

Jeff Levine, AICP, Director
 Planning & Urban Development Department

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

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. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I intend to call the Inspections Office at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone. APPLICATION DELIVERED WITH CHECK PAYMENT.
- Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to call the Inspections Office at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.

E. Benson
 Applicant Signature:

6/9/15

William Conroy
 I have provided digital copies and sent them on:

6/9/15
 Date:

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3rd Floor, Room 315.



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 I: Site Alterations. 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) 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.

PROJECT NAME: New England Ocean Cluster House

PROPOSED DEVELOPMENT ADDRESS:

Commercial Street / Maine State Pier

PROJECT DESCRIPTION:

Office use on second floor of Portland Ocean Terminal building with lobby entrance on first floor,
also see Exhibit 2

CHART/BLOCK/LOT: 444/ A / 3 and 4

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer Name: New England Ocean Cluster House Business Name, if applicable: c/o Soli DG, Inc. Address: P.O. Box 2881 City/State : So. Portland, ME Zip Code: 04116	Applicant Contact Information Work # 274-0674 Erica Benson / Soli DG, Inc. Home# Cell # Fax# e-mail: ebenson@solidginc.com
Owner – (if different from Applicant) Name: City of Portland Address: 389 Congress Street City/State : Portland, ME Zip Code: 04101	Owner Contact Information Work # 233 - 8523 / Kathy Alves Home# Cell # Fax# e-mail: kra@portlandmaine.gov
Agent/ Representative Name: Will Conway / Sebago Technics, Inc. Address: 75 John Roberts Road City/State : So. Portland, ME Zip Code: 04106	Agent/Representative Contact information Work # 200-2055 Cell # 205-5271 e-mail: wconway@sebagotechnics.com
Billing Information Name: Soli DG, Inc. Address: P.O. Box 2881 City/State : So. Portland, ME Zip Code: 04116	Billing Information Work # 274- 0674 Erica Benson/ Soli DG, Inc. Cell # Fax# e-mail: ebenson@solidginc.com

Engineer Name: Blais Civil Engineers, PA Address: 780 Broadway City/State: So. Portland, ME Zip Code: 04106	Engineer Contact Information Work # 767-7300 Cell # Fax# e-mail: sblais@blaisce.com
Surveyor Name: Bill Shippen / Sebago Technics, Inc. Address: 75 John Roberts Road City/State: So. Portland, ME Zip Code: 04106	Surveyor Contact Information Work # 200 - 2084 Cell # Fax# e-mail: wshippen@sebagotechnics.com
Architect Name: Patrick Costin / Canal 5 Studio Address: One Canal Plaza City/State: Portland, ME Zip Code: 04101	Architect Contact Information Work # 553 - 2115 Cell # Fax# e-mail: pcostin@canal5studio.com
Attorney Name: Mike Richardson / Pierce Atwood Address: 254 Commercial Street City/State: Portland, ME Zip Code: 04101	Attorney Contact Information Work # 791-1219 Cell # Fax# e-mail: manderson@pierceatwood.com

APPLICATION FEES:

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

<input checked="" type="checkbox"/> Level 1 Site Alteration (\$200.00)	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.
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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.

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: 
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PROJECT DATA

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

Total Area of Site	65.40 acres	sq. ft.
Proposed Total Disturbed Area of the Site	not calculated	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)	not calculated	sq. ft.
Impervious Area (Total Proposed)	no change	sq. ft.
Parking Spaces		
# of Parking Spaces (Total Existing)	0	sq. ft.
# of Parking Spaces (Total Proposed)	2	sq. ft.
# of Handicapped Spaces (Total Proposed)	2	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
pending		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
n/a		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)
x			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);
n/a			Preliminary infrastructure improvements;
n/a			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;