

# **1 DEVELOPMENT DESCRIPTION**

## **1.1 OVERVIEW**

765 Congress Street, LLC intends to renovate an existing 4-story building on a 4,544 square foot parcel located at 765 Congress Street in Portland, Maine. The site is identified as Lot 18, Block A, on the City of Portland Assessors' Map 47. The site is currently developed with a 4-story brick mixed use building, with an approximately 1,540 square foot building footprint. The existing building houses two residential units and two commercial units. The renovation of the building will convert the interior spaces into four residential apartments including three 2-bedroom units and one 3-bedroom unit.

## **1.2 PROJECT PURPOSE AND NEED**

The proposed project includes redevelopment of an existing building that has the necessary infrastructure in place and will provide residential units that are compatible with the existing neighborhood. The residential lobby will be accessed from Congress Street.

Parking for the development will be satisfied by a lease agreement with the abutting property at 757 Congress Street. Four parking spaces located in the parking lot north of the 757 Congress Street building adjacent to the site will be leased. In the future the applicant intends to provide the four required parking spaces on site behind the building. The applicant is discussing an easement with the owner of 757 Congress street to allow access to an existing paved area north of the 765 Congress Street building. Both the leased and the future proposed parking will be accessed from an existing driveway location off Congress Street.

## **1.3 EXISTING CONDITIONS**

The existing site is located on the north side of Congress Street, approximately across from Neal Street, in Portland's West End neighborhood and is developed with an existing 4-story brick building and paved parking area. Nearly the entire site is covered with impervious surface. The site is currently serviced by underground and overhead utilities from Congress Street.

A brick sidewalk with granite curb exists along the site's Congress Street frontage. The driveway is paved with an asphalt driveway apron. There is on-street parking on Congress Street in front of the site. Cobra-head style street lights are located on utility poles along Congress Street.

Paved parking lots abut the site to the north, residential uses abut the site to the east, Congress Street abuts the site to the south, and commercial and residential uses abut the site to the west. The site is currently accessed from Congress Street. Congress Street is an approximately 42' wide paved way with two-way traffic and parallel parking on both sides of the street within a 66' wide public ROW. Brick sidewalks exist on both sides of Congress Street.

Photographs of the existing site are provided in Attachment 1-A.

## **1.4 PROPOSED DEVELOPMENT**

The development program includes the following components:

### **1.4.1 ON-SITE**

The proposed project is the renovation of an existing 4-story building into four residential apartments. The building footprint will remain the same at approximately 1,540 square feet. The first floor will feature one 2-bedroom unit and the mechanical room for the building, the second floor (ground floor) will feature one 2-bedroom unit and the building lobby, the third floor will feature one 2-bedroom unit, and the fourth floor will feature one 3-bedroom unit with a mezzanine level. The total number of residential units in the building is 4. The total building floor area is 6,350 square feet. The proposed building is within the B2-b zone. The exterior of the building will not be modified as part of this project.

The residential units will be accessed from Congress Street, and the paved parking lot will be accessed from a driveway east of the building off Congress Street. A bicycle hitch, containing 2 bicycle parking spaces will be provided within the sidewalk in front of the site. The mail slots for the four units will be located in the lobby on the second floor.

### **1.4.2 OFF-SITE IMPROVEMENTS**

The applicant is proposing improvements to the existing asphalt driveway apron within the Congress Street right-of-way. The existing driveway will be updated to a brick driveway apron to match the existing surrounding sidewalks as specified in the City's Technical Manual.

## **1.5 TRAFFIC**

The existing uses of the building include two commercial spaces and two residential apartments. Traffic is not expected to increase with proposed conversion of the building to 4 residential apartments. Based on the ITE Trip Generation Manual the four residential apartments are expected to generate approximately 2 vehicle trips during the PM peak hour and approximately 23 vehicle trips on a weekday. The building proximity to places of work and entertainment is expected to encourage walking and alternative modes of transportation, and therefore the number of trips per day will likely be less than estimated. The relatively small amount of traffic that will be generated by the project is not expected to have a significant effect on the surrounding street network.

## **1.6 PARKING**

The proposed project is required to provide one parking space per unit, or a total of four parking spaces, per ordinance requirements in the B2-b zone. The parking requirement will be satisfied by leasing four parking spaces at the abutting property at 757 Congress Street. The leased spaces will be located in the paved parking area north of the 757 Congress Street building. This parking area is accessed by the existing shared driveway off Congress Street between 757 and 765 Congress Street. The option to lease agreement between 765 Congress Street, LLC and Adams Management Company, LLC – 757 Congress Street is provided as Attachment 1-B.

In the future, the applicant intends to provide the 4 required parking spaces on-site behind the building. The applicant is discussing an easement with the owner of 757 Congress Street to allow access to an existing paved area north of the 765 Congress Street building. Vehicle access to this area requires crossing the property boundary between the two parcels. The paved area north of the building will be striped with four parking spaces once the easement is executed. Additionally, an existing fence located on the 765 Congress and 757 Congress parcels will be relocated to provide access to these future proposed parking spaces. There is a fence easement in place that will be modified to allow the relocation of this fence.

Once these easements are complete, the fence will be relocated to the western 765 Congress Street property line, four parking spaces will be striped in the on-site paved area north of the building, and the spaces will be accessed from the shared driveway east of the building. Parking will be provided on-site and 765 Congress Street will no longer lease parking spaces from 757 Congress Street.

A bicycle hitch, containing 2 bicycle parking spaces will be provided within the sidewalk in front of the site.

## **1.7 UTILITIES AND STORMWATER**

The existing building is currently serviced by underground and overhead utilities. The existing overhead electric and communication utilities will continue to service the building. The existing water and sewer services will also continue to service the building. It is anticipated that the domestic water service will remain, and a proposed fire suppression water service will be installed as part of this project. All new utility services will be provided from the existing utilities available within Congress Street. The proposed location of the new utility service is shown on the Site Plan (Sheet C-1.0). More information on proposed utility services is provided in Section 11 of this application.

