

CITY OF PORTLAND, MAINE  
 SITE PLAN REVIEW  
 Processing Form

RECEIVED JUN 17 1977

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Address of Proposed Site \_\_\_\_\_  
 Proposed Use of Site \_\_\_\_\_ Site Identifier(s) from Assessors Maps \_\_\_\_\_  
 Acreage of Site / Ground Floor Coverage \_\_\_\_\_ Zoning of Proposed Site \_\_\_\_\_  
 Site Location Review (DEP) Required: ( ) Yes ( ) No Proposed Number of Floors \_\_\_\_\_  
 Board of Appeals Action Required: ( ) Yes ( ) No Total Floor Area \_\_\_\_\_  
 Planning Board Action Required: ( ) Yes ( ) No  
 Other Comments: \_\_\_\_\_  
 Date Dept. Review Due: \_\_\_\_\_

PLANNING DEPARTMENT REVIEW

(Date Received) \_\_\_\_\_

- Major Development — Requires Planning Board Approval; Review Initiated  
 Minor Development — Staff Review Below

	LOADING AREA	PARKING	CIRCULATION PATTERN	ACCESS	PEDESTRIAN WALKWAYS	SCREENING	LANDSCAPING	SPACE & BULK OF STRUCTURES	LIGHTING	CONFLICT WITH CITY PROJECTS	FINANCIAL CAPACITY	CHANGE IN SITE PLAN
APPROVED												
APPROVED CONDITIONALLY												
DISAPPROVED												

REASONS: PLANNING BOARD APPROVAL — 6/28/77

(Attach Separate Sheet if Necessary)

*Jeremiah O'Keefe*  
 SIGNATURE OF REVIEWING STAFF/DATE  
 PLANNING DEPARTMENT COPY 6/28

CITY OF PORTLAND, MAINE

SITE PLAN REVIEW

Processing Form

6-17-77

Date

Milliken Tomilson

Applicant

56 Milliken St.

Mailing Address

warehouse

Proposed Use of Site

1,375,851 sq/ft. 13,668 sq. ft.

Acreage of Site 7 Ground Floor Coverage

2-64 Milliken St.

Address of Proposed Site

354A-A-1 & 334-A-14

Site Identifier(s) from Assessors Maps

I-1, Industrial

Zoning of Proposed Site

Site Location Review (DEP) Required: ( ) Yes ( ) No

Proposed Number of Floors 1

Board of Appeals Action Required: ( ) Yes ( ) No

Total Floor Area 13,668

Planning Board Action Required: ( ) Yes ( ) No

Other Comments:

Date Dept. Review Due: 6/22/77

BUILDING DEPARTMENT SITE PLAN REVIEW

(Does not include review of construction plans)

- Use does NOT comply with Zoning Ordinance
  - Requires Board of Appeals Action
  - Requires Planning Board/City Council Action

Explanation

Use complies with Zoning Ordinance — Staff Review Below

Zoning: SPACE & BULK, as applicable

	DATE	ZONE LOCATION	INTERIOR OR CORNER LOT	40 FT. SETBACK AREA (SEC. 21)	USE	SEWAGE DISPOSAL	REAR YARDS	SIDE YARDS	FRONT YARDS	PROJECTIONS	HEIGHT	LOT AREA	BUILDING AREA	AREA PER FAMILY	WIDTH OF LOT	LOT FRONTAGE	OFF-STREET PARKING	LOADING BAYS
COMPLIES	✓	✓			✓		✓	✓	✓								✓	✓
COMPLIES CONDITIONALLY																		
DOES NOT COMPLY																		

CONDITIONS SPECIFIED BELOW

REASONS SPECIFIED BELOW

REASONS:

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*M. M. M. M. M.* 6/17/77

SIGNATURE OF REVIEWING STAFF/DATE

BUILDING DEPARTMENT - ORIGINAL



## CITY OF PORTLAND

JOSEPH E. GRAY, JR.  
DIRECTOR OF PLANNING  
AND URBAN DEVELOPMENT

July 20, 1981

TO RESIDENTS AND PROPERTY OWNERS IN THE VICINITY OF 56 MILLIKEN STREET

The Portland Planning Board will hold a public meeting on Tuesday evening, July 28, 1981. The meeting begins at 7:30 P.M. in Room 209, City Hall, Portland, Maine.

