Form # P 04

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

Please Read

Application And Notes, If Any, Attached	PERMIT	Permit Number: 040704
This is to certify thatCity Of Portland Port	land_Tr	
has permission to trail improvements		
AT <u>O Curtis</u> Rd	389	9 G003001
provided that the person or person the provisions of the Statutes the construction, maintenance at this department.	s of Name and of the same ances	g this permit shall comply with all of the City of Portland regulating s, and of the application on file in
Apply to Public Works for street line and grade if nature of work requires such information.	N ication inspect must git and wron permis in procure the this to bling or the thereo land or our sold in the R NOTICE IS REQUIRED.	A certificate of occupancy must be procured by owner before this building or part thereof is occupied.
OTHER REQUIRED APPROVALS		
Fire Dept		
Appeal Board Other		Multiple Bellithing after Section 6/29/64 Director - Building & Inspec Services
P	PENALTY FOR REMOVINGTHIS CAP	RD ' ´

		ilding or Use Permi (207) 874-8703, Fax:		1_871 <i>e</i>	Permit No: 04-0704	Date Applied For: 06/02/2004	CBL : 389	GO03001
Location of Construction:	-	Owner Name:	(201) 01-		Owner Address:		Phone	:
0 Curtis Rd		City Of Portland			389 Congress St			
Business Name:		Contractor Name:			Contractor Address:		Phone	
		Portland Trails			1 India Street Portl	and	(207)	775-2411
Lessee/Buyer's Name		Phone:			Permit Type:		_	
					Building Miscella	neous		
Proposed Use:				Propose	d Project Description:			
open space				trail in	nprovements			
Dept: Zoning	Status:	Approved	Rev	iewer:	Marge Schmucka	d Approval Da		06/09/2004
Note: in RPZ zone	over 75' from	HWM					Okto	Issue: ✓
Dept: Building	Status:	Approved	Rev	iewer:	Jeanine Bourke	Approval Da	ate:	06/29/2004
6/28 After mu beams.		About the design of the Steve M. Called and will sue						Issue:
1) The design load sp	ec sheet for th	e engineered beam(s) mu	ust be subr	nitted	to this office.			

City of Portland, N	Maine - Bui	lding or Use	Permi	t Application	Permit No:	Issue Date:	CBL:
389 Congress Street,		_					389 GOO3001
Location of Construction:		Owner Name:		C	Owner Address:		Phone:
0 Curtis Rd		City Of Portla	nd		389 Congress St	:	
Business Name:		Contractor Name	: :	[0	Contractor Address	3:	(Phone
		Portland Trail	S		1 India Street Po	ortland	2077752411
Lessee/Buyer's Name		Phone:		F	Permit Type: Building Misce	llaneous	Zone: RPZ
Past Use:		Proposed Use:					
open space		open space			Waved		NSPECTION:
					brund	Approved Denied	Group Type: A Tizils Group MB 6/29/CY ICT (PA.D) Type: Ty
'roposed Project Description	on:] *	1.0.11
trail improvements					Signature:	s	ignature M/5 6/29/04
				'	'EDESTRIAN AC'	FIVITIES DISTR	ICT (P(A.D)) I '
					Action: Appr	oved Appro	ved w/Conditions Denied
		_	_	:	Signature:		Date:
'ermit Taken By: jodinea	=	oplied For: 2/2004			Zonin	g Approval	
1. This permit applica	ation does not	preclude the	Spec	cial Zone or Reviews	S Zor	ing Appeal	Historic Preservation
Applicant(s) from Federal Rules.			₹ Sh	oreland for Numberland for Numberlan	Z>	ce	Not in District or Landma
2. Building permits d septic or electrical	-	olumbing,	□ we	etland from Nu	Miscel	laneous	Does Not Require Review
3. Building permits a within six (6) mont			Flo	ood Zone ~ K	Condit	ional Use	Requires Review
False information repermit and stop all	•	a building	Su'	bdivision	Interpr	etation	Approved
			Sit	e Plan	Appro	ved	Approved w/Conditions
			Maj [Mintor MM] Denied	l	☐ Deni ed ☐
			Duto:	C'to Huy	Date:		
) Jaile. /	10 10000	Date.)ate:
				- 6/6	1001		
					•		
			C	ERTIFICATION	N		
							the owner of record and that
							all applicable laws of this al's authorized representative
							on of the code(s) applicable to
SIGNATURE OF APPLICAN	VΤ			ADDRESS		DATE	PHONE



Commercial Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: Pres-my	oscot River Preserve			
Total Square Footage of Proposed Structure 2 board 4/61 /60 59. Ff.	Square Footage of Lot			
Tax Assessor's Chart, Block & Lot Chart# 3p9 Block# Lot# 3	Owner: City of Portland 359 Congress St. Portland ME 07/01	Telephone: \$74-\$300		
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: For The d Trails One Fredix St. Brthad ME 09/01	Cost Of Work: \$ 3000 Fee: \$		
Current Specific use: _ Per spec priser	ve with informal trills	REY		
Proposed Specific use: Trail improvement				
Project description: This upplication is for an extension of trail construction began last year.				
Two board walks will cross non-moep jurisdictional streams to complete upland tril bogs.				
Contractor's name, address & telephone: Partland Tribs 64 6 bort				
Who should we contact when the permit is ready: State Win Comming exert. Lincher) Mailing address:				
	Phone	e:		

Please submit all of the information outlined in the Residential Application Checklist. Failure to do so will result in the automatic denial of your permit.

At the discretion of the Planning and Development Department, additional information may be required prior to permit approval. For further information stop by the Building Inspections office, room 315 City Hall or call 874-8703.