Stormwater runoff patterns will not be effected by the proposed project. The existing impervious area and ground cover will not be modified as part of this project. More information on stormwater runoff from the site is provided in Section 9 of this application.

## **1.8 ATTACHMENTS**

Attachment 1-A – Existing Site Photographs  
Attachment 1-B – Option to Lease Parking

**ATTACHMENT 1-A**

**Existing Site Photographs**

**EXISTING SITE PHOTOGRAPHS**

765 CONGRESS STREET, PORTLAND, MAINE  
765 CONGRESS STREET, LLC



**PHOTO 1 – FRONT OF 765 CONGRESS STREET, TAKEN FROM CONGRESS STREET FACING WEST**



**PHOTO 2 –FROM CONGRESS STREET SIDEWALK FACING EAST**



**PHOTO 3 –FROM PARKING LOT BEHIND 765 CONGRESS STREET, FACING SOUTHWEST**



**PHOTO 4 –FROM PARKING LOT BEHIND 765 CONGRESS STREET, FACING SOUTHEAST**

**ATTACHMENT 1-B**

**Option to Lease Parking**



Adams Management Company, Inc.

Portland, Maine

April 16, 2018

### **Option to Lease Parking**

This letter is to confirm that 757 Congress Street agrees to provide 765 Congress Street LLC an option to lease up to four (4) parking spaces at a current market price of \$50 per month, or as agreed upon by both parties in the future.

With Regards,

Peter Adams  
Manager  
757 Congress Street  
Portland, Maine 04102

## **2 Right, Title and Interest**

### **2.1 OVERVIEW**

The applicant and owner is 765 Congress Street, LLC by deed recorded in the Cumberland County Registry of Deeds in book 34768, page 170. A copy of the property deed is attached in attachment 2-A.

### **2.2 ATTACHMENTS**

Attachment 2-A – Property Deed

**ATTACHMENT 2-A**

**Title, Right, or Interest Documentation**

WARRANTY DEED

F. SAMUEL REICHE, of Town of Brookline, County of Norfolk and Commonwealth of Massachusetts, whose mailing address is 25 Edgehill Road, Brookline, MA 02445, and 147 WESTERN AVENUE, LLC, a Maine limited liability company, with a mailing address at 54 Bartol Island Road, Freeport, Maine 04032, for consideration paid, grants to 765 Congress Street, LLC, a Maine limited liability company, with an address of 25 Edgehill Road, Brookline, MA 02445, WITH WARRANTY COVENANTS, that certain lot or parcel of land, with any buildings thereon, located at 765 Congress Street, County of Cumberland and State of Maine, bounded and described as follows:

A certain lot or parcel of land with the buildings thereon, situated on the northerly side of Congress Street in the City of Portland, County of Cumberland, State of Maine, and known as Number 765 Congress Street, more particularly bounded and described as follows, to wit:

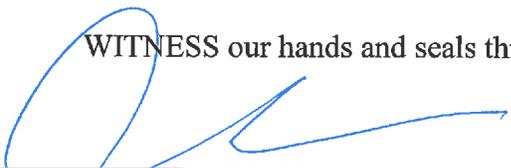
Beginning at a stone post on the northerly side of said Congress Street which stone post is 332.77 feet westerly from the intersection of the northerly side of said Congress Street and the westerly side of Mellen Street; thence from said stone post westerly along the northerly side of said Congress Street a distance of fifty-five (55) feet to a stone post; thence in a northeasterly direction a distance of 118.72 feet to an electric pole; thence nearly at a right angle in a southeasterly direction a distance of four (4) feet to a stake; thence in a southerly direction a distance of fifty-four (54) feet to an iron spike and to land now or formerly of Walter G. Hay; thence in a southwesterly direction along an iron fence and along a line of land now or formerly of Walter G. Hay a distance of 78.4 feet to the northerly side line of said Congress Street and to the point of beginning.

This conveyance is subject to all restrictions, easements and encumbrances of record.

Being the same premises conveyed to the Grantors by Warranty Deed from Joseph M. Napolitano dated October 31, 2017 and recorded in the Cumberland County Registry of Deeds in Book 34431, Page 180.

Said premises are subject to Mortgage, Security Agreement, Lease Assignment and Financing Statement from 147 Western Avenue LLC and F. Samuel Reiche to Gorham Savings Bank in the original principal amount of \$786,500.00 dated October 31, 2017 and recorded in the Cumberland County Registry of Deeds in Book 34431, Page 182, which Grantee assumes and agrees to pay.

WITNESS our hands and seals this 17<sup>th</sup> day of March, 2018.

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
F. Samuel Reiche

M. Scheba Cruz-Santelmy  
Witness

147 Western Avenue LLC

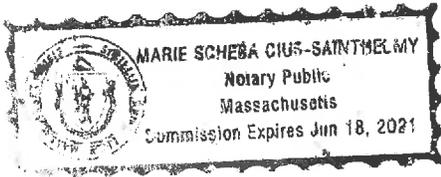
By: [Signature]  
Ford S. Reiche, its Manager

STATE OF MAINE  
CUMBERLAND, ss.

March 26<sup>TH</sup>, 2018

Personally appeared the above-named F. Samuel Reiche and acknowledged the foregoing instrument to be his free act and deed.

Before me,



[Signature]  
Notary Public/Maine Attorney-at-Law

M. Scheba Cruz-Santelmy  
Print name

My commission expires 6/18/2021

### **3 STATE AND FEDERAL PERMITS**

The development is subject to Site Plan and Subdivision approval by the City of Portland and Building Permit(s) are also required. No additional State or Federal Permits are required.