The Board will consider a proposal by Milliken Tomlinson Company to construct a new 37,400 square foot addition to their existing grocery warehouse facility on Milliken Street. The new addition will be a perishable warehouse. The project is located on a parcel of approximately 1.38 million square feet (31 acres) in the I-1 Industrial Zone. The site plan is to be reviewed for compliance with Chapter 604 of the Site Plan Ordinance.

Should you wish to review the plans in advance, they are available in the Portland Planning Department, Room 211 of City Hall. If you are unable to attend the public meeting of the Planning Board, please send your comments in writing to Mr. Joseph E. Gray, Jr., Director of Planning and Urban Development, City Hall, 389 Congress Street, Portland, Maine 04101.

Sincerely,

Patricia Harrington  
Chief Planner

cc: Jean E. Gilpatrick, Chairman, Planning Board  
Joseph E. Gray, Jr., Director of Planning & Urban Development

## I. INTRODUCTION

Milliken Tomlinson Co., which operates a grocery warehouse and distribution center, has submitted a site plan for a proposed new perishable warehouse addition to the existing facility located on 56 Milliken Street in the City of Portland. The Planning Board is asked to review this site plan in accordance with Chapter 604, the Site Plan Ordinance.

Notice has been mailed to nearby residents and property owners informing them of the Planning Board meeting.

## II. PROJECT DATA

### Land Use Information

Total Site Area: 1,382,590 sq. ft. (31.73 acres)  
Parking: 125 spaces  
Use: Grocery warehouse and distribution center.  
Assessors Reference: 354-A-1-304-A-14  
Zone: Industrial - 1  
Road Width: 40 feet, no change proposed  
Land Development Plan: In compliance

### Unit Information

Total Floor Area: 37,400 sq. ft. proposed addition; 18,187 sq. ft. existing covered truck deck; 123,975 sq. ft. existing warehouse; 11,150 sq. ft. existing office; 190,712 sq. ft. total gross area.  
Ground Floor Coverage: 37,400 sq. ft.  
Proposed Building Materials: Structural steel frame, reinforced concrete foundations, insulated steel wall panels, steel roof deck, roof insulation with single membrane roofing.  
Sewerage System: Existing 6-inch tie-in to 18-inch city sewer line, no change proposed.