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 Code Official'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

Signature of applicant Nan Cun	Date: 4/14/04

Permit Fee: \$30.00 for the first \$1000.00 Construction Cost, \$9.00 per additional \$1000.00 cost

Tris is not a Permit; you may not commence any work until the Permit is issued.



18 Pleasant Street, Portland, Maine 04101 (207) 871-0003

TRANSMITTAL

Date:	6/28/04
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Project Number:

Project:

Jeann Bourgee Slephen Mohr.

Copy:

Message:

Revisions as of June 2004

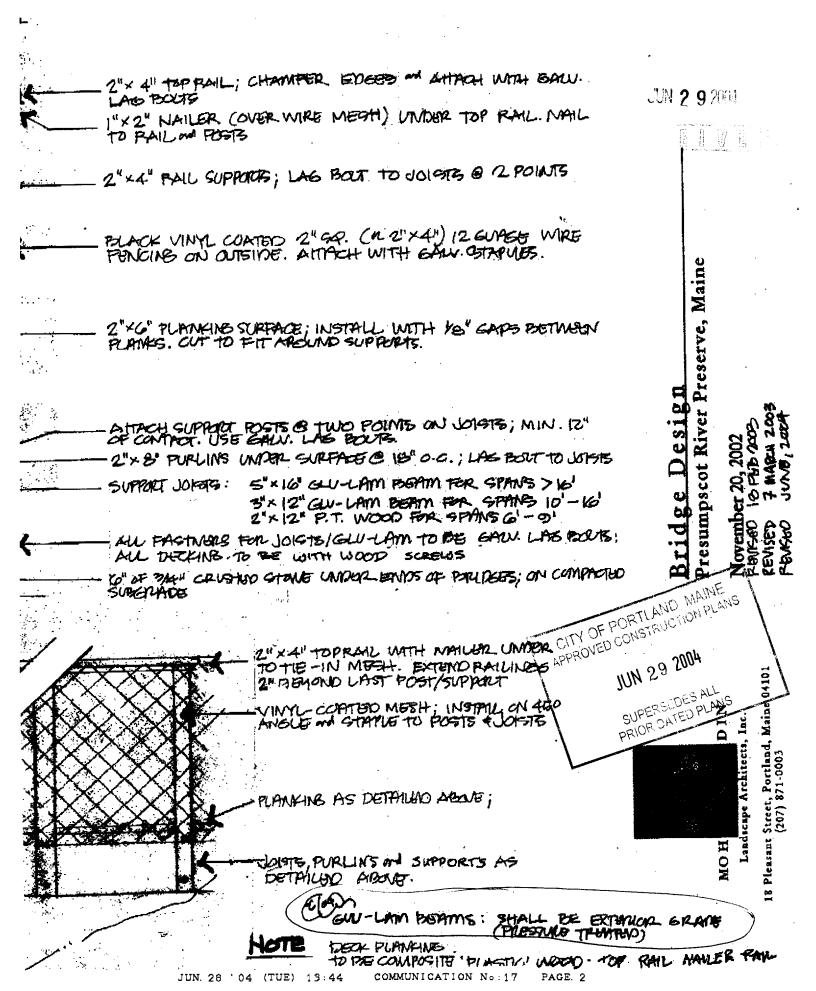
PRIOR CATED PLANS

1008 S.3 NOU

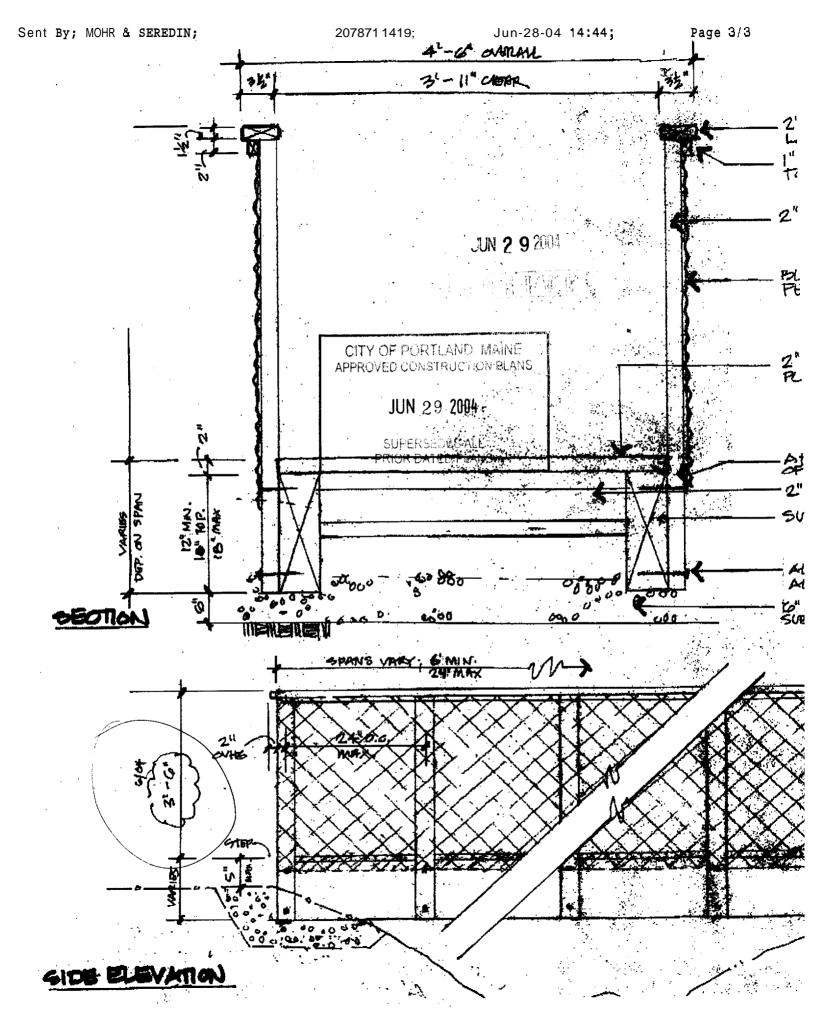
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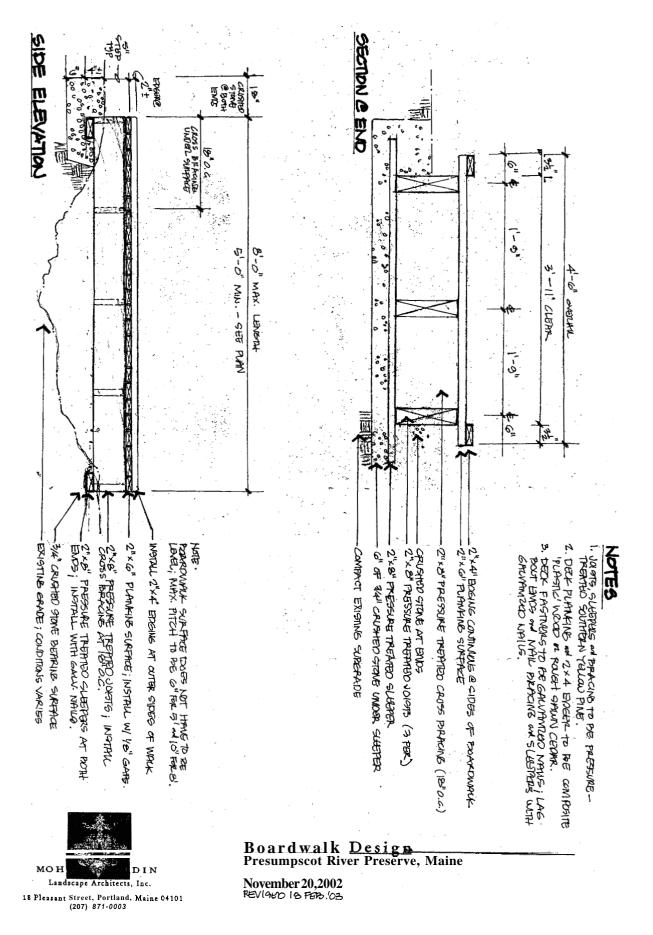
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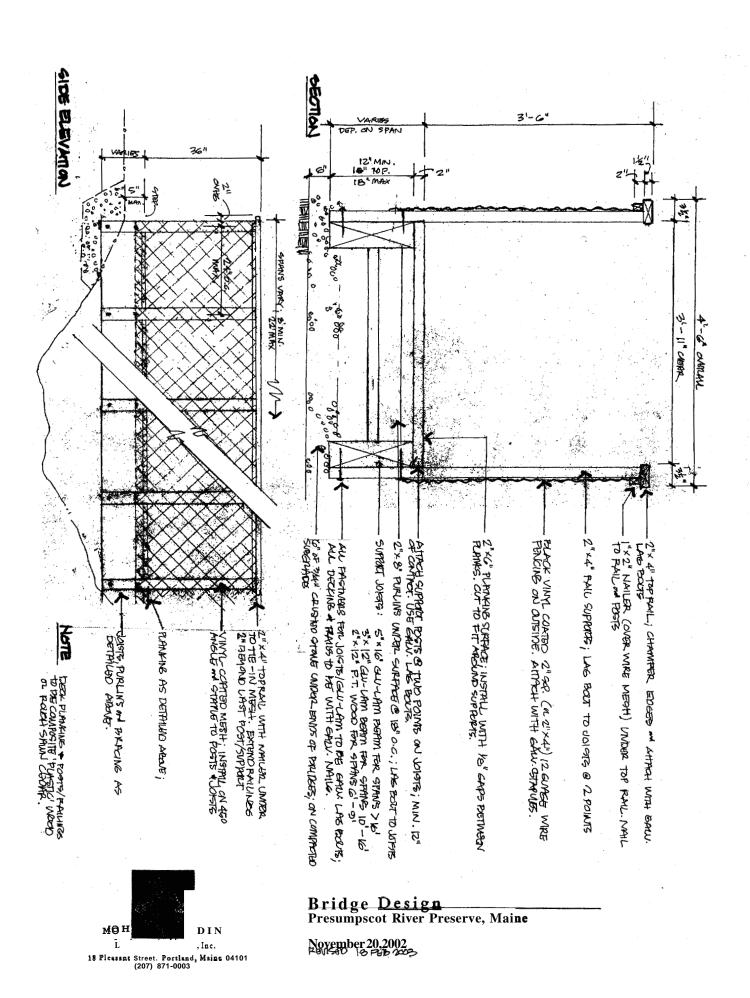
Fax	Number	
Total	No. of Pages _	

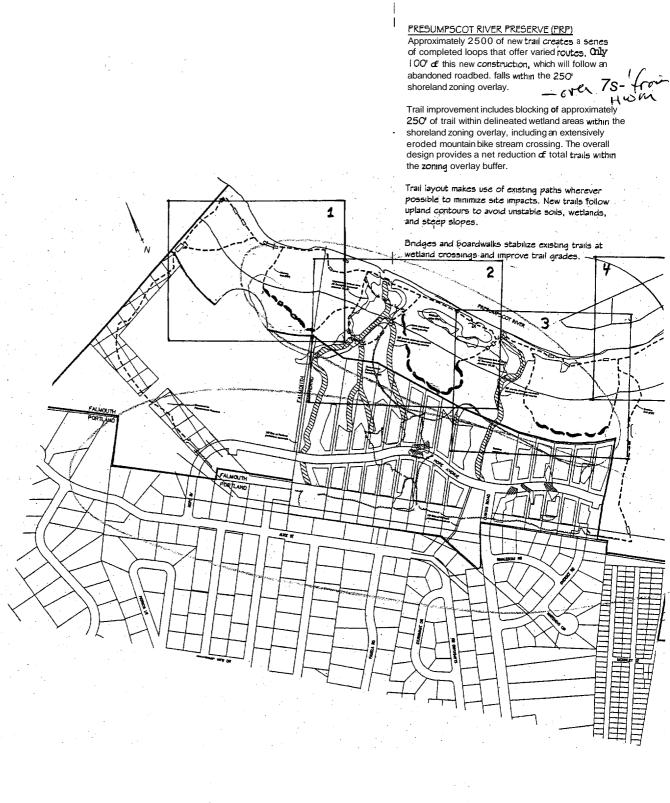


2078711419;