## 4 LAND ORDINANCE REVIEW

### 4.1 OVERVIEW

The property currently lies within the City of Portland B2-b Community Business zone. The following Space and Bulk requirements apply to the B2-b Zone:

	<b>B2-b Zone Summary Dimensional and Parking Requirements Applied to 765 Congress Street</b>	
Zoning Requirements	B2-b	Provided
Minimum Lot Size	None	4,544 sf
Minimum Lot Area per Dwelling Unit	435 sf	1,136 sf
Minimum Street Frontage	20 ft	55 ft
Minimum Front Yard*	None	Same as existing
Maximum Front Yard*	10 ft	Same as existing
Minimum Side Yard*	None	Same as existing
Minimum Rear Yard*	10 ft	Same as existing
Maximum Impervious Surface Ratio*	None for residential uses	Same as existing
Maximum Structure Height*	45 ft	Same as existing
Parking**	4 spaces	4 spaces
Bicycle Parking	2 spaces	2 spaces

\*The exterior of the existing building will not be modified as part of this project, so the existing front, side and rear yard dimensions, impervious surface ratio, and structure height will remain the same as what exists today.

\*\*Parking spaces will be provided by a lease of 4 spaces from the adjacent property at 757 Congress Street. In the future 4 parking spaces will be provided on site once an access and fence easement are executed.

### 4.2 SHORELAND ZONING

The site is not located within the Shoreland Zoning District.

## **5 EASEMENTS OR OTHER BURDENS**

### **5.1 OVERVIEW**

Boundary Points Professional Land Surveying, LLC completed a boundary survey of the site in October of 2017. There are currently two access easements between 765 Congress Street and McIntosh Realty, LLC located at 757 Congress Street. These easements are recorded in the Cumberland County Registry of deeds book 33471, pages 214 through 218. The easements provide for shared access over the existing driveway between the 757 and 765 Congress Street buildings. A fence easement is also included in this recorded easement that allows a portion of the 757 Congress Street fence to be located on the 765 Congress Street parcel. A copy of the easement is attached in attachment 5-A.

A proposed easement between 765 Congress Street and 757 Congress Street for access to the future proposed parking spaces north of the 765 Congress Street building is being drafted. This easement will allow vehicles to cross the property line onto 757 Congress Street's paved driveway and parking lot to access the paved area on-site north of the building. The easement will also allow 765 Congress Street to re-locate an existing fence to allow access to the future proposed parking spaces.

### **5.2 ATTACHMENTS**

Attachment 5-A – Easement

**ATTACHMENT 5-A**

**Easement Documentation**

## EASEMENT DEED

KNOW ALL BY THESE PRESENTS, that **ROBERT NAPOLITANO** and **THE JOSEPH M. NAPOLITANO TRUST**, with a mailing address of 765 Congress Street, Portland, ME 04102, their successors and assigns ("Grantors"), for consideration paid, hereby grant to **MCINTOSH REALTY LLC**, a Maine limited liability company with a place of business in Portland, County of Cumberland, State of Maine ("Grantee"), a perpetual easement over property of Grantors located at 765 Congress Street, as described in deed recorded in the Cumberland County Registry of Deeds in Book 24692, Page 42, for the benefit of Grantee's premises at 757 Congress Street (front and rear), more particularly described in deed recorded at said Registry in 32103, Page 178, and 32103, Page 183. The Easements below are also for the potential benefit of adjoining property currently owned by Rochelle G. Dassa Residuary Trust, as set forth in deeds recorded at said Registry in Book 28907, Page 204 and 208, in the event a joint development project occurs between the properties. The Dassa easement is an easement in gross at this juncture and will become an appurtenant easement to Dassa at such time a joint development is established. This easement is upon the terms set forth below.

### EASEMENT ONE

A perpetual easement and right of way bounded and described as follows ("the Easement Area"):

The more southerly of the two cross-hatched easement areas shown on attached Exhibit A. The easement shall be an area that is twelve feet (12') westerly from and parallel to the curb as shown on Grantee's premises in Exhibit A.

This is an easement appurtenant to the Grantee's premises and shall run with the land. The perpetual easement and right of way shall be for ingress and egress only, and the right to enter with persons and machinery upon the Easement Area to maintain, repair and replace as necessary the paved surface of the Easement Area. Grantee shall have the right to maintain the Easement Area, including without limitation painting and restriping of travel lanes and snow and ice removal.

Grantor shall not erect any building, structure or other improvements on the Easement Area so as to prevent or interfere in any manner with Grantee's rights to use the Easement Area as set forth herein, and shall not otherwise impede, prevent or interfere with the rights granted to Grantee hereby.

RESERVING TO THE GRANTOR, its successors and assigns, all rights within the Easement Area that are not necessary for the purpose of ingress and egress.

*[Handwritten signature]*

*[Handwritten signature]*

**EASEMENT TWO**

A perpetual easement to install and maintain a fence at the location shown in Exhibit A.

This is an easement appurtenant to the Grantee's premises and shall run with the land. The perpetual easement shall be for installation of the fence only, and the right to enter with persons and machinery upon and near the Easement Area to maintain, repair and replace as necessary the fence.

RESERVING TO THE GRANTORS, their successors and assigns, all rights within the Easement Area that are not necessary for the purpose of construction and maintaining a fence.

PROVIDED, HOWEVER, Grantors shall not, in exercising its rights reserved hereby, unreasonably interfere with Grantee's use and enjoyment of the Easement Area as provided herein.

IN WITNESS WHEREOF, Robert Napolitano and the Joseph M. Napolitano Trust have caused this instrument to be signed this 22 day of September, 2016.

The Joseph M. Napolitano Trust

By: [Signature]  
Print Name: \_\_\_\_\_  
Its Trustee  
ROBERT NAPOLITANO  
[Signature]  
Robert Napolitano

STATE OF MAINE  
COUNTY OF CUMBERLAND, SS

September 22, 2016

Personally appeared the above-named, Robert Napolitano, and acknowledged the foregoing instrument to be his free act and deed.

Before me,

[Signature]  
Notary Public/Attorney at Law #9703  
GINA YAMARTINO  
Printed Name

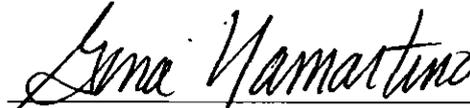
[Signature] [Signature]

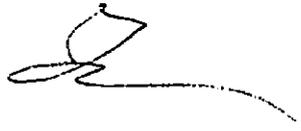
STATE OF MAINE  
COUNTY OF CUMBERLAND, SS

September 22, 2016

Personally appeared the above-named, Robert Napolitano, Trustee of the Joseph M. Napolitano Trust, and acknowledged the foregoing instrument to be his free act and deed and the free act and deed of the Trust.

