Katherine Staples, P.E., City Engineer

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CITY OF PORTLAND, MAINE  
PUBLIC NOTICE

To All Building Permit Applicants and/or Contractors:

Effective immediately all temporary erosion control measures as shown on submitted site plans or as made part of a conditional approval of a site plan shall be installed, maintained, and inspected for proper functioning. Erosion control measures include but are not limited to silt fencing hay bales, stone check dams, earthen berms, stone lined swales, riprap embankments, riprap inlet/outlets of any pipe channel or culvert, sodded or grass strips, hay mulch cover on exposed soils, jute matting or erosion control blanket/matting, geotextile grids or webbing, and any provision approved by the City Engineer or Development Review Coordinator to decrease erosion or sedimentation.

All temporary and permanent erosion control measures shall be in conformance with the Maine Erosion and Sediment Control Handbook for construction: Best Management Practices as published by Cumberland County SWCD and the Maine Department of Environmental Protection. Consistent failure to install, maintain, or construct in an acceptable manner will result in a stop work order on the building permit. All erosion control measures shall be established in proposed areas of disturbed soils resulting from construction activities prior to actual construction unless a specific deadline has been made a condition of approval or agreed to by a Public Works Engineer or the Development Review Coordinator.

Effective immediately any request for Certificate of Occupancy will be denied if the above measures have not been addressed or completed. Only under extreme conditions, due to weather, shall the omission of the erosion control standards be included on the conditions for a Certificate of Occupancy, otherwise the request for a Certificate will be refused.

The City of Portland Planning Department and Public Works Department consider Erosion and Sediment Control Planning to be an absolutely necessary initial construction activity that requires as much attention and enforcement as building construction. For the protection of sensitive waterbodies, undisturbed lands, neighboring properties, established vegetated areas, and municipal drainage systems please pay careful attention to erosion and sediment control measures and conform to the notes, details, and conditions of approval as noted on your approved site plan. These controls must be installed and maintained continuously throughout the construction period. The City may inspect the site at any time to ensure compliance, and violations could result in work stoppage orders as indicated above.

We appreciate your prompt compliance with these requirements.



CITY OF PORTLAND  
Planning and Urban Development Department

MEMORANDUM

TO: Joseph E. Gray, Jr., Director of Planning and Urban Development  
Alexander Jaegerman, Chief Planner

FROM: James Seymour, Acting Development Review Coordinator

DATE: April 5, 1995

SUBJECT: Disclaimer Statement of Existing Poorly Drained Areas

It is the responsibility of the lot owner/homebuilder to assess drainage and provide for appropriate stormwater management design and engineering in an area which has evidence of poor hydrologic soil conditions, and/or a history of poor drainage, ponding, or soils saturation due to topography, fluctuation of seasonal ground water tables creating surface flooding, or as a result from rainfall events or snow/ice melts. The City of Portland is not responsible for resolving the drainage of land areas which could be described in any one of the above conditions.

The City of Portland Development Review Coordinator reviews lot grading for all single family homes to assure that field elevations will conform to the grades which exist at the abutting property line or to the grades which have been previously approved at the abutting property lines. The construction standards require that final foundation elevations be provided on site plans which are a minimum of 2 1/2 feet higher than street grades established at the frontage of the lot and provide positive drainage away from the entire foundation perimeter, including garage, and all basement accesses (ie. bulkheads, doorways and windows). As long as these standards are strictly enforced, most water problems on single family lots will be avoided. However, in locations with clear evidence of hydric soils, the following note shall be placed on all approved site plans:

"The City of Portland Development Review Coordinator has reviewed and approved this plan. The lot is located in an areas that is subject to seasonal conditions of saturation by surface or groundwater. Approval of this plan does not constitute a guarantee that no water problems will be experienced by the homeowners in this vicinity. Homeowners are advised to exercise care and diligence to ensure that their home and yard is adequately constructed and graded for localized drainage conditions."