



Level II – Preliminary and Final Site Plans 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 II: 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 II: Site Plan Development includes:

- New construction of structures with a total floor area of less than 10,000 sq. ft. in all zones, except in Industrial Zones.
- New construction of structures with a total floor area of less than 20,000 sq. ft. in Industrial Zones.
- Any new temporary or permanent parking area, paving of an existing unpaved surface parking area in excess of 7,500 sq. ft. and serving less than 75 vehicles, or creation of other impervious surface area greater than 7,500 sq. ft.
- Building addition(s) with a total floor area of less than 10,000 sq. ft. (cumulatively within a 3 year period) in any zone, except in Industrial Zones.
- Building addition(s) with a total floor area of less than 20,000 sq. ft. in Industrial Zones.
- Park improvements: New structures or buildings with a total floor area of less than 10,000 sq. ft., facilities encompassing an area of greater than 7,500 sq. ft. and less than 20,000 sq. ft. (excludes rehabilitation or replacement of existing facilities).
- New construction of piers, docks, wharves, bridges, retaining walls, and other structures within the Shoreland Zone.
- Land disturbance between 1 and 3 acres that are stripped, graded, grubbed, filled or excavated.
- A change in the use of a total floor area between 10,000 and 20,000 sq. ft. in any existing building (cumulatively within a 3 year period).
- Lodging house, bed and breakfast facility, emergency shelter or special needs independent living unit.
- Signage subject to approval pursuant to Section 14-526 (d) 8.a. of the Land Use Code.
- Any new major or minor auto service station with less than 10,000 sq. ft. of building area in any permitted zone other than the B-2 or B-5 zones.
- The creation of day care or home babysitting facilities to serve more than 12 children in a residential zone (not permitted as a home occupation under section 14-410) in any principal structure that has not been used as a residence within the 5 years preceding the application.
- Any drive-through facility that is not otherwise reviewed as a conditional use under Article III.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

Planning Division

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

Office Hours

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

APPLICATION SUBMISSION:

1. All site plans and written application materials must be submitted electronically on a CD or thumb drive with each plan submitted as separate files, with individual file which can be found on the **Electronic Plan and Document Submittal** page of the City's website at <http://me-portland.civicplus.com/764/Electronic-Plan-and-Document-Submittal>
2. In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), paper copy of written materials, and the application fee must be submitted to the Building Inspections Office to start the review process.

The application must be complete, including but not limited to the contact information, project data, application checklists, wastewater capacity, plan for fire department review, and applicant signature. The submissions shall include one (1) paper packet with folded plans containing the following materials:

1. One (1) full size site plans that must be folded.
2. One (1) copy of all written materials or as follows, unless otherwise noted:
 - a. Application form that is completed and signed.
 - b. Cover letter stating the nature of the project.
 - c. All Written Submittals (Sec. 14-527 (c), including evidence of right, title and interest.
3. A stamped standard boundary survey prepared by a registered land surveyor at a scale not less than one inch to 50 feet.
4. Plans and maps based upon the boundary survey and containing the information found in the attached sample plan checklist.
5. One (1) set of plans reduced to 11 x 17.


Need + LLC docs

Please refer to the application checklist (attached) for a detailed list of submission requirements.

APPLICANT SIGNATURE:

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 II Site Plan 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: <i>3/15/14</i>
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PROJECT NAME: 522 Washington Avenue

PROPOSED DEVELOPMENT ADDRESS:
522 Washington Avenue, Portland, ME

PROJECT DESCRIPTION:
28 x 34 Addition

CHART/BLOCK/LOT: 429/J/3

PRELIMINARY PLAN _____ (date)
FINAL PLAN _____ (date)