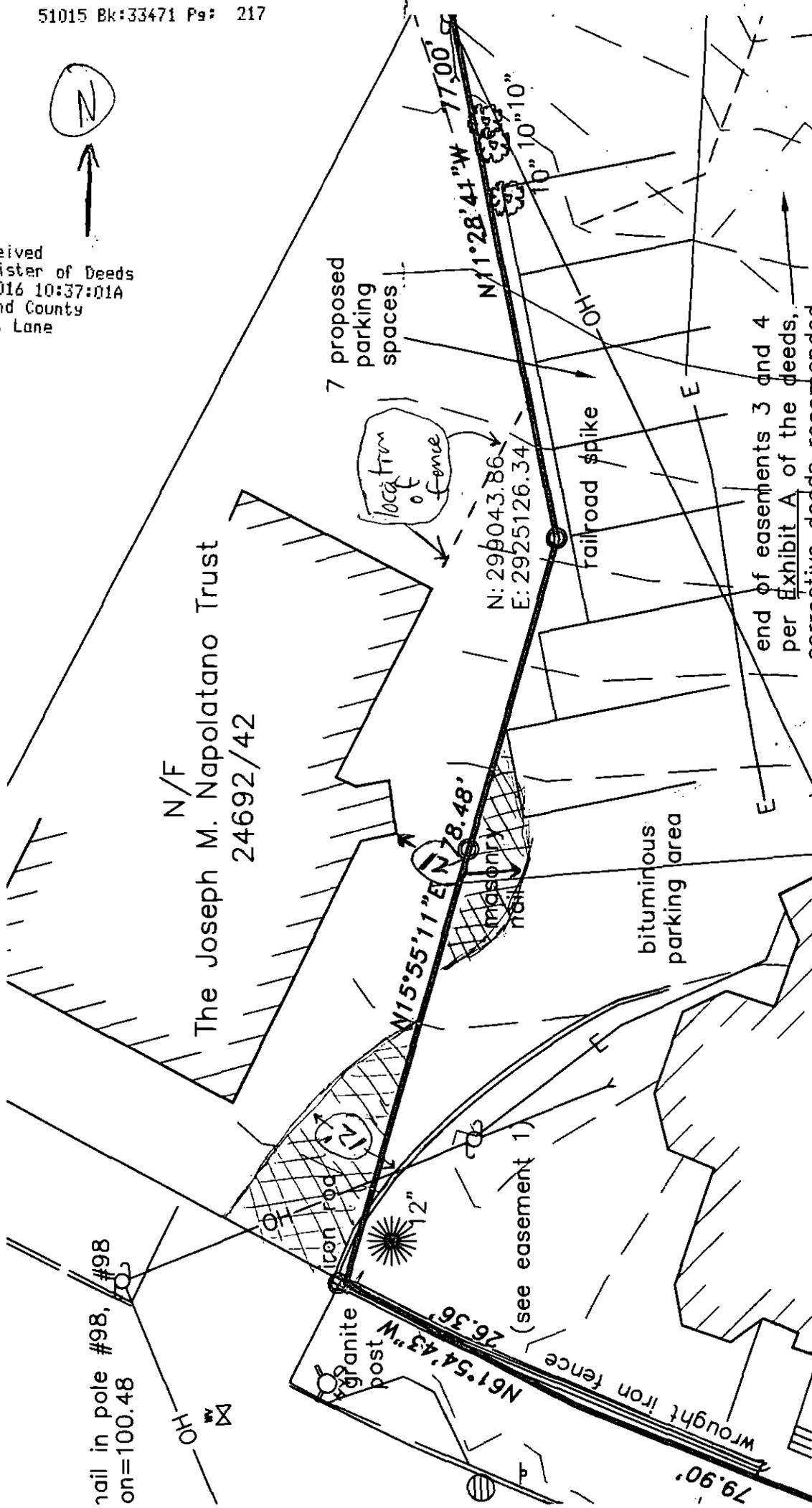
Before me,

  
~~Notary Public/Attorney at Law~~ #9783  
Gina Yamartino  



Received  
Recorded Register of Deeds  
Sep 26, 2016 10:37:01A  
Cumberland County  
Nancy A. Lane



nail in pole #98,  
on=100.48

OH

N/F

The Joseph M. Napolatano Trust  
24692/42

7 proposed  
parking  
spaces

location  
of  
fence

N: 299043.86  
E: 2925126.34

railroad spike

bituminous  
parking area

end of easements 3 and 4  
per Exhibit A of the deeds,  
corrective deeds recorded

iron rod  
granite  
post  
12"  
(see easement 1)

N15°55'11"E N 78.48'

77.00'

N11°28'41"W

10" 10" 10"

N61°54'43"W  
26.36'

wrought iron fence

79.90'

## 6 TECHNICAL AND FINANCIAL CAPACITY

### 6.1 TECHNICAL CAPACITY

The applicant has assembled a highly qualified team of professionals to plan, permit, and develop construction documents for the project. The Team is working under the direction of 765 Congress Street, LLC as Project Developers. The Team services will be provided by the following companies and their respective team leaders:

### 6.2 CONSULTANT TEAM

<i>Civil Engineer</i>	Michael Tadema-Wielandt, P.E. Terradyn Consultants, LLC 565 Congress Street Portland, ME 04101 (207) 632-9010 – Cell (207) 221-1317 – Fax <a href="mailto:mtw@terradyconsultants.com">mtw@terradyconsultants.com</a>
<i>Surveyor</i>	David Bouffard Boundary Points Professional Land Surveying, LLC P.O. Box 175 Cumberland, Maine 04021 (207) 854-1015 <a href="mailto:boundarypoints@gmail.com">boundarypoints@gmail.com</a>
<i>Architect</i>	David Lloyd Archetype, PA 48 Wharf Street Portland, ME 04101 (207) 772-6022 – Work (207) 772-4056 – Fax <a href="mailto:lloyd@archetypepa.com">lloyd@archetypepa.com</a>

### 6.3 EXPERIENCE OF PROJECT TEAM

The team of consultants retained by the Developer has expertise and experience in the design of similar projects. Resumes of key personnel for the development team can be provided upon request.