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

Planning Copy

2004-0072

Application I. D. Number

expiration date

amount

signature

04/15/2004Application Date

Portland Trails Applicant

Defect Guarantee Released

One India Street, Portland, ME 04101

Applicant's Mailing Address

Presumpscot River Preserve
Project Name/Description

Curtis Rd, Portland, Maine Consultant/Agent Address of Proposed Site 389 G003001 Applicant Ph: (207) 775-241 ■ Applicant Fax: (207) 772-7673 Assessor's Reference: Chart-Block-Lot Applicant or Agent Daytime Telephone, Fax Proposed Development (check all that apply): New Building **Building Addition** Change Of Use | Residential Office Retail Other (specify) Trails and 2 boardwalks Manufacturing Warehouse/Distribution Parking Lot 160 s.f./boardwalks R2 Zoning Acreage of Site Proposed Building square Feet or # of Units **Check Review Required:** PAD Review 14-403 Streets Review Site Plan , | Subdivision (major/minor) # of lots **DEP Local Certification** Flood Hazard Shoreland HistoricPreservation | Zoning Conditional Zoning Variance Other Use (ZBNPB) Date 04/16/2004 Fees Paid: Site Plan \$400.00 Subdivision **Engineer Review** Reviewer Rick Knowland Denied Approved w/Conditions Approved See Attached Approval Date 06/01/2004 Approval Expiration 06/01/2005 Extension to | Additional Sheets Attached 06/01/2004 OK to Issue Building Permit **Rick Knowland** signature date **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 | | Building Permit Issue date Performance Guarantee Reduced remaining balance signature date Temporary Certificate of Occupancy Conditions (See Attached) date expiration date Final Inspection date signature Certificate Of Occupancy date Performance Guarantee Released date signature **Defect Guarantee Submitted**

submitted date

date

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

DRC Copy

2004-0072

Application I. D. Number

Presumpscot River Preserve

04/15/2004

Application Date

Portland Trails Applicant

One India Street, Portland, ME 04101

Applicant's Mailing Address Project Name/Description Curtis Rd, Portland, Maine

Address of Proposed Site Consultant/Agent 389 G003001 Applicant Ph: (207) 775-2411 Applicant Fax: (207) 772-7673

Assessor's Reference: Chart-Block-Lot Applicant or Agent Daytime Telephone, Fax

New Building Building Addition Proposed Development (check all that apply): Change Of Use Residential Office Retail Manufacturing Parking Lot ✓ Other (specify) Trails and 2 boardwalks | Warehouse/Distribution

R2 160 s.f./boardwalks Zoning Proposed Building square Feet or # of Units Acreage of Site

Check Review Required:

PAD Review 14-403 Streets Review Subdivision Site Plan

(major/minor) # of lots

HistoricPreservation DEP Local Certification Flood Hazard ' | Shoreland

Zoning Conditional Zoning Variance Other

Use (ZBNPB)

Fees Paid: \$400.00 Subdivision Date 04/16/2004 Site Plan **Engineer Review**

Reviewer Rick Knowland

Denied Approved | Approved w/Conditions

See Attached

06/01/2004 06/01/2005 Additional Sheets Approval Date Approval Expiration Extension to Attached

Rick Knowland Condition Compliance

> signature date

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

Building Permit Issue

date

Performance Guarantee Reduced

date remaining balance signature

Temporary Certificate of Occupancy Conditions (See Attached)

