

**Planning & Urban Development Department**

Jeff Levine, Director

Planning Division

Alexander Jaegerman, Director

November 20, 2014

Lee Allen
Northeast Civil Solutions
153 US Route 1
Scarborough, ME 04074

Todd Settle
Telos Capital, LLC
2 Milk Street
Portland, ME 04101

Project Name: Pamela Road 14-403 Street Extension
Address: Pamela Road
Applicant: Telos Capital
Planner: Nell Donaldson

Project ID: 2014-146
CBLs: 389-D-10, 11, 12, 13, 14
389-E-2, 3, 4, 5, 6, 7

Dear Mr. Allen:

On November 20, 2014, the Planning Authority approved with conditions a Level II site plan for a 750' extension of Pamela Road. The decision is based upon the application, documents and plans as submitted by Telos Capital, LLC and prepared by Northeast Civil Solutions, with revisions dated November 19, 2014. The proposal was reviewed for conformance with the standards of Portland's land use ordinance, including Sections 14-526 (Site Plan) and 14-403 (Street Access).

SITE PLAN/14-403 REVIEW

The Planning Authority found that the Level II site plan is in conformance with the standards of the land use code subject to the following conditions of approval, which shall be met prior to the issuance of a building permit for site work only and any applicable permits from the Department of Public Services:

1. The applicant shall provide a maintenance agreement for the storm drain on Lot 41 for review and approval by Corporation Counsel and the city's Department of Public Services. This agreement shall state that the storm drain is the responsibility of the property owner of Lot 41;
2. The applicant shall add a note to the amended plat stating that:
 - a. the owner of Lot 41 is responsible for drainage infrastructure located on the lot,
 - b. drainage infrastructure located on the lot is subject to a maintenance agreement with the City of Portland, and
 - c. the maintenance agreement shall be recorded with the amended plat and be incorporated into the property deed for Lot 41
 for review and approval by the Planning Authority; and
3. Following signature by the Director of the Planning Authority, the applicant shall record the revised amended plat at the Cumberland County Registry of Deeds, with a mylar and five paper copies to be returned to the Planning Authority. The maintenance agreement shall be recorded with the amended plat, with a copy returned to the Planning Authority.

STANDARD CONDITIONS OF APPROVAL

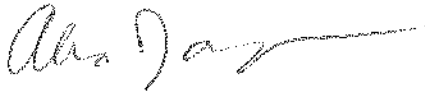
Please note the following standard conditions of approval and requirements for all approved site plans:

1. **Storm Water Management Condition of Approval** The developer/contractor/property owner must comply with conditions of the construction stormwater management plan and sediment and erosion control plan based on City standards and state guidelines.
2. **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.
3. **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.
4. **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.
5. **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.
6. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
7. **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.
8. **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.)
9. **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.

If there are any questions, please contact Nell Donaldson at 874-8723.

Sincerely,



Alex Jaegerman
Planning Division Director

Attachments:

1. Performance Guarantee Packet
2. Stormwater Maintenance Agreement Template

Electronic Distribution:

CC: Jeff Levine, AICP, Director of Planning and Urban Development
Alexander Jaegerman, FAICP, Planning Division Director
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Craig Messinger, 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