The applicant, 765 Congress Street, LLC, has experience in the development and management of residential projects of this scale.

#### **6.4 FINANCIAL CAPACITY**

The applicant has the capacity to finance the proposed project. A letter of financial capacity for the project is contained in Attachment 6-A.

#### **6.5 CONSTRUCTION COST ESTIMATE**

The project has an overall construction cost estimate of \$400,000. This construction cost value is considered preliminary and subject to change as building design and project layout is refined, etc.

#### **6.6 ATTACHMENTS**

Attachment 6-A – Letter of Financial Capacity

**ATTACHMENT 6-A**

**Letter of Financial Capacity**



April 12, 2018

To Whom It May Concern:

I am pleased to inform you it is my opinion Sam Reiche and 765 Congress Street, LLC have the experience and financial capacity to successfully finance and complete the proposed property improvements located at 765 Congress Street, Portland. Sam Reiche has been a longstanding client of Gorham Savings Bank and has always handled his relationship with Gorham Savings in an exemplary fashion.

Please let me know if I can be of further assistance. If you have any questions, please email me at [bahmida@gorhamsavingsbank.com](mailto:bahmida@gorhamsavingsbank.com) or by phone at (207) 222-1473.

Sincerely,

A handwritten signature in cursive script that reads "Beth C. Ahmida".

Beth C. Ahmida  
Vice President

## **8 NATURAL FEATURES**

### **8.1 OVERVIEW**

The development site has been entirely developed and does not contain any significant natural features including wetlands, vernal pools or other protected resources or wildlife habitats.

## **9 STORMWATER MANAGEMENT**

The following information is provided in accordance with the City of Portland Code of Ordinances Chapter 14 Land Use, Section 14-526(b)(3).

### **9.1 OVERVIEW**

The existing project site is entirely developed. Stormwater runoff from the project site drains overland across the northern property boundary away from Congress Street. Post development stormwater runoff will follow existing patterns. The existing building footprint and roof will not be modified as part of this project. The existing site grading and impervious area will not be modified as part of this project.

The existing project site contains approximately 4,333 square feet of impervious surface that will remain. The extents of pavement in the parking area will remain the same. The off-site driveway apron will be re-constructed with brick, but the extent of impervious area will remain the same. Therefore, the project is not required to meet the General or Flooding Standards.

The project is not expected to cause ponding, flooding, or erosion problems on or downstream of the site.

## **10 CONSISTENCY WITH CITY MASTER PLANS**

### **10.1 OVERVIEW**

Our office is not aware of any applicable Master Plans created for the project site.

## 11 UTILITIES

### 11.1 OVERVIEW

The proposed project will involve installation of a new fire suppression water service. All other existing utility services for water, sewer, natural gas and electric will remain. The proposed location of the new utility service is shown on the Site Plan (Sheet C-1.0).

### 11.2 WATER SUPPLY

The proposed project will receive its water supply from the Portland Water District's (PWD) public water supply system. The existing domestic service will remain, and a new fire suppression water service will be installed to the building from PWD's existing main in Congress Street. Terradyn Consultants requested an ability to serve letter from PWD on April 11<sup>th</sup>, 2018.

#### 11.2.1 Total Project Water Usage

The total average daily water demand for the proposed project is estimated to be 810 gallons per day, based on design flows published in the State of Maine Subsurface Wastewater Disposal Rules.

3 x 2 Bedroom Residential Units at 180 gpd/unit	= 540 gpd
1 x 3 Bedroom Residential Units at 270 gpd/unit	= 270 gpd
	Total = 810 gpd

### 11.3 WASTEWATER DISPOSAL

The building is connected to the Portland Water District's and City of Portland's wastewater collection and conveyance systems. The City of Portland Wastewater Capacity Application has been completed and will be forwarded to Brad Roland of the City's Water Resources Department.

The overall project is anticipated to generate an average daily flow of approximately 810 gpd. Based on the existing sewer system in the area, there appears to be adequate capacity to handle these projected flow amounts. The existing sewer service has been inspected and found to be suitable for continued use.

### 11.4 ELECTRICITY SUPPLY

CMP currently maintains overhead and underground utilities in the area. Overhead electric utilities connect to the existing building, and are proposed to remain.

### 11.5 ATTACHMENTS

Attachment 11-A – Correspondence with Utilities

**ATTACHMENT 11-A**

**Correspondence with Utilities**



## Portland Water District

FROM SEBAGO LAKE TO CASCO BAY

May 2, 2018

Adrienne Fine  
Terradyn Consultants, LLC  
565 Congress Street Suite 310  
Portland, ME 04102

Re: 765 Congress Street, PO  
Ability to Serve with PWD Water

Dear Ms. Fine:

The Portland Water District has received your request for an Ability to Serve Determination for the noted site submitted on April 17, 2018. Based on the information provided per May 2, 2018, we can confirm that the District will be able to serve the proposed project as further described in this letter. **Please note that this letter constitutes approval of the water system as currently designed. Any changes affecting the approved water system will require further review and approval by PWD.**

### Conditions of Service

The following conditions of service apply:

- A new 6-inch fire service may be installed from the water main in Congress Street. The service should enter through the properties frontage on Congress Street at least 10-feet from any side property lines.
- It is recommended to upgrade the domestic service to 1.5-inch diameter to accommodate the proposed use. If upgraded, the existing service would need to be retired per PWD standards which includes shutting the corporation valve and cutting the pipe from the water main.

Prior to construction, the owner or contractor will need to make an appointment to complete a service application form and pay all necessary fees. The appointment shall be requested through [MEANS@pwd.org](mailto:MEANS@pwd.org) or by calling 207-774-5961 ext. 3199. Please allow (3) business days to process the service application paperwork. PWD will guide the applicant through the new development process during the appointment.