date expiration date

Final Inspection

date signature

Certificate Of Occupancy

date

Performance Guarantee Released

date signature

Defect Guarantee Submitted

submitted date amount expiration date

Defect Guarantee Released

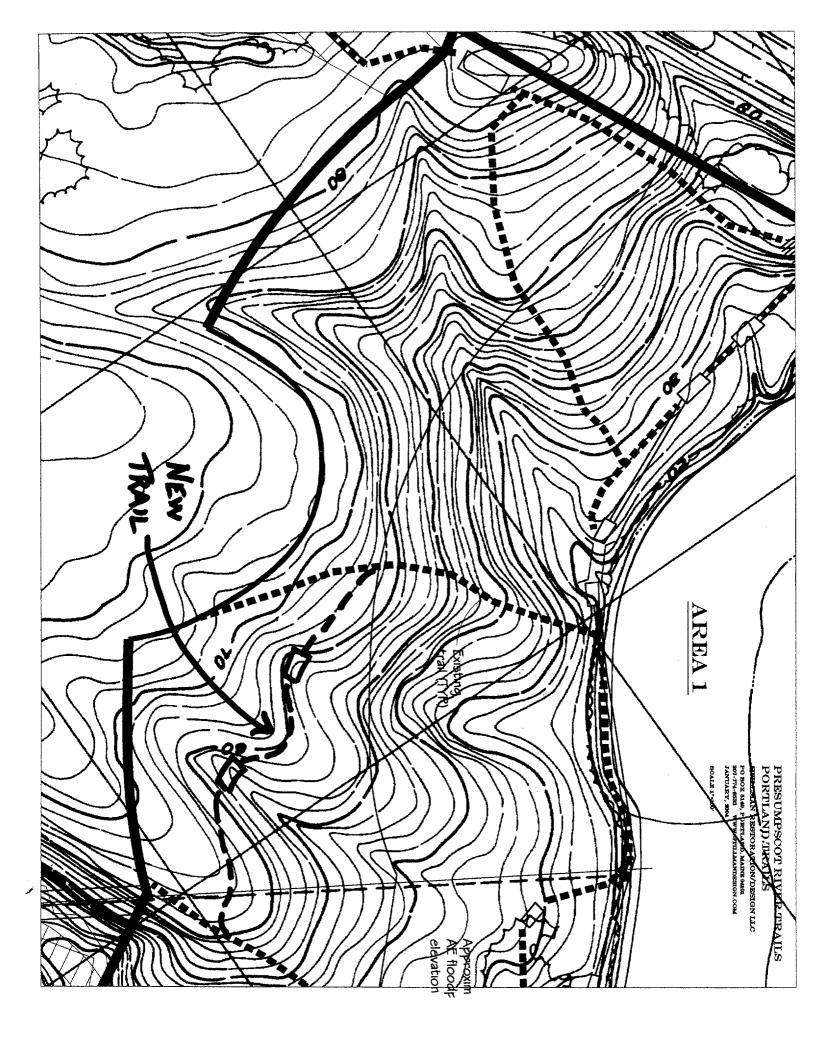
date signature

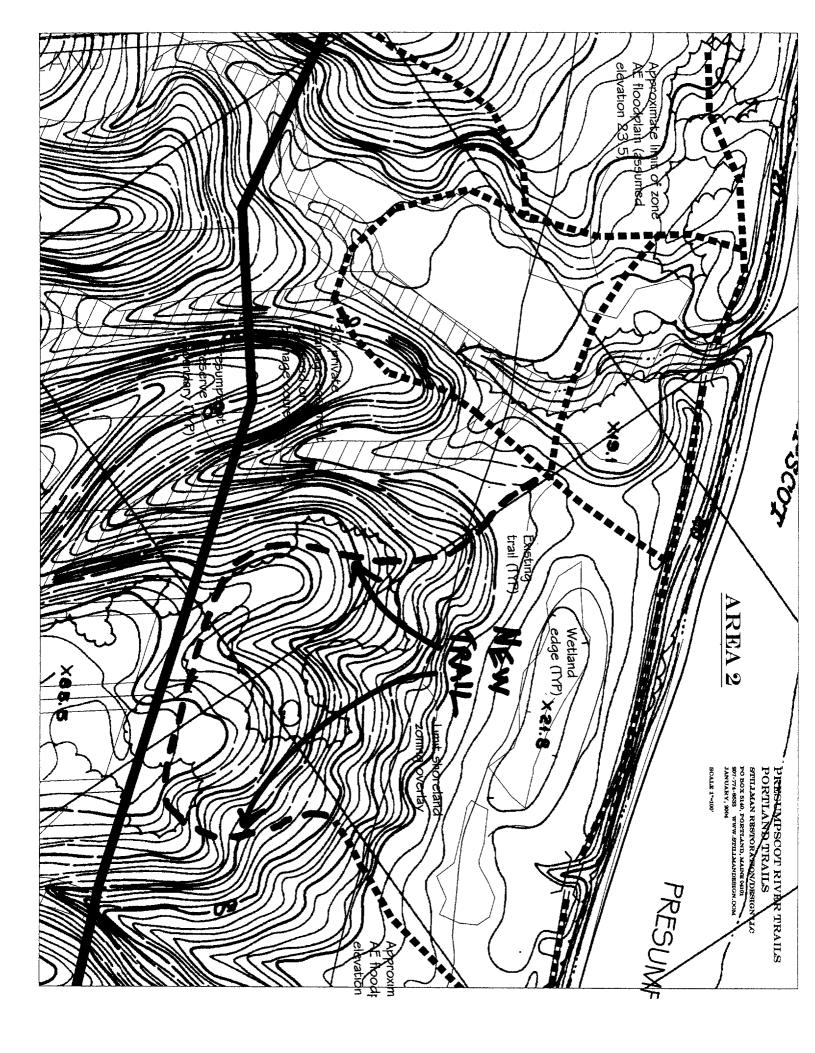
CITY OF PORTLAND, MAINE DEVELOPMENT REVIEW APPLICATION PLANNING DEPARTMENT PROCESSING FORM