### Economic Information

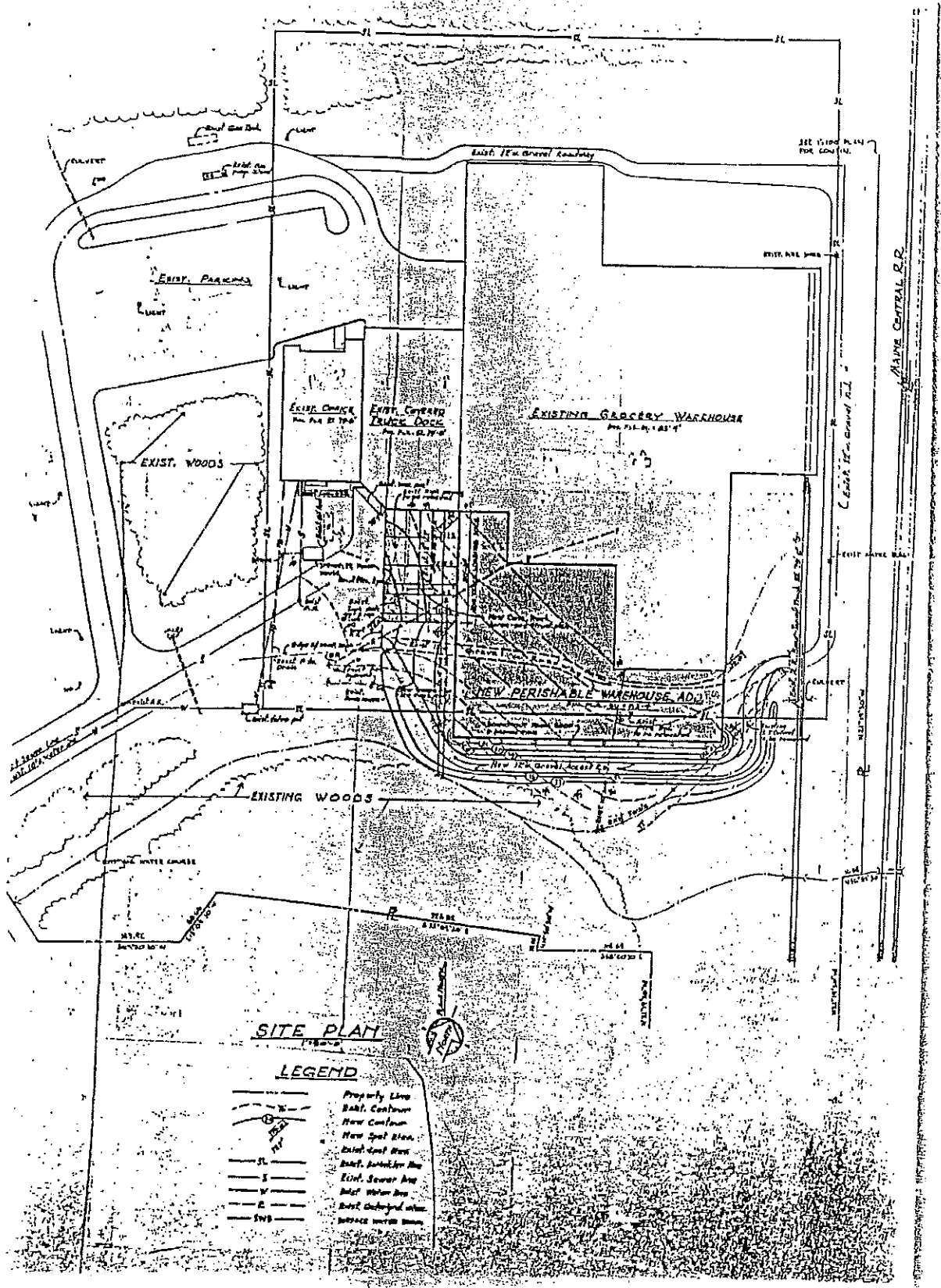
Estimated Cost of Construction: \$1.5 million  
Number of Employees: 112 maximum

## III. STAFF REVIEW

*Al Grass*  
Milliken Tomlinson Company proposes to expand their facility on Milliken Street (off of the Riverside Industrial Parkway) by adding a 37,400 sq. ft. perishable warehouse to the existing grocery warehouse facility. The site plan was prepared by Wetterau Builders, Inc. of Hazelwood, Missouri with engineering by Becker, Becker, and Pannell, Inc. of St. Louis.

*Carl Sydow*  
The perishable warehouse will increase the storage capacity for produce and frozen foods, and will create new capacity for meats and dairy products, not presently available at this facility. The facility will be refrigerated to -10 degrees (Fahrenheit) for frozen, 28 degrees for meats, and 36 degrees for produce.

This addition will utilize existing site infrastructure including access streets, sewerage, and parking.



