Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 04/05/17

**A CD or PDF of the entire application, including all plans, must be submitted with the application. (e-mail to buildinginspections@portlandmaine.gov )**

| *General Submittal Requirements – Level I Minor Residential* | | | |
|---|---|---|---|
| ***Applicant Checklist*** | ***Planner Checklist (internal)*** | ***Number of Copies*** | ***Submittal Requirement*** |
| ✓ | ☐ | *2* | *Completed application form and check list.* |
| ✓ | ☐ | *1* | *Application fees.* |
| ✓ | ☐ | *2* | *Evidence of right, title and interest.* |
| ✓ | ☐ | *2* | *Copies of required state and/or federal permits.* |
| ✓ | ☐ | *2* | *Written Description of existing and proposed easements or other burdens.* |
| ✓ | ☐ | *2* | *Written requests for waivers from individual site plan and/or technical standards.* |
| ✓ | ☐ | *2* | *Written summary of fire safety (referencing NFPA fire code and Section 3 of the City of Portland Technical Manual). Refer to Fire Department Checklist on page 6 of this application.* |

| Site Plans and Boundary Survey Requirements – Level I Minor Residential | | | |
|---|---|---|---|
| **Applicant Checklist** | **Planner Checklist (internal)** | **Number of Copies** | **Submittal Requirement** |
| ✓ | ☐ | 3 | Boundary survey meeting the requirements of section 13 of the City of Portland Technical Manual with the site plan information listed below shown on the plan, including a north arrow and a scale greater than or equal to 1"=20'. (Photocopies of the plat or hand drawn building footprints will not be accepted.) |
| ✓ | ☐ | ▪ | *Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property, including Shoreland Zone &/or Stream Protection Zone.* |
| ✓ | ☐ | ▪ | *Existing and proposed structures (including location of proposed piers, docks or wharves if in Shoreland Zone).* |
| ✓ | ☐ | ▪ | *Location and dimension of existing and proposed paved areas.* |
| ✓ | ☐ | ▪ | *Proposed ground floor area of building.* |
| ✓ | ☐ | ▪ | *Finish floor elevation (FEE) or sill elevation.* |
| ✓ | ☐ | ▪ | *Exterior building elevations (show all 4 sides).* |
| ✓ | ☐ | ▪ | *Existing and proposed utilities (or septic system, where applicable)* |
| ✓ | ☐ | ▪ | *Existing and proposed grading and contours.* |
| ✓ | ☐ | ▪ | *Proposed storm water management and erosion controls.* |
| ✓ | ☐ | ▪ | *Total area and limits of proposed land disturbance.* |
| ✓ | ☐ | ▪ | *Proposed protections to or alterations of watercourses.* |
| ✓ | ☐ | ▪ | *Proposed wetland protections or impacts.* |
| ✓ | ☐ | ▪ | *Existing vegetation to be preserved and proposed site landscaping and street trees (2 trees per unit for a single or two-family house).* |