

Department of Planning & Development  
Lee D. Urban, Director



Division Directors  
Mark B. Adelson  
Housing & Neighborhood Services

Alexander Q. Jaegerman, AICP  
Planning  
John N. Lufkin  
Economic Development  
**CITY OF PORTLAND**

February 25, 2003

Mr. Arthur W. Batson, Jr.  
Lucas Tree Experts Co.  
636 Riverside Street  
Portland, ME 04103

RE: 636 Riverside Street : Fill Permit Application  
(#2003-0021) (CBL 322A001)

Dear Mr. Batson,

On February 25, 2003, the Portland Planning Authority granted approval for a fill permit at 636 Riverside Street. Attached are the conditions of approval for this fill permit:

1. **Erosion and Sedimentation Control shall be installed prior to commencing the fill operation, and shall be installed to the satisfaction of the City's Development Review Coordinator.**


The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

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

1. 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. A one year extension may be granted by this department if requested by the applicant in writing prior to the expiration date of the site plan.

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

Sincerely,

  
Alexander Jaegerman  
Planning Division Director

cc: \Inspections Department  
Sarah Hopkins, Development Review Services Manager  
Marge Schmuckal, Zoning Administrator  
Todd Merkle, Public Works Department  
Jay Reynolds, Development Review Coordinator  
Approval Letter File

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# BUILDING PERMIT INSPECTION PROCEDURES

## Please call 874-8703 or 874-8693 to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

✓ Pre-construction Meeting: Must be scheduled with your inspection team upon receipt of this permit. Jay Reynolds, Development Review Coordinator at 874-8632 must also be contacted at this time, before any site work begins on any project other than single family additions or alterations.

N/A Footing/Building Location Inspection: Prior to pouring concrete

N/A Re-Bar Schedule Inspection: Prior to pouring concrete

N/A Foundation Inspection: Prior to placing ANY backfill

N/A Framing/Rough Plumbing/Electrical: Prior to any insulating or drywalling

Final Certificate of Occupancy: Prior to any occupancy of the structure or use. NOTE: There is a \$75.00 fee per inspection at this point.

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection

If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

**CERTIFICATE OF OCCUPANCIES MUST BE ISSUED AN PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED**

Signature of applicant/designee

1/25/02  
Date

Signature of Inspections Official

1/29/02  
Date

CRB: 322-14-1

BP # 020022

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM**

20000024  
I. D. Number

Lucas Tree Expert Company  
Applicant

3/2/00

636 Riverside Street, Portland, ME 04103

Application Date  
Fill Permit

Shaw Frank P.E. Sebago Tech.  
Consultant/Agent

Project Name/Description

856-0277 356-2206

636 Riverside St, Portland, Maine 04103  
Address of Proposed Site

Applicant or Agent Daytime Telephone, Fax

322-A-001  
Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):  
 Office  Retail  Manufacturing  Warehouse/Distribution  Parking Lot  Other (specify)  FILL Permit  
500 + cy

New Building  Building Addition  Change Of Use  Residential

Proposed Building square Feet or # of Units \_\_\_\_\_

Acreege of Site \_\_\_\_\_

Zoning \_\_\_\_\_

**Check Review Required:**

- Site Plan (major/minor)  Subdivision # of lots \_\_\_\_\_  PAD Review  14-03 Streets Review
- Flood Hazard  Shoreland  Historic Preservation  DEP Local Certification
- Zoning Conditional Use (ZBA/PB)  Zoning Variance  Other \_\_\_\_\_

Fees Paid: Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_

Engineer Review \$100.00 Date: 3/2/00

**DRC Approval Status:**

- Approved  Approved w/Conditions see attached  Denied  Reviewer \_\_\_\_\_
- Approval Date \_\_\_\_\_ Approval Expiration \_\_\_\_\_ Extension to \_\_\_\_\_  Additional Sheets Attached
- Condition Compliance signature \_\_\_\_\_ date \_\_\_\_\_

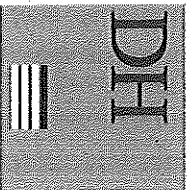
**Performance Guarantee**

- Required\*  Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____	_____	_____
<input type="checkbox"/> Inspection Fee Paid	_____	_____	_____	_____	_____
<input type="checkbox"/> Building Permit	_____	_____	_____	_____	_____
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____	_____	_____
<input type="checkbox"/> Temporary Certificate Of Occupancy	_____	_____	_____	_____	_____
<input type="checkbox"/> Final Inspection	_____	_____	_____	_____	_____
<input type="checkbox"/> Certificate Of Occupancy	_____	_____	_____	_____	_____
<input type="checkbox"/> Performance Guarantee Released	_____	_____	_____	_____	_____
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____	_____	_____

636 Riverside St Lucas Tree



DR. LUCAS HOFFMAN ASSOCIATES, INC.  
CONSULTING ENGINEERS

778 MAIN STREET  
SUITE 8  
SOUTH PORTLAND, MAINE 04106  
TEL. 207 775 1121  
FAX 207 879 0896

*Fill permit*

- ROADWAY DESIGN
- ENVIRONMENTAL ENGINEERING
- TRAFFIC STUDIES AND MANAGEMENT
- PERMITTING
- AIRPORT ENGINEERING
- SITE PLANNING
- CONSTRUCTION ADMINISTRATION

## MEMORANDUM

**TO:** Code Enforcement  
Kandi Talbot, Planner


**FROM:** Gordon Smith, Director of Construction Services  
Reviewed by Steve Bushey, P.E., Acting Development Review Coordinator

