



Level I – Site Alteration Development Review Application Portland, Maine

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level III: Preliminary or Final Site Plan. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

Level I: Site Alteration Development includes:

- Alteration of a watercourse or wetland as defined in Section 14-47 of the City Code.
- Alteration of a site. The disturbance of land areas of less than one (1) acre that are stripped, graded, grubbed, filled or excavated. The Planning Authority shall exempt from review the loam and seeding of lawns and the cumulative placement of less than fifteen (15) cubic yards of fill on any lot provided such loaming or placement does not alter a drainage course, swale, wetland or redirect water onto adjoining property and does not violate any other provision of the Portland City Code or state or federal law. "Disturbed area" does not include routine maintenance, but does include re-development and new impervious areas.
- The construction of any temporary or permanent parking area, paving of existing unpaved surface parking areas between 1,000 and 7,500 sq. ft., or creation of other impervious surface areas between 1,000 and 7,500 sq. ft.
- The rehabilitation or reconstruction, but not new construction, of piers, docks, wharves, bridges, retaining walls, and other structures located within the shoreland zone.
- A site alteration in which vehicle access is proposed from more than one (1) street.

Portland's development review process and requirements are outlined in the [Land Use Code \(Chapter 14\)](#), [Design Manual](#) and [Technical Manual](#).

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8719
planning@portlandmaine.gov

Office Hours
Monday thru Friday
8:00 a.m. – 4:30 p.m.

I. Project Information (Please enter n/a on those fields that are not applicable)

Project Name:	Reed School Redevelopment
Proposed Development Address:	19 Libby Street
Project Description:	Conversion of Reed School to a school
Chart/Block/Lot:	338 / A046-A050, A055 & K004
Preliminary Plan	Yes
Final Plan	Yes

II. Contact Information (Please enter n/a on those fields that are not applicable)**APPLICANT**

Name:	Michael Lyne
Business Name:	Developer's Collaborative
Address:	100 Commercial Street, Suite 414
City/State:	Portland, ME
Zip Code:	04101
Work #:	207-522-3055
Home #:	
Cell #:	
Fax #:	
E-mail:	mlyne@dcmaine.com

OWNER

Name:	Same as Applicant
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

AGENT/REPRESENTATIVE

Name:	Pinkham & Greer, Civil Engineers (Thomas S. Greer)
Address:	28 Vannah Avenue
City/State:	Portland, ME
Zip Code:	04103
Work #:	207-781-5242
Home #:	
Cell #:	
Fax #:	207-781-4245
E-mail:	tgreer@pinkhamandgreer.com

BILLING (to whom invoices will be forwarded to)

Name:	Developer's Collaborative (Michael Lyne)
Address:	100 Commercial Street, Suite 414
City/State:	Portland, ME
Zip Code:	04101
Work #:	207-522-3055
Home #:	
Cell #:	
Fax #:	
E-mail:	mlyne@dcmaine.com

ENGINEER

Name:	Pinkham & Greer, Civil Engineers (Thomas S. Greer)
Address:	28 Vannah Avenue
City/State:	Portland, ME
Zip Code:	04103
Work #:	207-781-5242
Home #:	
Cell #:	
Fax #:	207-781-4245
E-mail:	tgreer@pinkhamandgreer.com

SURVEYOR

Name:	Maine Survey Consultants, Inc. (Del Maxfield)
Address:	PO Box 485
City/State:	Harrison, ME
Zip Code:	04040
Work #:	207-583-6159
Home #:	
Cell #:	
Fax #:	207-583-6159
E-mail:	dmaxfield@mainesurveyconsultants.com

ARCHITECT

Name:	Archetype Architects (David Lloyd)
Address:	48 Union Wharf
City/State:	Portland, ME
Zip Code:	04101
Work #:	207-772-6022
Home #:	
Cell #:	
Fax #:	207-772-4056
E-mail:	lloyd@archetypepa.com

ATTORNEY

Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN

Name:	Rita Sawyer
E-mail:	rsawyer@pinkhamandgreer.com
Name:	Thomas S. Greer
E-mail:	tgreer@pinkhamandgreer.com
Name:	
E-mail:	

III. APPLICATION FEES**LEVEL I SITE ALTERATION**

<input checked="" type="checkbox"/>	Level 1 Site Alteration	\$200.00
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IV. FEES ASSESSED AND INVOICED SEPARATELY

- Notices to abutters (receipt of application, workshop and public hearing meetings) (\$.75 each)
- Legal Ad in the Newspaper (% of total ad)
- Planning Review (\$52.00 hour)
- Legal Review (\$75.00 hour)
- Third Party Review (all outside reviews or analysis, eg. Traffic/Peer Engineer, are the responsibility of the applicant and will be assessed and billed separately)

V. PROJECT DATA (Please enter n/a on those fields that are not applicable)

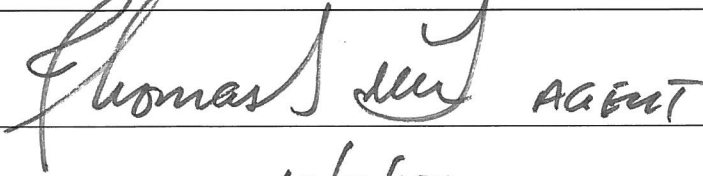
TOTAL AREA OF SITE	109,471	sq. ft.
PROPOSED DISTURBED AREA OF THE SITE	52,323	sq. ft.
<i>If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland.</i>		
IMPERVIOUS SURFACE AREA		
Impervious Area (Total Existing)	50,576	sq. ft.
Impervious Area (Total Proposed)	58,005	sq. ft.
PARKING SPACES		
# of Parking Spaces (Total Existing)	20	
# of Parking Spaces (Total Proposed)	75	
# of Handicapped Spaces (Total Proposed)	3	

VI. APPLICANT SIGNATURE

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Planning Authority and Code Enforcement's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

This application is for a Level III Site Plan review. It is not a permit to begin construction. An approved site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.

Signature of Applicant:	 AGENT
Date:	10/3/17