

Portland, Maine



Yes. Life's good here.

Planning &amp; Urban Development Department

## LEVEL I: SITE ALTERATION APPLICATION AND GENERAL DOCUMENTS CHECKLIST

Please submit each document as a separate PDF file.

Please confirm by electronically checking the boxes to the left

| General Application Documents |                          |                          |  |
|-------------------------------|--------------------------|--------------------------|--|
| Checklist                     |                          |                          | Items to be Provided   |
| Yes                           | NA                       | Plan                     | <b>PROJECT DESCRIPTION</b> <ul style="list-style-type: none"> <li>Cover Letter with detailed project description</li> </ul>  |
| <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                           | NA                       | Plan                     | <b>COMPLETED CHECKLIST - LEVEL I: SITE ALTERATION</b>  |
| <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                           | NA                       | Plan                     | <b>RIGHT, TITLE AND INTEREST</b> <ul style="list-style-type: none"> <li>Deeds, leases, or purchase and sales agreements</li> </ul>   |
| <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                           | NA                       | Plan                     | <b>EVIDENCE OF STATE OR FEDERAL APPROVALS</b> <ul style="list-style-type: none"> <li>Permits or letters of non-jurisdiction, if applicable</li> </ul>  |
| <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                           | NA                       | Plan                     | <b>ZONING ASSESSMENT</b> <ul style="list-style-type: none"> <li>Table listing required and proposed uses and dimensional standards<br/><a href="#">Zoning Analysis Table</a></li> </ul>        |
| <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                           | NA                       | Plan                     | <b>EXISTING &amp;/OR PROPOSED EASEMENTS OR COVENANTS, applicable</b> <ul style="list-style-type: none"> <li>Evidence of existing easements and any proposed easements</li> </ul>               |
| <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                           | NA                       | Plan                     | <b>WAIVER REQUESTS</b> <ul style="list-style-type: none"> <li>Written request for waiver describing request and reason. <a href="#">Waiver Table</a></li> </ul>                                |
| <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                           | NA                       | Plan                     | <b>FINANCIAL CAPABILITY</b> <ul style="list-style-type: none"> <li>Letter or evidence from a financial institution or third party verifying financial capacity to undertake project</li> </ul> |
| <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/> |  |

## LEVEL I: SITE ALTERATION APPLICATION STANDARDS AND SUBMISSION CHECKLIST

Provide assessment of compliance with standards and include supplemental documentation, as applicable.

Please submit each document as a separate PDF file.

### TRANSPORTATION

| Check list   | Assess/Provide/Document:   |
|--|--|
| <b>Yes NA Plan</b><br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <b>Transportation Analysis and Traffic Impact (14-526 (a) 1)</b> <ul style="list-style-type: none"> <li>• Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts</li> <li>• Traffic Impact Study as detailed in Technical Manual, Section 1 (if applicable)</li> </ul>   |
| <b>Yes NA Plan</b><br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <b>Access and Circulation (14-526 (a) 2 a)</b> <ul style="list-style-type: none"> <li>• Access and internal circulation, addressing ADA access</li> <li>• Access and egress impacts on traffic flows</li> <li>• Description and use of drive-up features, if applicable</li> </ul>   |
| <b>Yes NA Plan</b><br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <b>Loading and Servicing (14-526 (a) 2 b )</b> <ul style="list-style-type: none"> <li>• Loading and servicing needs, route and travel way geometrics for deliveries</li> <li>• Turning templates for delivery vehicles, if applicable</li> </ul>   |
| <b>Yes NA Plan</b><br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <b>Sidewalks (14-526 (a) 2 c )</b> <ul style="list-style-type: none"> <li>• Sidewalks and condition along street frontages and internal walkways</li> <li>• Engineered details for ADA ramps and public sidewalk details meeting sidewalk materials policy and ADA ramp construction details as applicable (Technical Manual, Section 1)</li> </ul>                        |
| <b>Yes NA Plan</b><br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <b>Off-Street Parking: Vehicle &amp; Motorcycle/Scooter (14-526 (a) 4 a and c )</b> <ul style="list-style-type: none"> <li>• Expected parking demand, proposed parking supply, ADA parking, and applicable Zoning Requirements</li> <li>• Address Technical Manual standards (Section 1) for curb cut separation and parking lot layout and locate on site plan</li> </ul> |
| <b>Yes NA Plan</b><br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <b>Bicycle Parking (14-526 (a) 4 b)</b> <ul style="list-style-type: none"> <li>• Address bicycle parking requirements and identify locations on-site</li> <li>• Construction details for bike racks (Technical Manual, Section 1)</li> </ul>   |
| <b>Yes NA Plan</b><br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <b>Snow Storage (14-526 (a) 4 d )</b> <ul style="list-style-type: none"> <li>• Management plan for snow removal and locate snow storage areas on plan</li> </ul>   |