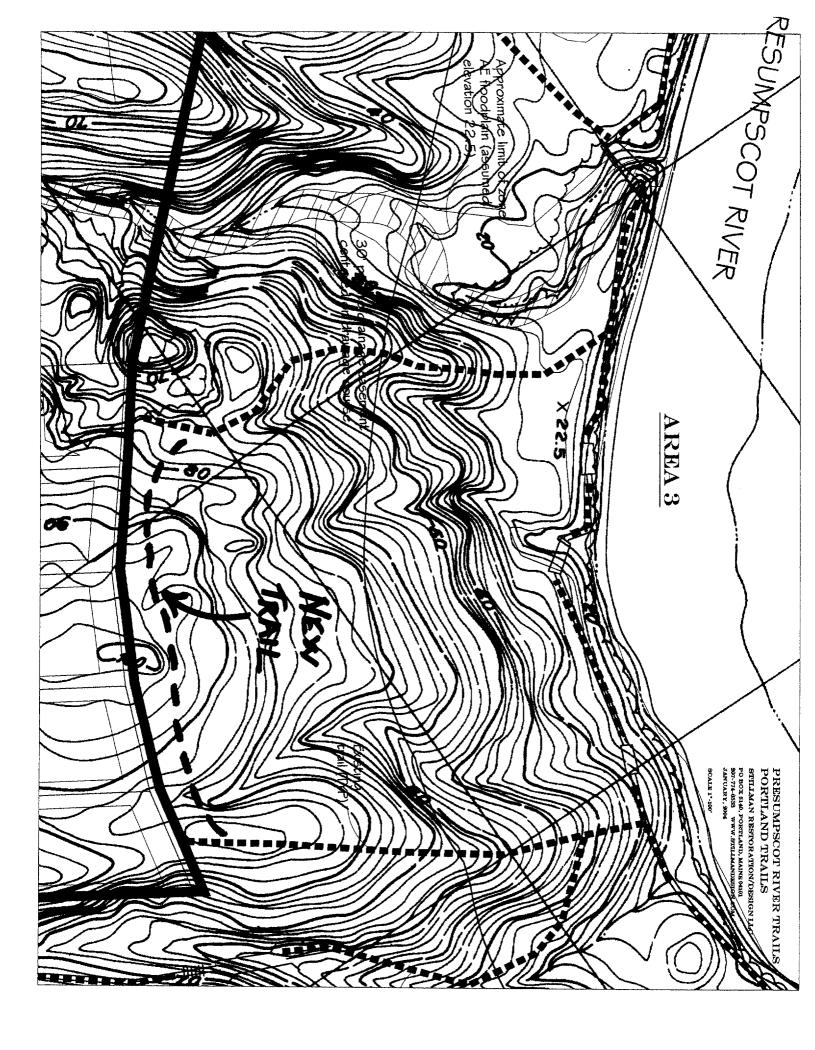
Planning Copy

2004-0072 Application I. D. Number

Portland Trails			5/2004 plication Date
Applicant One India Street, Portland, ME 04101		·	•
		_	esumpscot River Preserve
Applicant's Mailing Address			oject Name/Description
Consultant/Agent		Curtis Rd , Portland, Maine Address of Proposed Site	
<u> </u>	plicant Fax: (207) 772-7673	389 G003001	
Applicant or Agent Daytime Telephone,		Assessor's Reference: Chart-Block	-l ot
	_		Residential Office Retail
Manufacturing Warehouse/Di	stribution Parking Lot	Uther (spec	ify) Trails and 2 boardwalks
160 s.f./boardwalks			R2
Proposed Building square Feet or # of L	Jnits Acre	eage of Site	Zoning
Check Review Required:			
Site Plan (major/minor)	Subdivision # of lots	PAD Review	14-403 Streets Review
Flood Hazard	Shoreland	HistoricPreservation	DEP Local Certification
Zoning Conditional Use (ZBNPB)	Zoning Variance		Other
Fees Paid: Site Pla \$400.	00 Subdivision	Engineer Review	Date 411 612004
Planning Approval Status	s:	Reviewer	
Approved	Approved w/Conditions See Attached	S Denied	
Approval Date	Approval Expiration	Extension to	Additional Sheets Attached
OK to Issue Building Permit	signature	date	Attacheu
Performance Guarantee	Required*	Not Required	
 No building permit may be issued until 	l a performance guarantee ha	as been submitted as indicated below	
Performance Guarantee Accepted			
	date	amount	expiration date
☐ Inspection Fee Paid			
	date	amount	-
Building Permit Issue			
	date		
Performance Guarantee Reduced			
	date	remaining balance	signature
Temporary Certificate of Occupancy	1	Conditions (See Attached)	G
Tomporary Commonto de Cocapanio,	date		expiration date
Final Inspection			5. p. 1812.
T mai mopeonom	date	 signature	-
Certificate Of Occupancy		olghalaro	
Sommodic Of Goodparity	date		
Performance Guarantee Released	dato		
- I enormance quarantee released	date	signature	-
Defect Guarantee Submitted	dato	Signature	
Defect Guarantee Submitted	submitted date	amount	expiration date
☐ Defect Guarantee Released	Sasmittoa dato	amount	expiration date
	date	signature	-









Presumpscot River Preserve Trail Construction

Portland, Maine

Erosion and Sedimentation Control Plan

February 18,2003

A. Introduction

The following plan for controlling sedimentation and erosion from this project is based upon sound conservation practices such as those outlined in the Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices by the Cumberland County Soil and Water Conservation District and the Maine Department of Environmental Protection dated March 1991. The Contractor shall be made familiar with the aforementioned publication and adhere to it and the practices presented herein.

B. General Erosion and Sedimentation Control Practices

The following general erosion control practices will be used to prevent erosion and sedimentation before, during and after the construction of this project. Special care shall be used at all times in an effort to: (1) limit disturbance and hence erosion (2) correct any erosion problems immediately (3) regularly monitor the practices implemented and (4) revegetate disturbed areas as soon as possible.

Strawbales and Silt Fence

- 1. Silt fencing shall be installed between the work areas and the resource (river, stream or wetland).
- 2. Strawbales will be installed where silt fence cannot be used due to alignment or elevations.
- 3. The specific locations requiring strawbales and/or silt fence will be set in the field by the project designer/manager.

C. Construction Phase

The following general practices will be used to prevent erosion during construction of this project.

EXHIBIT B

- 1. Only those areas under active construction will be cleared and left in an untreated or unvegetated condition. If final grading, mulching and restoration will not occur within 5 days, the area will be mulched immediately with hay at a rate of two tons per acre.
- 2. Prior to the start of construction in a specific area, silt fencing and/or strawbales will be installed, at the toe of slope and in areas as established in the field to protect against any construction-related erosion.
- 3. Topsoil will be stockpiled when necessary in areas which have minimum potential for erosion and will be kept as far as possible from drainage areas. All stockpiles expected to remain longer than 5 days shall be seeded with conservation mix and mulched immediately.
- **4.** Side slope areas or other areas expected to remain unseeded or mulched longer than 5 days shall be:
 - a. Treated with woodchips or mulch immediately.
 - b. Monitored every week until final stabilization can occur. These areas shall be remulched as needed to protect slopes.

