



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 III: Preliminary or Final Site Plan. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

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 sq. ft., or creation of other impervious surface areas between 1,000 and 7,500 sq. ft.
- 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.

Portland's development review process and requirements are outlined in the [Land Use Code \(Chapter 14\)](#), [Design Manual](#) and [Technical Manual](#).

Planning Division

Fourth Floor, City Hall
389 Congress Street
(207) 874-8719

planning@portlandmaine.gov

Office Hours

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

I. Project Information (Please enter n/a on those fields that are not applicable)

Project Name:	Pack Edge Freezer Addition
Proposed Development Address:	340 Presumpscot Street
Project Description:	2508 sf Freezer addition to rear of building
Chart/Block/Lot:	422/B05/001

II. Contact Information (Please enter n/a on those fields that are not applicable)

APPLICANT

Name:	Jim Freeman, President
Company Name:	Pack Edge, Inc.
Address:	340 Presumpscot Street
City/State:	Portland, ME
Zip Code:	04103
Work #:	799-6600
Home #:	
Cell #:	
Fax #:	799-6626
E-mail:	jfreeman@packedgeinc.com

OWNER

Name:	Jim Freeman
Company Name:	J & H Properties, LLC
Address:	340 Presumpscot Street
City/State:	Portland, ME
Zip Code:	04103
Work #:	799-6600
Home #:	
Cell #:	
Fax #:	799-6626
E-mail:	jfreeman@packedgeinc.com

AGENT/REPRESENTATIVE

Name:	Shawn Frank, PE
Company Name:	Sebago Technics, Inc.
Address:	75 John Roberts Road Suite 4A
City/State:	South Portland, ME
Zip Code:	04106
Work #:	200-2062
Home #:	
Cell #:	615-2312
Fax #:	
E-mail:	sfrank@sebagotechnics.com

BILLING (to whom invoices will be forwarded to)

Name:	Jim Freeman, President
Company Name:	Pack Edge, Inc.
Address:	340 Presumpscot Street
City/State:	Portland, Maine
Zip Code:	04103
Work #:	799-6600
Home #:	
Cell #:	
Fax #:	799-6626
E-mail:	jfreeman@packedgeinc.com

ENGINEER

Name:	Shawn Frank, PE
Company Name:	Sebago Technics, Inc.
Address:	75 John Roberts Road Suite 4A
City/State:	South Portland, ME
Zip Code:	04106
Work #:	200-2062
Home #:	
Cell #:	615-2312
Fax #:	
E-mail:	sfrank@sebagotechnics.com

SURVEYOR

Name:	Charles Marchese, PLS
Company Name:	Sebago Technics, Inc.
Address:	75 John Roberts Road, Suite 4A
City/State:	South Portland, ME
Zip Code:	04106
Work #:	200-2069
Home #:	
Cell #:	
Fax #:	
E-mail:	cmarchese@sebagotechnics.com

ARCHITECT

Name:	N/A
Company Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

ATTORNEY

Name:	N/A
Company Name:	
Address:	
City/State:	
Zip Code:	
Work #:	
Home #:	
Cell #:	
Fax #:	
E-mail:	

DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN

Name:	Rebecca Gabryszewski
E-mail:	rgabryszewski@sebagotechnics.com

Name:	Stefanie Nichols
E-mail:	snichols@sebagotechnics.com

Name:	
E-mail:	

III. APPLICATION FEE

	Level 1 Site Alteration	\$200.00
TOTAL APPLICATION FEE DUE:		\$ 200.00

IV. FEES ASSESSED AND INVOICED SEPARATELY

- Notices to abutters (receipt of application, workshop and public hearing meetings) (\$.75 each)
- Legal Ad in the Newspaper (% of total ad)
- Planning Review (\$52.00 hour)
- Legal Review (\$75.00 hour)
- Third Party Review (all outside reviews or analysis, eg. Traffic/Peer Engineer, are the responsibility of the applicant and will be assessed and billed separately)

PROJECT DATA

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

Total Area of Site	70,030	sq. ft.
Proposed Total Disturbed Area of the Site	3000	sq. ft.
If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland		
Impervious Surface Area		
Impervious Area (Total Existing)	45,377	sq. ft.
Impervious Area (Total Proposed)	45,377	sq. ft.
Parking Spaces		
# of Parking Spaces (Total Existing)	18	sq. ft.
# of Parking Spaces (Total Proposed)	24	sq. ft.
# of Handicapped Spaces (Total Proposed)	1	sq. ft.

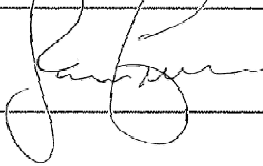
Level 1 Site Alteration			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
x		1	Completed Application form
x		1	Application fees
x		1	Written description of project
x		1	Evidence of right, title and interest
x		1	Evidence of state and/or federal approvals, if applicable
x		1	Written assessment of proposed project's compliance with applicable zoning requirements
x		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site
x		1	Written requests for waivers from site plan or technical standards, if applicable.
x		1	Evidence of financial and technical capacity
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST
x		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
x		1	Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)
N/A			Proposed grading and contours;
x			Existing structures with distances from property line;
x			Proposed site layout and dimensions for all proposed structures (including piers, docks or wharves in Shoreland Zone), paved areas, and pedestrian and vehicle access ways;
N/A			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
x			Preliminary infrastructure improvements;
N/A			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;

VI. APPLICANT SIGNATURE

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law.

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 Level I Site Alteration review. It is not a permit to begin construction. An approved site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.

Signature of Applicant:	
Date: 07/31/2018	



**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.
Pack Edge, Inc. c/o Jim Freeman, 340 Presumpscot St., Portland, ME 04103, (207) 799-6600
2. Name, address, telephone number of architect. Not Applicable
Building Designer: PATCO, c/o Dennis Waters
1293 Main Street, Sanford, ME 04073, (207) 324-5574
3. Proposed uses of any structures [NFPA and IBC Classification].
The existing facility specializes in perishable and specialty food packaging for wholesale, retail and shipping. The proposed freezer addition is for product storage.
4. Square footage of all structures [total and per story]
2,508 s.f. proposed freezer freezer addition
Gross: 21,887 s.f.
One story structure.
5. Elevation of all structures.
The proposed freezer addition height is ~24' above grade. The existing structure was previously approved by the Fire Depart. See attached Floor and Elevation Plan by PATCO.
6. Proposed fire protection all structures.
Sprinklers will be installed in compliance with applicable standards
7. Hydrant locations.
A fire hydrant is located on the opposite side of Presumpscot Street from the existing Pack Edge facility.