



## **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 I: Site Alteration site plan.

### **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 square feet, or creation of other impervious surface areas between 1,000 and 7,500 square feet.
- 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;

The Land Use Code (including Article V), the Technical Manual, and the Design Manual are available on the City's web site at <http://www.portlandmaine.gov/planning/default.asp> or copies may be purchased at the Planning Division Office.

**Planning Division**  
Fourth Floor, City Hall  
389 Congress Street  
(207) 874-8721 or (207) 874-8719

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

**PROJECT NAME:** Gertrude Avenue – Extension of Street

**PROPOSED DEVELOPMENT ADDRESS:**

Gertrude Avenue. Portland

**PROJECT DESCRIPTION:**

Propose to extend Gertrude Avenue an additional 70 feet, constructing the street to City standards, in order to construct a 2-story single family house (see corresponding Level I- Minor Residential Site Plan application).


**CHART/BLOCK/LOT:** 402-D-011

<b>CONTACT INFORMATION:</b>	<b>Applicant's Contact for electronic plans</b> Name: Molly Casto e-mail: mcasto@gorrillpalmer.com work #: (207) 657-6910
<b>Applicant – must be owner, Lessee or Buyer</b> Name: Tim Higgins Business Name, if applicable: Higgins Builders Address: P.O. Box 8142 City/State : Portland, ME                      Zip Code: 04104	<b>Applicant Contact Information</b> Work # Home# Cell # (207) 838-5870                      Fax# e-mail:
<b>Owner – (if different from Applicant)</b> Name: Same as Above Address: City/State :                                      Zip Code:	<b>Owner Contact Information</b> Work # Home# Cell #                      Same as above                      Fax# e-mail:
<b>Agent/ Representative</b> Name: Gorrill Palmer Consulting Engineers, Inc Address: P.O Box 1237. 15 Shaker Road City/State : Gray, ME                      Zip Code:04039	<b>Agent/Representative Contact information</b> Work # (207) 657-6910 Cell # e-mail: mcasto@gorrillpalmer.com
<b>Billing Information</b> Name: See owner info above Address: City/State :                                      Zip Code:	<b>Billing Information</b> Work # Cell #                      Fax# e-mail:



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 Site Plan review only, a Performance Guarantee, Inspection Fee, Building Permit Application and associated fees will be required prior to construction.**

<b>Signature of Applicant:</b> 	<b>Date:</b> August 3, 2012
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Please refer to Article V, Site Plan of the City of Portland Land Use Code for detailed information concerning the City's site plan review process, thresholds and standards. Should you have any questions regarding the submittal requirements or any other aspect of the site plan review process, please contact the Planning Division.

### PROJECT DATA

The following information is required where applicable, in order complete the application

<b>Total Site Area</b>	1,960	sq. ft.
<b>Proposed Total Disturbed Area of the Site</b>	1,960	sq. ft.
<b>IMPERVIOUS SURFACE AREA</b>		
• Proposed Total Paved Area	1,960	sq. ft.
• Existing Total Impervious Area	0	sq. ft.
• Proposed Total Impervious Area	1,960	sq. ft.
• Proposed Impervious Net Change		sq. ft.
<b>PARKING SPACES</b>		
• Existing Number of Parking Spaces	n/a	
• Proposed Number of Parking Spaces	n/a	
<b>TOTAL</b> Number of Parking Spaces	n/a	

### General Submittal Requirements – Level I Site Alteration

Applicant Checklist	Planner Checklist	Number of Paper Copies	Submittal Requirement
<input type="checkbox"/>	<input type="checkbox"/>	1	Completed application form.
<input type="checkbox"/>	<input type="checkbox"/>	1	Application fees.
<input type="checkbox"/>	<input type="checkbox"/>	1	Written description of project.
<input type="checkbox"/>	<input type="checkbox"/>	1	Evidence of right, title and interest.
<input type="checkbox"/>	<input type="checkbox"/>	1	Copies of required state and/or federal permits.
<input type="checkbox"/>	<input type="checkbox"/>	1	Written assessment of proposed project's compliance with applicable zoning requirements.
<input type="checkbox"/>	<input type="checkbox"/>	1	Written description of existing and proposed easements or other burdens.
<input type="checkbox"/>	<input type="checkbox"/>	1	Written requests for waivers from individual site plan and/or technical standards.
<input type="checkbox"/>	<input type="checkbox"/>	1	Evidence of financial and technical capacity.

## Site Plans and Boundary Survey Requirements – Level I Site Alteration

Applicant Checklist	Planner Checklist	Number of Copies	Submittal Requirement
<input type="checkbox"/>	<input type="checkbox"/>	1	Boundary Survey meeting the requirements of Section 13 of the City of Portland Technical Manual.
<input type="checkbox"/>	<input type="checkbox"/>	1	<b>Site Plan including the following:</b>
<input type="checkbox"/>	<input type="checkbox"/>		▪ Existing structures with distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone)
<input type="checkbox"/>	<input type="checkbox"/>		▪ Location and dimension of existing and proposed paved areas.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Location and details of proposed infrastructure improvements (e.g. - curb and sidewalk improvements, utility connections, roadway improvements).
<input type="checkbox"/>	<input type="checkbox"/>		▪ Identification of and proposed protection measures for any significant natural features on the site (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features listed in Section 14-526 (b)1. of the Land Use Code.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Details of proposed pier rehabilitation (Shoreland areas only).
<input type="checkbox"/>	<input type="checkbox"/>		▪ Existing utilities.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed grading and contours.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Proposed stormwater management and erosion controls.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Total area and limits of proposed land disturbance.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Existing vegetation to be preserved and proposed site landscaping.
<input type="checkbox"/>	<input type="checkbox"/>		▪ Existing and proposed easements or public or private rights of way.