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer Name: <u>Craig Schneider</u> Business Name, if applicable: Address: <u>PO Box 8316</u> City/State: <u>Portland</u> Zip Code: <u>04104</u>	Applicant Contact Information E-mail: <u>Craig@mymainerental.com</u> Home #: Work #: <u>221-7533</u> Cell #: <u>318-6078</u> Fax#: <u>772-4244</u>
Owner – (if different from Applicant) Name: <u>N/A</u> Address: City/State: Zip Code:	Owner Contact Information E-mail: Home #: <u>N/A</u> Work #: Cell #: Fax#:
Agent/ Representative Name: <u>N/A</u> Address: City/State: Zip Code:	Agent/Representative Contact information E-mail: Home #: <u>N/A</u> Work #: Cell #: Fax#:
Billing Information Name: <u>Same as "applicant"</u> Address: City/State: Zip Code:	Billing Information E-mail: <u>Same as "applicant"</u> Home #: Work #: Cell #: Fax#:

Engineer Name: Eric Grondahl Address: 52 Stanley Ln. City/State: Norway, ME Zip Code: 04268	Engineer Contact Information E-mail: Home #: 743-6585 Work #: Cell #: Fax#:
Surveyor Name: TKM Land Surveyors, INC. Address: 29 Rosewood Drive City/State: Westbrook, ME Zip Code: 04092	Surveyor Contact Information E-mail: Home #: Work #: 854-4205 Cell #: Fax#:
Architect Designer Name: Jon Ossie Address: 15 Presnell St. City/State: Portland, ME Zip Code:	Architect Contact Information Designer E-mail: Home #: Work #: 329-6499 Cell #: Fax#:
Attorney Name: N/A Address: N/A City/State: Zip Code:	Attorney Contact Information E-mail: Home #: N/A Work #: Cell #: Fax#:

APPLICATION FEES:

Check all reviews that apply. (Payment may be made by Credit Card, Cash or Check payable to the City of Portland.)

Level II Development (check applicable reviews) <input checked="" type="checkbox"/> Less than 10,000 sq. ft. (\$400) <input type="checkbox"/> After-the-fact Review (\$1,000 plus applicable application fee) <hr/> The City invoices separately for the following: <ul style="list-style-type: none"> • Notices (\$.75 each) • Legal Ad (% of total Ad) • Planning Review (\$40.00 hour) • Legal Review (\$75.00 hour) Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.	Other Reviews (check applicable reviews) <input type="checkbox"/> Traffic Movement (\$1,000) <input type="checkbox"/> Stormwater Quality (\$250) <input type="checkbox"/> Site Location (\$3,000, except for residential projects which shall be \$200/lot) # of Lots ___ x \$200/lot = ___ <input type="checkbox"/> Other _____ <input type="checkbox"/> Change of Use <input type="checkbox"/> Flood Plain <input type="checkbox"/> Shoreland <input type="checkbox"/> Design Review <input type="checkbox"/> Housing Replacement <input type="checkbox"/> Historic Preservation
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PROJECT DATA

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

Total Area of Site	sq. ft. 9225
Proposed Total Disturbed Area of the Site	sq. ft. 10360
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)	sq. ft. 6675
Impervious Area (Total Proposed) THIS AREA WILL REMAIN THE SAME	sq. ft. 6675
Building Ground Floor Area and Total Floor Area	
Building Footprint (Total Existing)	sq. ft. 882
Building Footprint (Total Proposed)	sq. ft. 852
Building Floor Area (Total Existing)	sq. ft. 1532
Building Floor Area (Total Proposed)	sq. ft. 1764
Zoning	
Existing	R2
Proposed, if applicable	B2
Land Use	
Existing	COMMERCIAL
Proposed	COMMERCIAL
Residential, If applicable	
# of Residential Units (Total Existing)	None
# of Residential Units (Total Proposed)	
# of Lots (Total Proposed)	
# of Affordable Housing Units (Total Proposed)	
Proposed Bedroom Mix	
# of Efficiency Units (Total Proposed)	None
# of One-Bedroom Units (Total Proposed)	
# of Two-Bedroom Units (Total Proposed)	
# of Three-Bedroom Units (Total Proposed)	
Parking Spaces	
# of Parking Spaces (Total Existing)	14
# of Parking Spaces (Total Proposed)	14
# of Handicapped Spaces (Total Proposed)	2
Bicycle Parking Spaces	
# of Bicycle Spaces (Total Existing)	5
# of Bicycle Spaces (Total Proposed)	5
Estimated Cost of Project	120,000