

Department of Planning & Development
Lee D. Urban, Director



CITY OF PORTLAND

Division Directors
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Housing & Neighborhood Services

Alexander Q. Jaegerman, AICP
Planning

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Economic Development

December 18, 2003

Paradigm Window Solutions
PO Box 10109
Portland, ME 04104

Dear applicant:

RE: Application for Minor Site Plan, Paradigm Window Solutions
(CBL#354B003) (ID#2003-0226)

On December 18, 2003, the Portland Planning Authority granted minor site plan approval for the construction of a building addition at 374 Riverside Industrial Parkway, with the following conditions:

1. *Applicant shall meet the conditions outlined in the Development Review Coordinator's memorandum dated December 18, 2003, which is attached.*

Where submission drawings are available in electronic form, the applicant shall submit any available electronic CADD.DXF files.

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.

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

1. 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. A one-year extension may be granted by this department if requested by the applicant in writing prior to the expiration date of the site plan.
2. A performance guarantee in a form acceptable to the City of Portland and an inspection fee equal to 2.0% of the performance guarantee will have to be posted before beginning any site construction or issuance of a building permit.
3. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.

4. Prior to construction, a pre-construction meeting shall be held at the project site 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 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.
5. A street opening permit is required for your site. Please contact Carol Merritt at 874-8300, ext. 8822. (Only excavators licensed by the City of Portland are eligible.)

If there are any questions, please contact Sarah Hopkins at 874-8620.

Sincerely,


Alexander Jaegerman
Planning Division Director

cc: Lee D. Urban, Planning and Development Department Director
Sarah Hopkins, Development Review Services Manager
Marge Schmuckal, Zoning Administrator
Jay Reynolds, Development Review Coordinator
— Karen Dunfey, Inspections
Larry Ash, Traffic Engineer
Tony Lombardo, Project Engineer
Eric Labelle, City Engineer
Jeff Tarling, City Arborist
Penny Littell, Associate Corporation Counsel
Lt. Gaylen McDougall, Fire Prevention
Don Hall, Appraiser, Assessor's Office
Approval Letter File



DeLUCA-HOFFMAN ASSOCIATES, INC.
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- ENVIRONMENTAL ENGINEERING
- TRAFFIC STUDIES AND MANAGEMENT
- PERMITTING
- AIRPORT ENGINEERING
- SITE PLANNING
- CONSTRUCTION ADMINISTRATION

MEMORANDUM

DATE: December 18, 2003

TO: Jay Reynolds, Portland Planning Authority

FROM: Stephen R. Bushey, P.E.

SUBJECT: Paradigm Window Solutions
Site Plan review

DeLuca-Hoffman Associates, Inc. has reviewed the submission materials prepared by Sebago Technics dated 12/12/03 and find that our earlier comments of December 4, 2003 have been substantially addressed. We offer the following for your consideration.

1. In to improve water quality treatment benefits we recommend that Casco Traps or similar hoods be inserted into each of the catch basin outlets.
2. We recommend that some sort of trash rack or other similar structure be installed at the inlet into the Basin control structure to prevent debris from entering and potential clogging the outlet control orifices.

Based on the materials provided it is our opinion that the project can be reviewed for approval at this time.

If you have any questions please call.

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