### Existing Site Service

According to District records, the project site does currently have existing water service. A 1-inch diameter copper domestic service line provides water service to the site. Please refer to the “Conditions of Service” section of this letter for requirements related to the use of this service.



### Water System Characteristics

According to District records, there is an 20-inch diameter cast iron water main in Congress Street and a public fire hydrant located approximately 35 feet from the site. Recent flow data is not available in this area. The most recent static pressure reading was 56 psi on March 8, 2017.

### Public Fire Protection

The installation of new public hydrants to be accepted into the District water system will most likely not be required. It is your responsibility to contact the Portland Fire Department to ensure that this project is adequately served by existing and/or proposed hydrants.

### Domestic Water Needs

The data noted above indicates there should be adequate pressure and volume of water to serve the domestic water needs of your proposed project. Based on the high water pressure in this area, we recommend that you consider the installation of pressure reducing devices that comply with state plumbing codes.

### Private Fire Protection Water Needs

You have indicated that this project will require water service to provide private fire protection to the site. Please note that the District does not guarantee any quantity of water or pressure through a fire protection service. Please share these results with your sprinkler system designer so that they can design the fire protection system to best fit the noted conditions. If the data is out of date or insufficient for their needs, please contact MEANS to request a hydrant flow test and we will work with you to get more complete data.

Should you disagree with this determination, you may request a review by the District's Internal Review Team. Your request for review must be in writing and state the reason for your disagreement with the determination. The request must be sent to MEANS@PWD.org or mailed to 225 Douglass Street, Portland Maine, 04104 c/o MEANS. The Internal Review Team will undertake review as requested within 2 weeks of receipt of a request for review.

If the District can be of further assistance in this matter, please let us know.

Sincerely,  
Portland Water District



Robert A. Bartels, P.E.  
Senior Project Engineer

April 11, 2018

MEANS  
means@pwd.org  
Portland Water District  
225 Douglass Street  
Portland, ME 04104

**Request for Ability to Serve Letter**  
**4-Unit Residential Development**  
**765 Congress Street, Portland, Maine**

Dear Sir or Madam:

**Terradyn Consultants LLC** has been retained by 765 Congress, LLC to assist with site design and permitting for a proposed building modification located at 765 Congress Street in Portland, Maine. The existing building contains a mix of commercial and residential uses, which are being converted to 4 residential apartments. The existing domestic water service is proposed to remain, and a fire water service will be added. We are writing to request a letter confirming the Portland Water District's ability to serve the proposed development.

The 4,544 square foot parcel is identified as Lot 18 on the City of Portland Tax Map 47 Block A. The site is on the north side of Congress Street across from Neal Street. The site is currently developed with a mixed-use building in the front of the parcel with parking behind.

The proposed project includes the interior renovation of the building to convert the mixed uses to 4 residential apartments. Existing public water and sewer utilities will remain, and a 6" fire water service will be installed from the main in Congress Street.

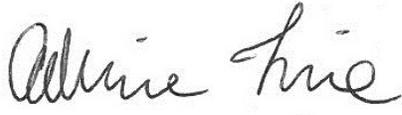
Attached are site location figures showing the property delineated on a USGS map and aerial photo, and a preliminary site plan for the project showing how the development may be served with a fire suppression water service.

Please provide our office with confirmation that the Portland Water District has the ability to serve the proposed development. As the design is refined, we will provide more detailed drawings of the project for your review.

If you have any questions or need more information to make your determination on ability to serve, please contact me at (207) 322-1223 or [adrienne@terradyconsultants.com](mailto:adrienne@terradyconsultants.com).

Sincerely,

**TERRADYN CONSULTANTS LLC**

A handwritten signature in black ink that reads "Adrienne Fine". The signature is written in a cursive, flowing style.

Adrienne Fine, P.E.  
Design Engineer

Enc.

## 12 SOLID WASTE

### 12.1 OVERVIEW

The project will generate solid waste both during construction and on an on-going basis after construction is complete. Estimates of solid waste generation, recycling rates, and procedures for the transport and disposal of solid waste that will be generated by the operation of the proposed development are provided below.

The following amount of solid waste associated with the construction and operation of the development have been estimated:

- 42 cubic yards of construction debris related to the new building construction activities (excluding volume of recycled materials).
- 136 pounds per week of solid waste will be generated by the operation of the development. Assuming that 50% of the waste is recycled, it is estimated that the project will generate 1.77 tons of recyclable waste and 1.77 tons of non-recyclable waste per year.

### 12.2 SOLID WASTE GENERATED DURING THE BUILDING CONSTRUCTION

Approximately 42 cubic yards of construction debris is expected to be generated during construction. Assuming that 80% of construction debris is recycled, construction of the project will generate approximately 8.5 c.y. of non-recyclable waste.

The waste stream will be transported and disposed of at the following locations:

Hazardous Materials:	WMI Crossroads Facility in Norridgewock, Maine
Mixed Construction Material:	Riverside Recycling Facility in Portland, Maine; WMI Crossroads Facility in Norridgewock, Maine or Juniper Ridge in Old Town, Maine (Contractor option)
Separated Wood Construction Debris:	KTI Biofuels in Lewiston, Maine
Separated Metal/Ferrous Material:	One Steel Recycling Inc. in Arundel or Oakland, Maine

The collection, transfer, disposal, and payment of all fees for solid wastes shall be the responsibility of the Contractor, with all waste transferred by a licensed non-hazardous waste transporter.

### **12.3 SOLID WASTE GENERATED FROM THE OPERATION OF THE DEVELOPMENT**

Approximately 136 pounds of solid waste and recyclable material is expected to be generated every week by the residents of the project. The operational solid waste and recyclable material will be collected by the City of Portland in accordance with Chapter 12 of the City Code.