**DATE:** March 17, 2000

**RE:** 500+ Cubic Yard Fill Permit for Lucas Tree Expert Company

In order to get approval for the above-mentioned field permit, more information will be required as follows:

1. In order to install the storm drainage extension, the applicant will need to get the following approvals:
  - a. Pratt & Sons are currently installing the storm drainage system on Riverside Street. This is an MDOT project. The extension of this storm drain may require either permission from Pratt & Son or MDOT, depending upon the status of the system.
  - b. The City of Portland's Engineering Department will also have to give their approval to connect to the storm drain.Once these approvals are in hand, the plans should be revised to show material types and sizes for the storm drainage piping, the manhole, and the rip rap.
2. Steve Bushey, the Development Review Coordinator, is requesting erosion control mesh on all slopes 3:1 and steeper. (These slopes appear to be 3:1.)
3. The limit of the fill adjacent to the Riverside Street right-of-way should be clearly defined. If the fill limits extend into the right-of-way, then they also must be approved by MDOT and the City of Portland's Engineering Department.

  
Gordon Smith

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM**

20000024  
I. D. Number

Lucas Tree Expert Company

Applicant

636 Riverside Street, Portland, ME 04103

Applicant's Mailing Address

Shaw Frank P.E. Sebago Tech.

Consultant/Agent

856-0277 856-2206

Applicant or Agent Daytime Telephone, Fax

Assessor's Reference: Chart-Block-Lot

322-A-001

Address of Proposed Site

636 Riverside St, Portland, Maine 04103

3/2/00 Application Date  
Fill Permit  
Project Name/Description

Proposed Development (check all that apply):  
 Office  Retail  Manufacturing  Warehouse/Distribution  Parking Lot  Change Of Use  Residential  
 Other (specify) Fill Permit  
 500 + cy

Proposed Building square Feet or # of Units \_\_\_\_\_ Acreage of Site \_\_\_\_\_ Zoning \_\_\_\_\_

**Check Review Required:**

- Site Plan (major/minor)  Subdivision # of lots \_\_\_\_\_  PAD Review  14-03 Streets Review
- Flood Hazard  Shoreland  Historic Preservation  DEP Local Certification
- Zoning Conditional Use (ZBA/PB)  Zoning Variance  Other \_\_\_\_\_

Fees Paid: Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_ Engineer Review \$100.00 Date: 3/2/00

**DRC Approval Status:**

Approved  Approved w/Conditions see attached  
 Reviewer Gordon Smith / Steve Buckley  
 Denied Submit Additional information  
 Approval Date \_\_\_\_\_ Approval Expiration \_\_\_\_\_ Extension to \_\_\_\_\_  
 Condition Compliance signature \_\_\_\_\_ date \_\_\_\_\_  Additional Sheets Attached

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

Performance Guarantee	<input type="checkbox"/> Required*	<input type="checkbox"/> Not Required		
<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	date	amount
<input type="checkbox"/> Inspection Fee Paid	_____	_____	date	amount
<input type="checkbox"/> Building Permit	_____	_____	date	amount
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	date	amount
<input type="checkbox"/> Temporary Certificate Of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	date	remaining balance
<input type="checkbox"/> Final Inspection	_____	_____	date	signature
<input type="checkbox"/> Certificate Of Occupancy	_____	_____	date	signature
<input type="checkbox"/> Performance Guarantee Released	_____	_____	date	signature
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	submitted date	amount
				expiration date

**Site Review Pre-Application**  
**Multi-Family/Attached Single Family Dwellings/Two-Family Dwelling**  
**or Commercial Structures and Additions Thereto**

In the interest of processing your application in the quickest possible manner, please complete the Information below for Site Plan Review

**NOTE\*\*If you or the property owner owes real estate or personal property taxes or user charges on ANY PROPERTY within the City, payment arrangements must be made before permits of any kind are accepted.**

Lucas Tree Expert Company

2-25-2000

Applicant  
 636 Riverside St., Portland, ME

Application Date  
 Additional Fill Areas

Applicant's Mailing Address  
 Shawn Frank, P.E. c/o Sebago Technics, Inc.

Project Name/Description  
 636 Riverside Street

Consultant/Agent  
 T - 856-0277 F - 856-2206

Address Of Proposed Site  
 Chart #322, Block A, Lots 1 & 2

Applicant/Agent Daytime telephone and FAX

Assessor's Reference, Chart#, Block Lot#  
 322-A-001

Proposed Development (Check all that apply)  New Building  Building Addition  Change of Use  Residential  Office  Retail  
 Manufacturing  Warehouse/Distribution  Other(Specify) Fill Permit (greater than 500cy)

N/A

37.5 Acre

Industrial

Proposed Building Square Footage and /or # of Units

Acraege of Site

Zoning

You must Include the following with you application:

- 1) A Copy of Your Deed or Purchase and Sale Agreement
  - 2) 7 sets of Site Plan packages containing the information found in the attached sample plans and checklist.
- (Section 14-522 of the Zoning Ordinance outlines the process, copies are available for review at the counter, photocopies are \$ 0.25 per page)

I hereby certify that I am the Owner of record of the named property, or that the proposed work is authorized by the owner of record 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 an approval for the proposed project or use described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this approval at any reasonable hour to enforce the provisions of the codes applicable to this approval.

Signature of applicant: <u>Shawn Frank (Agent)</u>	Date: <u>2-28-00</u>
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Site Review Fee: Major \$500.00 Minor 400.00  
 This application is for site review ONLY, a Building Permit application and associated fees will be required prior to construction.