D. Post-Construction Revegetation

The following general practices will be used to prevent erosion as soon as an area is ready to undergo final grading.

- 1. Existing, excavated loam will be spread over disturbed areas and graded to a uniform depth and natural appearance.
- 2. Seed and mulch shall be installed at the time of loaming, or woodchip mulch applied..
- 3. Straw matting shall be used on slopes greater than 3H:1V or as indicated on the drawings. Straw matting shall be securely fastened to the ground with staples as recommended by the manufacturer.
- 4. Following final seeding or stabilization, the site will be inspected every 30 days until 80% cover has been established. Reseeding will be carried out by the contractor within ten days of notification by the project designer/manager that the existing catch is inadequate.

E. Monitoring Schedule

The contractor shall be responsible for installing, monitoring, maintaining, repairing, replacing and removing all of the erosion and sedimentation controls or appointing a qualified subcontractor to do so.

Maintenance measures will be applied as needed during the entire construction cycle. After each rainfall, a visual inspection will be made of all erosion and sedimentation controls as follows:

1. Strawbale barriers and silt fence shall be inspected and repaired once a week or immediately following any significant rainfall. Sediment trapped behind these barriers shall be excavated when it reaches a depth of 6" and redistributed to areas undergoing final grading. Should the strawbale barriers prove to be ineffective, the contractor shall install silt fence behind the straw bales.

F. Erosion Control Removal

An area is considered stable if it is mulched to a depth of 8" or if 80% growth of planted seeds are established. Once an area is considered stable, the erosion control measures can be removed as follows:

1. <u>Strawbales and Silt Fence</u>

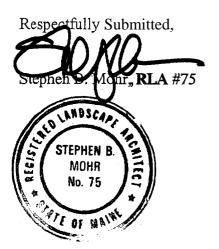
The strawbales and silt fence shall be disposed of legally and properly off-site. All sediment trapped behind these controls shall be:

- a. Distributed to an area undergoing final grading
- b. Graded in **an** aesthetic manner to conform to the topography, fertilized seeded and mulched in accordance with the rates previously stated.

2. Miscellaneous

Once all the trapped sediments have been removed from the temporary sedimentation devices, the disturbed areas must be regarded in an aesthetic manner to conform to the surrounding topography. Once graded these disturbed areas must be loamed (if necessary) fertilized, seeded and mulched in accordance with the rates previously stated.

When the above practices are applied the project will result in control of the erosion and sedimentation potential associated with this project.



P.O. BOX 5140, PORTLAND, MAINE 04101

(207)774-6533

DAVID@STILLMANDESIGN.COM

April 14,2004

Mr. Richard Knowland, Senior Planner Portland Planning Department City of Portland 389 Congress Street Portland, ME 04101

Dear Rick

Enclosed are nine copies of Portland Trails' Site **Plan** Application for upland trail construction within the Presumpscot River Preserve. I really appreciate all of your help working through site issues to determine the final layout.

This phase of trail development **will** create upland loops to complete the network begun last year with construction within the shoreland zone. Three new loops **will** add 3,750 feet to the trail network, using 2,100 feet of existing informal trails with an addition of 1,650 feet primarily along the Preserve boundary. These new sections offer challenging terrain for bikers and hikers while avoiding sensitive wetland habitat and slopes prone to erosion. **As** we have discussed, new **trail** sections **will** follow setbacks from the Preserve boundary according to site topography; the location of the trail may vary slightly from the maps to allow us to avoid tree removal and respect the natural features of the land. Portland Trails will build two 20' boardwalks to span MDEP non-jurisdictional streams in the locations we examined earlier this week. Plans for these structures are enclosed, as well as erosion and sedimentation control measures.

As in previous trail segments constructed in the Preserve, all work will be constructed by hand using wheelbarrows and other low-impact construction techniques. The trails **will** have limited hand-grubbing of roots and surfacing with wood chips generated onsite where appropriate. Clearing of vegetation **will** be restricted to trees less than 3" in diameter, and understory growth **will** be left intact except for areas where the existing trail is widened to 4' or new trail is contructed. Existing disturbed areas **will** be repaired and mulched or replanted as part of work activities.

Boardwalks will be constructed on crushed stone beds located at each end of the structures. **As** currently designed no piers or footings **will** be excavated. Lumber will be precut and delivered to the site and field constructed in locations shown on the plans. **As** with trail construction, materials **will** be handled via low-impact means, carried by workers or in wheelbarrows. Work **will** be performed by the Maine Conservation Corps with oversight by experienced personnel from the Corps and Portland Trails. Construction is scheduled to begin in May and last approximately two months.

Please feel free to contact me at 774-6533 with any further questions or concerns. I look forward to hearing from you.

Best wishes.