**SITE PLAN**

**LEGEND**

- |  |                      |
|--|----------------------|
|  | Property Line        |
|  | Bklt. Contour        |
|  | New Contour          |
|  | New Spot Elev.       |
|  | Exist. Sewer Line    |
|  | Exist. Water Line    |
|  | Exist. Electric Line |
|  | Subs. Sewer Main     |

**CITY OF PORTLAND, MAINE  
SITE PLAN REVIEW  
Processing Form**

Applicant: Milliken Tomlinson Date: 7-21-81  
 Mailing Address: 56 Milliken St. Address of Proposed Site: 56 Milliken St.  
 Proposed Use of Site: grocery warehouse Site Identifier(s) from Assessors Maps: I-1  
 Acreage of Site / Ground Floor Coverage: 1,302,590 sq. ft. 37,400sq. ft. Zoning of Proposed Site: \_\_\_\_\_  
 Site Location Review (DEP) Required: ( ) Yes ( ) No Proposed Number of Floors: 1  
 Board of Appeals Action Required: ( ) Yes ( ) No Total Floor Area: \_\_\_\_\_  
 Planning Board Action Required: (X) Yes ( ) No  
 Other Comments: \_\_\_\_\_  
 Date Dept. Review Due: \_\_\_\_\_

**PLANNING DEPARTMENT REVIEW**

(Date Received)

- Major Development — Requires Planning Board Approval; Review Initiated  
 Minor Development — Staff Review Below

	LOADING AREA	PARKING	CIRCULATION PATTERN	ACCESS	PEDESTRIAN WALKWAYS	SCREENING	LANDSCAPING	SPACE & BULK OF STRUCTURES	LIGHTING	CONFLICT WITH CITY PROJECTS	FINANCIAL CAPACITY	CHANGE IN SITE PLAN
APPROVED	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
APPROVED CONDITIONALLY												
DISAPPROVED												

CONDITIONS SPECIFIED BELOW

REASONS SPECIFIED BELOW

~~REASONS:~~

*The Planning Board unanimously approved the site plan on July 28, 1981.*

(Attach Separate Sheet if Necessary)

*Alexander Jaeger*

SIGNATURE OF REVIEWING STAFF/DATE

PLANNING DEPARTMENT COPY

CITY OF PORTLAND, MAINE

SITE PLAN REVIEW

Processing Form

Applicant: State of Maine Date: 7/15/94

Mailing Address: 56 Hillcrest St. Address of Proposed Site: 100-A-014 & 104-A-006

Proposed Use of Site: 15,000 sq ft (Loading Dock) Site Identifier(s) from Assessors Maps: \_\_\_\_\_

Acres of Site: \_\_\_\_\_ Ground Floor Coverage: \_\_\_\_\_ Total GF Coverage: \_\_\_\_\_ Zoning of Proposed Site: \_\_\_\_\_

Site Location Review (DEP) Required: ( ) Yes ( ) No Proposed Number of Floors: \_\_\_\_\_

Board of Appeals Action Required: ( ) Yes ( ) No Total Floor Area: 15,000 sq ft

Planning Board Action Required: ( ) Yes ( ) No

Other Comments: Shawn R. King - Sebago Township - 550-0217

Date Dept. Review Over: \_\_\_\_\_

PLANNING DEPARTMENT REVIEW

(Date Received)

- Major Development — Requires Planning Board Approval/Review Initiated
- Minor Development — Staff Review Below

	LOADING DOCK	PARKING	CIRCULARITY/ENTRANCE	ACCESS	PEDESTRIAN WALKWAYS	SCREENING	LANDSCAPING	SPACE/SCALE/STRUCTURE	Utilities	CONFORMANCE WITH CITY PROJECTS	FINANCIAL CAPABILITY	CHANGE IN SITE PLANS
APPROVED												
APPROVED CONDITIONALLY												CONDITIONS SPECIFIED BELOW
DISAPPROVED												REASONS SPECIFIED BELOW

REASONS: SEE PLAN TO ADDITIONAL COMMENTS AND PERMITS REPORT #38-94

(Attach Separate Sheet if Necessary)

[Signature] 7/15/94

SIGNATURE OF REVIEWING STAFF/DATE

PLANNING DEPARTMENT COPY

CITY OF PORTLAND, MAINE  
PLANNING BOARD

Jadine R. O'Brien, Chair  
Kenneth M. Cole III, Vice Chair  
Joseph R. DeCoursey  
Irving Fisher  
Cyrus Hagge  
John H. Carroll  
Donna Williams