| ENVIRONMENTAL AND LANDSCAPE FEATURES |                          |                          |  |
|--------------------------------------|--------------------------|--------------------------|--|
| Check list                           |                          |                          | Assess/Provide/Document:   |
| Yes                                  | NA                       | Plan                     | <b>Preservation of Significant Natural Features (14-526 (b) 1), if applicable</b> <ul style="list-style-type: none"> <li>Trees, plants, habitats listed on State or Federal list of endangered or threatened</li> <li>High and moderate value waterfowl and wading habitat</li> <li>Aquifers on Casco Bay Islands</li> <li>Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains)</li> <li>Proposed preservation areas and protection measures</li> <li>Documentation from environmental consultants, determinations from applicable state agencies</li> </ul> |
| <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                                  | NA                       | Plan                     | <b>Landscaping and Landscape Preservation (14-526 (b) 2 a )</b> <ul style="list-style-type: none"> <li>Preservation of trees and preservation within required zoning setbacks (Technical Manual , Section 4)</li> <li>Protection measures of existing vegetation during construction</li> <li>Protection measures within Shoreland Zone, if applicable</li> </ul>  |
| <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                                  | NA                       | Plan                     | <b>Site Landscaping (14-526 (b) 2 b)</b> <ul style="list-style-type: none"> <li>Screening and buffering of service areas and between non-residential and residential uses</li> <li>Planting plans with plant schedule and sizes (Technical Manual, Section 4)</li> </ul>   |
| <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                                  | NA                       | Plan                     | <b>Parking Lot Landscaping (14-526 (b) 2 b ii), if applicable</b> <ul style="list-style-type: none"> <li>Landscaped islands within parking areas (Technical Manual Standards, Section 4)</li> </ul>  |
| <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                                  | NA                       | Plan                     | <b>Street Trees (14-526 (b) 2 b iii)</b> <ul style="list-style-type: none"> <li>Existing Heritage or Feature Trees on site and measures to preserve</li> <li>Identify street trees on the plan meeting the site plan and Technical Manual standards (Section 4) or identify alternative measures, if applicable</li> </ul>   |
| <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |  |
| ENVIRONMENTAL AND STORMWATER         |                          |                          |  |
| Check list                           |                          |                          | Assess/Provide/Document:   |
| Yes                                  | NA                       | Plan                     | <b>Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a )</b> <ul style="list-style-type: none"> <li>Stormwater report in compliance with Technical Manual (Section 5) and DEP Chapter 500 stormwater regulations (basic, general and flooding standards, as applicable)</li> <li>Erosion control plan and measures</li> <li>Evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater, as applicable</li> <li>Subsurface sanitary sewage disposal and groundwater protection, if applicable</li> </ul>                             |
| <input type="checkbox"/>             | <input type="checkbox"/> | <input type="checkbox"/> |  |

