



**CITY OF PORTLAND**

October 23, 2000

Mr. Stephen Farrell  
19 Bancroft Street  
Portland, ME 04102

re: 162 Veranda Street, Choi Institute and Martial Arts

Dear Mr. Farrell:

432 C 001

On October 20, 2000 the Portland Planning Authority approved the site plan application for the Choi Institute and Martial Arts Change of Use located at 162 Veranda Street with the following conditions:

1. The asphalt sidewalk shall be built to city standards.
2. The applicant shall install an opaque fence, such as chain link with privacy slats, picket or sapling fence, not less than forty-eight inches in height between the parking lot and the westerly property line, where there is an existing residential building.
3. The applicant shall install curb stops or wooden guardrail between the parking spaces and the proposed asphalt walkway on the southerly side of the building.
4. All trees must be at least 2 ½" caliper.

The proposed site plan was found to be in conformance with the Site Plan Ordinance of the Land Use Code.

Please note the following provisions and requirements for all site plan approvals:

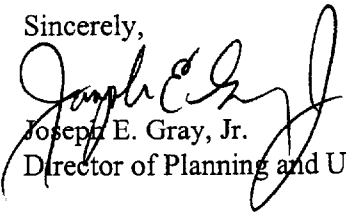
1. A performance guarantee covering the site improvements as well as an inspection fee payment of 2% of the guarantee amount and 7 final sets of plans must be submitted to and approved by the Planning Division and Public Works prior to the release of the building permit. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval. Once all review of the project has been completed, an engineering fee will be required prior to issuance of a building permit.

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2. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the expiration date.
3. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
4. Prior to construction, a preconstruction meeting shall be held at the project site with the contractor, development review coordinator, Public Work's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the preconstruction meeting.
5. If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, a street opening permit(s) is required for your site. Please contact Carol Merritt at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)
6. The Development Review Coordinator (who is located at DeLuca Hoffman at 775-1121) must be notified five (5) working days prior to date required for final site inspection. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as all site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact the Planning Staff.

Sincerely,



Joseph E. Gray, Jr.  
Director of Planning and Urban Development

cc: Joseph E. Gray, Jr., Director of Planning and Urban Development  
Alexander Jaegerman, Chief Planner  
Kandice Talbot, Planner  
P. Samuel Hoffses, Building Inspector  
✓ Marge Schmuckal, Zoning Administrator  
Tony Lombardo, Project Engineer  
Development Review Coordinator  
William Bray, Director of Public Works  
Nancy Knauber, Associate Engineer  
Jeff Tarling, City Arborist  
Penny Littell, Associate Corporation Counsel  
Lt. Gaylen McDougall, Fire Prevention  
Inspection Department  
Lee Urban, Director of Economic Development  
Don Hall, Appraiser, Assessor's Office  
Susan Doughty, Assessor's Office  
Approval Letter File  
Mr. William Nemmers, 424 Fore Street, Portland, ME 04101