July 18, 1994

Shawn M. Frank, P.E.  
Sebago Technics, Inc.  
12 Westbrook Common  
Westbrook, Maine 04092

RE: Supervalu-56 Miliken Street, Portland

Dear Mr. Frank:

On July 12, 1994, the Portland Planning Board voted 5-0 (Cole, Fisher absent) to approve the site plan for a 15,300 square foot building expansion and parking area expansion and reconfiguration. This approval was pursuant to §14-526 of the Portland City Code and 38 M.R.S.A. §§480-489, the Site Location of Development Act. This approval is subject to the following conditions:

1. A revised landscape plan, detailing additional tree plantings along the southwestern corner of the parking area, shall be provided for review and approval by the City Arborist;
2. A more detailed Spill Control and Countermeasure plan shall be provided for review and approval by the Planning Staff, and
3. The applicant shall obtain an NRPA permit prior to beginning any work within the jurisdictional area of that permit.

The Planning Board also voted to grant the request for a waiver of the requirement for the installation of curb and sidewalk, as required by §25-96 of the City Code. The Board made the following finding of fact:

The Board finds that undue hardship will result if the applicant is required to install granite curb and sidewalk along the frontage of its property due to the length of the frontage and the resulting requirement for a new storm drainage plan. Therefore, the Board waives the requirement for curb and sidewalk of §25-96 of the




City Code:

Please note the following provisions and requirements for all site plan approvals:

1. A performance guarantee covering the site improvements as well as an inspection fee payment of 1.7% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Works prior to the release of the building permit. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff or Planning Board review and approval.
2. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the expiration date.

If you have any questions, please contact the Planning Staff.

Very truly yours,



Jadine Raynes O'Brien, Chair  
Portland Planning Board

cc: Joseph E. Gray, Jr., Director of Planning & Urban Development  
Alexander Jaegerman, Chief Planner  
Craig Carrigan, PE, Development Review Coordinator  
✓ P. Samuel Hoffses, Chief of Building Inspections  
William Giroux, Zoning Administrator  
Nadeen M. Daniels, Director of Parks and Public Works  
John Rague, Principal Engineer  
William Bray, Deputy Director of Parks and Public Works  
Jeff Tarling, City Arborist  
Paul Niehoff, Materials Engineer  
Natalie Burns, Associate Corporation Counsel  
Lt. Gaylen McDougall, Fire Prevention  
Louise Chase, Building Permit Secretary  
Approval Letter File



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

I. D. Number

296

Address: 56 MILLIKAN ST. SUPERVALE

Supervisor/Sebags Technician \_\_\_\_\_  
 Application Date: 18 April 1995  
 Applicant: Shawn Frank, 856-0277, Fax 856-2207  
 Project Name/Description: Supervale Parking  
 Consultant/Agent: \_\_\_\_\_  
 Address of Proposed Site: 56 Millikan St  
 Assessor's Reference: Chart-Block-Lot: 334-A-014  
 Applicant or Agent Daytime Telephone, Fax: \_\_\_\_\_  
 Proposed Development (check all that apply):  
 Office  Retail  Manufacturing  Warehouse/Distribution  Other (specify)  Additional Parking  
 19,000 sqd Parking Space, 33 acres  
 Proposed Building Square Feet or # of Units \_\_\_\_\_  
 Acreage of Site \_\_\_\_\_  
 Zoning \_\_\_\_\_

Check Review Required:

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

Fees paid: site plan 300.00, subdivision \_\_\_\_\_

Approval Status:  Approved,  Approved w/Conditions listed below,  Denied  
 Reviewer: Robert H. Lewis

Approval Date \_\_\_\_\_ Approval Expiration \_\_\_\_\_ Extension to \_\_\_\_\_  
 Condition Compliance \_\_\_\_\_  
 Additional Sheets Attached