## Site Plan Standards for Review of Level I: Site Alteration

Level I: Site alteration plans shall only be subject to the following site plan standards, as applicable, as contained in section 14-526:

- (a) Transportation standards:
  1. Impact on surrounding street systems,
  2. Access and circulation, and
  4. Parking
  
- (b) Environmental quality standards
  1. Preservation of significant natural features,
  2. Landscaping and landscape preservation, and
  3. Water quality, stormwater management and erosion control.
  
- (c) Public infrastructure and community safety standards.
  1. Consistency with city master plans.
  
- (d) Site design standards
  5. Historic resources,
  6. Exterior lighting,
  8. Signage and wayfinding, and
  9. Zoning related design standards.

Except as provided in article III, or to conditions imposed under section 14-526(e) only, or to those submission requirements set forth in section 14-527 as relate solely thereto.



### PORTLAND FIRE DEPARTMENT SITE REVIEW FIRE DEPARTMENT CHECKLIST



A separate drawing[s] shall be provided to the Portland Fire Department for all site plan reviews.

1. Name, address, telephone number of applicant.
2. Name address, telephone number of architect
3. Proposed uses of any structures [NFPA and IBC classification]
4. Square footage of all structures [total and per story]
5. Elevation of all structures
6. Proposed fire protection of all structures
  - **As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)**
7. Hydrant locations



August 3, 2012

Barbara Barhydt  
Development Review Services Coordinator  
Portland Planning Division  
4<sup>th</sup> Floor, Portland City Hall  
389 Congress Street  
Portland, Maine 04101

Subject: Gertrude Avenue Improvements and Construction of a Single-Family House  
Level I Site Alteration application

Dear Barbara,

Gorrill-Palmer Consulting Engineers, Inc. is pleased to submit the attached Level I- Site Alteration Application for the extension of Gertrude Avenue on behalf of our client, Tim Higgins, Higgins Builders (applicant). A corresponding Level I- Minor Residential Application for the construction of a single family home on Gertrude Avenue has also been submitted under separate cover. Mr. Higgins is seeking to construct an additional 70 feet of Gertrude Avenue to City standards and to construct a 2-story single family residence on the abutting lot.

Project Description

Currently, Gertrude Avenue is an Accepted City Street up to the frontage of the proposed development. The applicant proposes to construct an additional 70 feet of Gertrude Avenue to City standards in order to provide the necessary frontage along an accepted City Street to construct a single family residence.

Zoning

The project is located in the R-3 Residential Zone and is proposed within the existing City Right of Way.

Right, Title and Interest

We have enclosed a copy of the Warranty Deed granting the site on which the single family house is proposed to Higgins Builders from Stephen A. MacKenzie and Carol J. MacKenzie.

### State and Federal Permits

No State or Federal Permits are required for this proposal.

### Existing and/or Proposed Easements or Other Burdens

No new easements are proposed as part of this project. Approximately 725 feet of Gertrude Avenue has been improved to City standards from the intersection of Washington Avenue up to the proposed extension. According to the submitted boundary survey, there are no existing easements or encumbrances on the site on which the single family house is proposed.

### Waivers

The applicant requests a waiver from the requirement that sidewalks be constructed on the proposed 70 ft section of Gertrude Avenue. The applicant requests the waiver in accordance with the following waiver criteria listed in Section 14-506 (b) of the Land Use Code:

- *14-506 (b) 2. There is no sidewalk in existence or expected within 1000 ft and the construction of sidewalks does not contribute to the development of a pedestrian oriented infrastructure.*
- *14-506 (b) 5. The street has been constructed or reconstructed without sidewalks within the last 24 months.*

Gertrude Avenue does not have sidewalks. The nearest sidewalk is along Washington Avenue. In 2011, the Planning Board approved the construction of Gertrude Avenue to City standards and waived the requirement that sidewalks be constructed. Construction of sidewalks along 70 ft section of Gertrude Ave under consideration at this time would therefore not connect to an existing sidewalk system and, thus would not contribute to the development of a pedestrian oriented infrastructure.

### Financial Capacity

We have attached a letter from John Lufkin, Vice President and Regional Bank Officer of Gorham Savings Bank as evidence of financial capacity. Higgins Builders has constructed numerous single-family residential projects in the area and has adequate technical capacity to complete the project.

### Site Plan Standards

The following provides a description of the project according to applicable site plan standards of Section 14-526 of the City of Portland Land Use Code:

- a. Transportation: Gertrude Street will be constructed to City standards and is proposed to connect seamlessly into the existing street and adjacent street network.



- b. **Environmental Quality:** No significant natural features, as defined in Section 14-526 (b) 1 of the Land Use Code would be impacted by the proposed construction of Gertrude Avenue. The proposed construction is to improve an existing gravel roadway, bringing it to City standards.
- c. **Public Infrastructure and Community Safety:** To the best of our knowledge, no master plans and facilities plans, as listed in Section 15 of the Technical Manual apply to this project. The applicant proposed to extend the existing sewer line under Gertrude Avenue. The applicant proposed to replace the existing culvert under Gertrude Avenue, as shown on the plans.
- d. **Site Design Standards:** The site is not located within a designated historic district and will not impact a designated historic landscape.

Conclusion

As required by the City of Portland Code of Ordinances, Gorrill-Palmer Consulting Engineers, Inc. submits the enclosed application materials for your review. We look forward to discussing this and any other project-related matters with you.

Please feel free to contact our office with any questions.

Sincerely,

Gorrill-Palmer Consulting Engineers, Inc.

Molly Casto, AICP  
Senior Planner