David Buchanan

Stillman Restoration/Design LLC

cc Nan Cumming



Address of Proposed Development: Proposed Structure:	scot River Preserve Zo	one: R2/uzae d
Total Square Footage of Proposed Structure:	Square Footage of Lot:	,
Tax Assessor's Chart, Block & Lot:	Property owner's mailing address:	Telephone #:
Chart# 369 Block# 6 Lot# 3	369 Gragerist	877-8306
	Portland ME 04101	
Consultant/Agent, mailing address, phone #	Applicant's name, mailing address, telephone #/Fax#/Pager#:	Project name:
& contact person: David Buchana Stillma Design 774-6537 Portland, ME 04101	Partlan J Tail	Presence
87:1/46 Posich 774-6537	one In Jig street	Priserie
12 Rax 5/45	PORTLE J ME 04/01	Trails
Partle JONE 04101	775-2411 (above) 772-7673 (Fa)	Coppland extension)
1 / 2 3 / 2		
Proposed Development (check all that apply) New Building Building AdditionChan Warehouse/Distribution Parkinglot Subdivision (\$500.00) + amount of lots (\$2 Site Location of Development (\$3,000.00) (except for residential projects which shall be \$20 Traffic Movement (\$1,000.00)Stormwate Section 14-403 Review (\$400.00 + \$25.00 per lot Other	25.00 per lot) \$) 00.00 per lot) er Quality (\$250.00) ot)	Manufacturing
Minor Site Plan Review		
Less than 10,000 sq. ft. (\$400.00)	unlication foo)	
After-the-fact Review (\$1,000.00 + applicable a	ppiication ree)	
Plan Amendments		
Planning Staff Review (\$250.00)		
——Planning Board Review (\$500.00)	- Please see next pag	e -

Who billing will be sent to:	(Company, Contact Person, Address, Phone #)

Submittals shall include (9) separate folded packets of the following:

- a. copy of application
- b. cover letter stating the nature of the project
- c. site plan containing the information found in the attached sample plans check list

Amendment to **Plans:** Amendment applications should include 6 separate packets of the above (a, b, & c)

ALL PLANS MUST BE FOLDED NEATLY AND IN PACKET FORM

Section 14-522 of the Zoning Ordinance outlines the process; copies are available at the counter at .50 per page (8.5 xll) you may also visit the web site; ci.portland.me.us chaoter 14

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 hem authorized by the owner to make this application as bis/ 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 Code Official's authorized representative shall have the authority to enter all areas covered by this permit & any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature of applicant: Man la	· - 7	Date: 4	141	64
	7			

This application is for site review ONLY, a building Permit application and associated fees will be required prior to construction.

Development in Portland

The City of Portland has instituted the following fees to recover the costs of reviewing development proposals under the Site Plan and Subdivisionordinances: application fee; engineering fee; and inspection fee. Performance and defect guarantees are also required by ordinance to cover all site work proposed.

The Application Fee covers general planning and administrative processing costs, and is **paid** at the time of application.

The Planning Division is required to send notices to neighbors upon receipt of an application and prior to public meetings. The applicant will be billed for mailing and advertisement costs. Applicants for development will be charged an Engineering Review Fee. This fee is charged by the Planning Division for review of on-site improvements of a civil engineering nature, such as storm water management as well as the engineering analysis of related improvements within the public right-of-way, such as public streets and utility connections, as assessed by the Department of Public Works. The Engineering Review fee must be paid before a building permit can be issued Monthly invoices are sent out by the Planning Division on a monthly basis to cover engineering costs.

A Performance Guarantee will be required following approval of development plans. **This** guarantee covers all required improvements within the public right-of-way, **plus** certain site improvements such as landscaping, paving, and **drainage** improvements. The **Planning** Division **will** provide a cost estimate form for figuring the amount of the performance guarantee, as well as sample form letters to be filled out by a financial institution.

An Inspection Fee must also be submitted to cover inspections to ensure that sites are developed in accordance with the approved plan. The inspection fee is 2.0% of the performance guarantee amount, or as assessed by the planning or public works engineer. The minimum inspection fee is \$300 for development, unless no site improvements are proposed. Public Works inspects work within the City right-of-way and Planning inspects work within the site including pipe-laying and connections. (The contractor must work with inspectors to coordinate timely inspections, and should provide adequate notice before inspections, especially in the case of final inspection.)

Upon completion of a development project, the performance guarantee is released, and a Defect Guarantee in the amount of 10% of the performance guarantee must be provided. The Defect Guarantee will be released after a year.

Other reimbursements to the City include actual or apportioned costs for advertising and mailed notices. All fees shall be paid prior to the issuance of any building permit.

For more information on the fees or review process, please call the Planning Division at 874-8719 or 874-8721.

Neighborhood Meetings

In May of 2001, the Planning Board's review procedures were revised to improve neighborhood notification and encourage communication between applicants for development and neighborhood residents.

Neighborhood meetings, organized and hosted by the applicant, are <u>now required for zone</u> change proposals, subdivisions of 5 or more units/lots, and for any major site plan oroposals <u>only</u>. Notification of the neighborhood meeting must be mailed to property owners within 500 ft. of the development parcel.

Scheduling of Neighborhood Meeting:

The neighborhood meeting must be held after the first Planning Board workshop but not less than seven (7) days prior to the Planning Board public hearing.

The meeting should be held in the evening, during the week, at a location in the neighborhood.

Upon request, the Planning Division will provide to the applicant mailing labels for the neighborhood meeting invitation. We require 48 hours notice to generate the mailing labels. A charge of \$1.00 per sheet of labels will be payable upon receipt of the labels,

Notice:

The applicant shall send notices to property owners within 500 ft. of the development site at least 7 days prior to the neighborhood meeting. Notice shall contain a brief description of the project, date, time and location of the neighborhood meeting.

Sign-up Sheets and Meeting Minutes:

At the meeting, the applicant shall circulate a sign-up sheet for those in attendance. The applicant shall also keep minutes of the meeting.

After holding the neighborhood meeting, the applicant shall submit the sign-up sheet and meeting minutes to the Planning Division. The meeting minutes and sign-up sheet will be attached to the Planning Board report. A public hearing will not be scheduled util the meeting minutes and sign-up sheet are submitted to the Planning Authority.

Please call the Planning Office (874-8719) if you have any questions.