Performance Guarantee:  Required,  Not Required  
 \* No building permit may be issued until a performance guarantee has been submitted as indicated below.  
 Performance Guarantee Accepted: date \_\_\_\_\_ amount \_\_\_\_\_ expiration date \_\_\_\_\_  
 Inspection Fee Paid: date \_\_\_\_\_ amount \_\_\_\_\_  
 Performance Guarantee Reduced: date \_\_\_\_\_ remaining balance \_\_\_\_\_ signature \_\_\_\_\_  
 Performance Guarantee Released: date \_\_\_\_\_ signature \_\_\_\_\_  
 Defect Guarantee Submitted: submitted date \_\_\_\_\_ amount \_\_\_\_\_ expiration date \_\_\_\_\_  
 Defect Guarantee Released: date \_\_\_\_\_ signature \_\_\_\_\_

Planning & Urban Development



Joseph E. Gray Jr.  
Director

May 31, 1995

CITY OF PORTLAND

Mr. Shawn Frank  
Sebago Technics  
12 Westbrook Common  
P.O. Box 1339  
Westbrook, ME 04098-1339

RE: Supervalu-Maine site Plan Revisions, 56 Milliken Street

Dear Mr. Frank:

On May 30, 1995 the Portland Planning Authority approved a revision to the Supervalu-Maine facility at 56 Milliken Street. The approved revisions include modifications to parking lot islands, a 448 square foot addition to the building and landscaping.

This letter approves this revision to the Supervalu-Maine site plan including local review under the Site Location of Development Law, originally approved by the Planning Board on July 12, 1994.

As previously discussed, when you submit the plan for the new expansion, landscaping for the site will be reviewed in a comprehensive manner. With the relocation of three trees adjacent to the front parking area, I would anticipate that one or two additional trees will be required in this area when we review the upcoming expansion.

If there are questions concerning this letter, please contact the Planning Staff.

Sincerely,

  
Joseph E. Gray, Jr.  
Director of Planning and Urban Development

cc: Alexander Jaegerman, Chief Planner  
Y. Samuel Hoffes, Chief of Building Inspection  
Marge Schmuckal, Zoning Administrator  
Richard Knowland, Senior Planner  
George Flaherty, Director of Environmental/Intergovernmental Services  
Kathi Staples, Project Engineer  
Michael O'Sullivan, Development Review Coordinator  
William Bray, Deputy Director/City Traffic Engineer  
Jeff Tarling, City Arborist  
Paul Nishoff, Materials Engineer  
Natalie Burns, Associate Corporation Counsel  
Lt. Gaylen McDougall, Fire Prevention  
Mary Gressik, Building Permit Secretary  
Kathleen Brown, Assistant Director of Economic Development  
Approval Letter File



**CITY OF PORTLAND**

November 9, 2000

Dan Carroll  
Megquier Hill Corp.  
66 Milliken Street  
Portland, ME 04103

RE: 66 Milliken Street

Dear Mr. Carroll:

334 A 014

This letter is to confirm the revision to the approved plan of the Megquier Hill project located at 66 Milliken Street. The approved revision includes a 20 ft x 100 ft temporary storage area for machinery parts. This area will be used for temporary storage for up to one year. At the end of one year, the stored machinery will be removed or Megquier Hill will submit a revised plan for permanent storage at the site. The revised plan has been reviewed and approved by the project review staff including representatives of the Planning, Public Works, Building Inspections, Fire and Parks Departments.

If you have any questions regarding the revision please contact the planning staff at 874-8720.

Sincerely,

Joseph E. Gray, Jr.  
Director of Planning and Urban Development

cc: Alexander Jaegerman, Chief Planner  
Sarah Hopkins, Senior Planner  
✓ P. Samuel Hoffses, Building Inspector  
Jeff Tarling, City Arborist  
William Bray, Director of Public Works  
Tony Lombardo, Project Engineer  
Lt. Gaylen McDougall, Fire Prevention  
Penny Littell, Associate Corporation Counsel  
Inspection Department  
Development Review Coordinator  
Lee Urban, Director of Economic Development  
Susan Doughty, Assessor's Office  
Approval Letter File

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**Planning & Urban Development Department**  
Jeff Levine, AICP, Director