### **12.4 ATTACHMENTS**

Attachment 12-A – Computations of Types and Volumes of Solid Wastes for Construction Project

**ATTACHMENT 12-A**

**Computations of Types of Volumes of Solid Wastes**

## ATTACHMENT 12-A

### SOLID WASTES COMPUTATIONS AND DISPOSAL

#### **A. NEW BUILDING CONSTRUCTION:**

Basis of Estimate: 10 c.y./1,500 s.f. of finished space

Area: Approximately 6,350 square feet of finished space

Solid Waste: Approximately 42 c.y.

Other Wastes Associated with Other Site Construction: Cardboard from packaging etc.: Limited Quantity

Total: 42 c.y. before recycling

Net: 8.5 c.y. if 80% of the material is recycled

#### Disposition:

Assume 10 percent is concrete which can be sent to the approved aggregate recycling facilities operated by Shaw Bros. or R.J. Grondin and Sons for processing into recycled aggregate.

Assume 70 percent is wood or metal which can be transported to KTI Biofuels in Lewiston (for wood) or One Steel Recycling in Oakland, Maine for metals.

Approximately 8.5 cubic yards of mixed construction debris that will be hauled to the Riverside Recycling Facility in Portland, WMI Crossroads facility in Norridgewock, Maine or the Juniper Ridge Facility in Old Town, Maine.

The contractor should provide dumpsters designated by material type and identify recycling methods and disposal sites prior to construction. All haulers must have a current non-hazardous waste haul license.

#### **B. OPERATIONAL SOLID WASTE:**

##### RESIDENTIAL USE:

Basis of Estimate: 17 pounds/wk per individual. Estimate of 2 individuals per residential unit. From Table 14-1 of the CEQR Technical Manual from January 2014 Edition; Source: New York City Department of Sanitation.

Number of individuals: 8

Solid Waste: Approximately 136 pounds/week

## **13 FIRE SAFETY**

### **13.1 OVERVIEW**

The project site will be accessed from Congress Street, which is improved with a 42' wide paved surface. A water main owned by the Portland Water District currently exists in Congress Street, and the closest fire hydrant is located on the northern side of Congress Street in front of the abutting property to the east at 757 Congress Street.

One side of the proposed building will be fully accessible from Congress Street, and the three other sides will be fully accessible from paved driveway and parking areas accessed from Congress Street. The proposed building will be fully sprinkled in compliance with all applicable codes.

## 14 CONFORMITY WITH APPLICABLE DESIGN STANDARDS

### 14.1 OVERVIEW

This project conforms to all applicable Site Plan Standards of Section 14-526 of the city's Land Use Ordinance as described in the following narrative.

#### (a) Transportation Standards

1. Impact on Surrounding Street Systems:

The project will not have a significant impact on the surrounding street system. Vehicles will access the site and parking areas from existing access points and the estimated number of new vehicle trips generated by the project is insignificant compared to existing trips on surrounding streets.

2. Access and Circulation:

a. Site Access and Circulation

- (i) Pedestrian access to the site will be provided via the existing sidewalk along Congress Street. A railing will be added to existing stairs at an on-site walkway running along the western side of the existing building. Door controlled access will be provided at each of the building entry locations.
- (ii) The project will use existing points of access.
- (iii) Drive up features are not proposed
- (iv) Site access has been designed so as not to impede potential future connection to adjacent streets.

b. Loading and Servicing

- (i) Delivery or service vehicles are expected to be infrequent and may temporarily use on-street parking on Congress Street.

c. Sidewalks.

- (i) The existing sidewalk along the Congress Street frontage will remain. The existing asphalt driveway apron will be re-constructed as a brick driveway apron to match the surrounding existing brick sidewalk. All driveway improvements shall conform to the City of Portland Technical Manual as shown on the project drawings.

- (ii) NA

- (iii) The existing on-site sidewalk will be improved with the addition of a railing at an existing set of stairs. The primary building entrance is on Congress Street. The second existing building entrance is at the northwestern building corner and exits onto the existing on-site sidewalk.

3. Public Transit Access:

Metro Bus Route 8 runs east-west on Congress Street in the proximity of the project site. The nearest bus stop to the project is along Congress Street at the corner of Deering Avenue, approximately 350' west of the site. The project does not meet the minimum threshold to require a new transit facility.

4. Parking:

a. Location and Required Number of Vehicle Parking Spaces:

- (i) The project requires one parking space per unit, for a total of four parking spaces. The parking spaces will be leased from the abutting property at 757 Congress Street. In the future an easement will be executed and a fence will be re-located to allow four parking spaces to be striped on-site north of the existing building. Both the leased spaces and the future on-site spaces will be accessed from the shared driveway east of the 765 Congress Street building.
- (ii) A parking study is not required for this project.
- (iii) Not applicable
- (iv) The dimensions of the 4 future parking spaces on-site will be 9' wide by 18' long.
- (v) The future proposed on-site parking spaces will be located on the existing asphalt area to the north of the building. The leased parking spaces will be located on the existing asphalt parking lot north of the 757 Congress Street building.

b. Location and Required Number of Bicycle Parking Spaces:

- (i) The project requires 2 bicycle parking spaces for every 5 dwelling units, or 2 spaces. A bicycle hitch, containing 2 bicycle parking spaces will be provided within the sidewalk in front of the site.

c. Motorcycles and Scooter Parking:

- (i) Dedicated motorcycle/scooter parking is not provided.

d. Snow Storage:

- (i) Snow storage will be provided on a paved area adjacent to the future parking spaces on-site.
- (ii) Snow will not be stored in parking areas, and no bio-retention is proposed.

5. Transportation Demand Management (TDM):

- a. A TDM plan is not required for this project.

**(b) Environmental Quality Standards**

1. Preservation of Significant Natural Features:

- a. The development site has been entirely developed and does not contain any significant natural features including wetlands, vernal pools or other protected resources or wildlife habitats.

b. Not applicable

c. Not applicable

2. Landscaping and Landscaping Preservation:

a. Landscape Preservation.

- (i) Three trees are located north of the building and the paved parking area on-site. These trees will be preserved. Existing plantings south of the building along Congress Street will also remain.

(ii) The existing trees will be preserved.