| PUBLIC INFRASTRUCTURE AND SAFETY    |                          |                          |  |
|-------------------------------------|--------------------------|--------------------------|--|
| Check list                          |                          | Assess/Provide/Document: |  |
| Yes                                 | NA                       | Plan                     | <b>Consistency with City Master Plans (14-526 (c) 1)</b> <ul style="list-style-type: none"> <li>Identify consistency with master plans</li> <li>Proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable</li> </ul>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>SITE DESIGN</b>                  |                          |                          |  |
| Check list                          |                          | Assess/Provide/Document: |  |
| Yes                                 | NA                       | Plan                     | <b>Historic Resources (14-526 (d) 5), if applicable</b> <ul style="list-style-type: none"> <li>Identify developments within Historic Districts or affecting Designated Landmarks</li> <li>Certificate of Appropriateness or other evidence</li> <li>Identify Developments within 100 feet of Historic Districts or affecting Designated Landmarks. Advisory HP review may be required</li> <li>Address preservation and documentation of Archaeological Resources</li> </ul> |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                                 | NA                       | Plan                     | <b>Exterior Lighting (14-526 (d) 6), if applicable</b> <ul style="list-style-type: none"> <li>Cut sheets of on-site light fixtures and any architectural or specialty lights (Technical Manual, Section 12)</li> <li>Engineer details for any lights proposed in street right-of-way (Technical Manual, Section 10)</li> </ul>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                                 | NA                       | Plan                     | <b>Signage and Wayfinding (14-526 (d) 8), if applicable</b> <ul style="list-style-type: none"> <li>Signage plan showing the location, dimensions, height and setback of all existing and proposed signs. Signs in Historic Districts are reviewed by Historic Preservation staff</li> <li>Proposed commercial and directional signage on site</li> </ul>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Yes                                 | NA                       | Plan                     | <b>Zone Related Design Standards (14-526 (d) 5)</b> <ul style="list-style-type: none"> <li>Address Historic Preservation Design Review, if applicable</li> <li>Address any applicable design review standards by zone</li> <li>Submission requirements from Design Manual, page 1, addressing neighborhood context</li> <li>Description of exterior materials, color, finish, and samples</li> </ul>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Construction Management Plan</b> |                          |                          |  |
| Check list                          |                          | Assess/Provide/Document: |  |
| Yes                                 | NA                       | Plan                     | <b>Construction Management</b> <ul style="list-style-type: none"> <li><a href="#">Construction Management Document</a> (use template) and Plan</li> </ul>  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |  |

## Level I: Site Alteration Plan Checklist

Please upload the following drawings with the listed details into e-Plan as separate pdfs.

### RECENT BOUNDARY SURVEY (stamped by Maine Licensed Surveyor)

Must be in compliance with Technical Manual, Section 13

### SITE PLAN(S) (stamped by Maine Licensed Engineer) including:

#### Site Plan(s)

##### Existing Conditions:

- Locate existing structures
  - Approximate location of structures on abutting property
  - Topography
  - Locate water courses
  - Delineate wetlands
  - Zone lines
- 

##### Proposed Site Alteration Plan:

- Locate existing and proposed paved areas, if applicable.
  - Location, area, and limits of the proposed site disturbance or alteration.
- 

##### Transportation Standards

- Identify existing and proposed curb and sidewalk. Show any proposed geometric modifications, if applicable
  - Engineered specifications and cross-sections for proposed driveways, sidewalks and paved areas, if applicable
  - Locate parking spaces and dimensions.
  - Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.
- 

##### Environmental Quality Standards

- Proposed protection measures for any significant natural features as defined in Section 14-526 (a)
  - Location and proposed alteration of a water course
  - Preservation or alteration of wetlands
  - Existing vegetation to be preserved and preservation measures
  - Proposed Landscaping and buffers
  - Proposed topography (grades)
  - Proposed stormwater management meeting Section 5 of the Technical Manual
  - Soil erosion control plan meeting Section 5 of the Technical Manual
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##### Public Infrastructure and community safety.

- Location, and sizing of all existing and proposed utilities

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□ **Site Design Standards**

- Proposed pier, dock, wharf or slope stabilization reconstruction in the Shoreland Zone if applicable.
- Identify historic resources and protection, if applicable.
- Location and photometrics for on-site lighting
- Signage and wayfinding signs
- Zoning related design standards, if applicable