**Planning Division**  
Alexander Jaegerman, FAICP, Director

August 30, 2013

Mike Lyne and Neil Geary  
JHR Development of Maine, LLC  
169 Park Row, Suite 5  
Brunswick, ME 04011

Robert J. Woodman  
FST, Inc.  
778 Main Street, Suite 8  
South Portland, ME 04106

Project Name:	Truck Loading Area Addition	Project ID:	2013-181
Address:	56 Milliken Street	CBL:	334 A014 001
Applicant:	JHR Development of Maine, LLC		
Planner:	Shukria Wiar		

Dear Mr. Lyne and Mr. Geary:

On August 27, 2013, the Planning Authority approved with conditions a Level II site plan for a truck loading area addition at 56 Milliken Street. The project will consist of constructing two recessed loading docks and one at grade dock along with an associated paved truck maneuvering area and a stormwater management facility. The project will result in a net increase of 23,100 square feet of impervious area. The project is approved with conditions as an amendment to the existing Site Location of Development Permit. The decision is based upon the application, documents and plans as submitted and prepared by Robert Woodman of FST, Inc. with a revision date of 08.09.2013. The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

#### WAIVERS

1. The Planning Authority waives the requirement of Technical Standard Section 14-526 (a) (2) (c) of the Site Plan Ordinance that states all development shall provide sidewalk and curbing along all frontages, to allow no sidewalk and curbing along the street frontages along the Milliken Street. The waiver is based on the findings that there are no sidewalks within 1000 feet of the project site and given the industrial nature of the area, and pedestrian use is not expected. In addition it is a short dead end street, which is wide enough to function as alternative pathway (the street can function safely as a shared facility).
2. The Planning Authority waives the requirement of Technical Standard Section 14-526 (a) (2) (c) of the Site Plan Ordinance that that all development shall provide sidewalk and curbing along all frontages, to allow no sidewalk and curbing along the frontage side of the Riverside Industrial Parkway. This waiver is based on the findings that there are no sidewalks within 1000 feet of the project site and given the industrial nature of the area, sidewalks are not expected. In addition, the City will be upgrading the roadway in the near future and has made a design decision that sidewalks are not included.

#### 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:

1. Storm Water Management Condition of Approval

The developer/contractor/subcontractor must comply with conditions of the construction stormwater management plan and sediment and erosion control plan 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.

2. 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 and signed prior to the issuance of a building permit with a copy to the Department of Public Services.

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 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 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 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.
7. **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.)

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 Shukria Wiar at (207) 756-8083 or via [shukriaw@portlandmaine.gov](mailto:shukriaw@portlandmaine.gov)

Sincerely,

  
Alexander Jaegerman, FAICP (BB)  
Planning Division Director

**Attachments:**

1. Sample Stormwater Maintenance Agreement
2. Performance Guarantee Packet

cc: Jeff Levine, AICP, Director of Planning and Urban Development  
Alexander Jaegerman, FAICP, Planning Division Director  
Barbara Barhydt, Development Review Services Manager  
Shukria Wiar, Planner  
Philip DiPierro, Development Review Coordinator, Planning  
Marge Schmuckal, Zoning Administrator, Inspections Division  
Tammy Munson, Inspection Division Director  
Lannie Dobson, Administration, Inspections Division  
Gayle Guertin, Administration, Inspections Division  
Michael Bobinsky, Public Services Director  
Katherine Earley, Engineering Services Manager, Public Services  
Bill Clark, Project Engineer, Public Services  
David Margolis-Pineo, Deputy City Engineer, Public Services  
Doug Roncarati, Stormwater Coordinator, Public Services  
Greg Vining, Associate Engineer, Public Services  
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  
Jeremiah Bartlett, Public Services  
Captain Chris Pirone, Fire Department  
Danielle West-Chuhta, Corporation Counsel  
Thomas Errico, P.E., TY Lin Associates  
David Senus, P.E., Woodard and Curran  
Rick Blackburn, Assessor's Department  
Approval Letter File