(iii) The three on-site trees and the existing street tree on Congress Street will be protected during construction.

(iv) Waiver: Not applicable.

(v) The project is not in the Shoreland Zone

b. Site Landscaping.

(i) Landscaped Buffers:

(a) Not applicable.

- (b) Not applicable.
- (c) Not applicable.
- (d) Existing vegetation on-site will be preserved.

(ii) Parking Lot Landscaping:

- (a) Not applicable.
- (b) Not applicable.
- (c) Not applicable.
- (d) Not applicable.
- (e) Not applicable.

(iii) Street Trees

- (a) The existing street tree along Congress Street will be protected. The proposed project is 4 units, so 4 street trees are required per the Technical Manual. One of these 4 trees will be satisfied by protecting the existing street tree.
- (b) There is no space for the 3 additional street trees required along the project site's frontage. An alternative for satisfying the street tree requirement will be implemented per the City of Portland Technical Manual. A contribution for the three required street trees will be made to the City of Portland's Tree Fund in the amount of \$400 per tree.

3. Water Quality, Stormwater Management and Erosion Control:

a. Stormwater:

The existing project site contains approximately 4,333 square feet of impervious surface that will remain. No additional impervious area is proposed, and no re-development of on-site impervious areas is proposed. Therefore, the project is not required to meet the General or Flooding Standards.

Post development stormwater runoff will follow existing patterns. The existing roof and paved areas will not be modified as part of this project.

- (i) The project will not result in flooding of adjacent lots.
  - (ii) Runoff volumes and rates will not increase onto adjacent lots.
  - (iii) Volumes and rates of stormwater runoff into the Congress Street right of way are expected to remain the same. The project will not create ponding, flooding, or other drainage problems within Congress Street.
  - (iv) Volumes and rates of stormwater runoff into the city's storm drain network are expected to remain the same. The project will not create problems downstream or exceed the capacity of the system.
- b. The project will not result in any change in impervious surface and is not required to meet the General or Flooding Standards.
  - c. Not Applicable. The project is not located in a watershed of an urban impaired stream.
  - d. Not applicable.
  - e. The project will be served by both a public wastewater system and public drainage system. The project will not pose a risk of groundwater contamination.
  - f. Wastewater will flow to the public sewer system, which is adequately sized for the project flows.

**(c) Public Infrastructure and Community Safety Standards.**

1. Consistency with City Master Plans:

- a. The project has been designed to be consistent with the City of Portland Land Use Ordinance and off-premises infrastructure.
- b. Not applicable.

2. Public Safety and Fire Prevention:

- a. The site has been designed to promote safety and security for residents and their guests. Access to the residential lobby will utilize keyed entry. Existing site lighting on the exterior of the building will remain to provide added security.

- b. Emergency vehicle access will be via Congress Street (42' wide paved surface).
- c. An existing fire hydrant is located on the northern side of Congress Street just to the east of the existing site driveway. The proposed building will also feature sprinklers for fire suppression.

3. Availability and Adequate Capacity of Public Utilities:

- a. The project will be served by a new fire suppression water service. The existing domestic water service is proposed to remain. An ability to serve letter was requested from the Portland Water District on April 11<sup>th</sup>, 2018 and will be provided when received. The existing sewer service is proposed to remain, and a Wastewater Capacity Application will be forwarded to Brad Roland at the City of Portland.
- b. Existing overhead electrical and telecommunications utilities serve the building and will remain.
- c. All new utility infrastructure will meet the provisions of the Technical Manual.
- d. The existing sewer service connection to the main in Congress Street will remain.
- e. Not applicable.
- f. Not applicable.

**(d) Site Design Standards**

1. Massing, Ventilation and Wind Impact:

- a. Not applicable – the building is existing.
- b. Not applicable – the building is existing.
- c. Existing ventilation locations will remain.

2. Shadows:

- a. Not applicable – the building is existing.

3. Snow and Ice Loading:

- a. Not applicable – the building is existing.

- 4. View Corridors:
  - a. Not applicable – the building is existing.

5. Historic Resources:

- a. Not applicable – the building is existing and the exterior will not be modified.
- b. Not Applicable
- c. There are no known archaeological resources on the site.

6. Exterior Lighting:

- a. Site Lighting: No new site lighting is proposed.
  - (i) Exterior site lighting will be provided by existing building mounted lights.
- b. Architectural and Specialty Lighting:
  - (i) No architectural or specialty lighting is proposed.
  - (ii) No up-lighting is proposed.
- c. Street Lighting
  - (i) No new street lighting is proposed

7. Noise and Vibration:

Noise levels are expected to meet the permitted levels for the R6 Zone.

- a. HVAC and Mechanical Equipment
  - (i) The mechanical room housing the boiler for the building will be located in the same location as it is today in the basement mechanical room. Central air conditioning is not proposed as part of this project.
  - (ii) No emergency generator is proposed for this project.

8. Signage and Wayfinding:

- a. All signage shall meet the requirements of the Manual on Uniform Traffic Devices (MUTCD) and Division 22 of the City Code.
  - (i) The project is not subject to a Certificate of Appropriateness.

- (ii) Not applicable. No commercial or directional traffic signage is proposed as part of the project.
- (iii) Not applicable. No on-site directional traffic signage is proposed as part of the project.
- (iv) Not applicable. No waiver is required.

9. Zoning Related Design Standards:

- a. The project is not located within a historic zone.



**LEVEL II and LEVEL III APPLICATION SUBMISSION CHECKLIST**  
 Submit each Tab as one PDF file and bookmark the items as noted below  
 Please confirm by electronically checking the boxes to the left

**Tab 1 – General Application Documents**

Checklist	Items to be Provided
Yes   NA   Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>PROJECT DESCRIPTION</b> <ul style="list-style-type: none"> <li>Cover Letter with detailed project description</li> </ul>
Yes   NA   Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>COMPLETED CHECKLIST – LEVEL III APPLICATION</b>
Yes   NA   Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>RIGHT, TITLE AND INTEREST</b> <ul style="list-style-type: none"> <li>Deeds, leases, or purchase and sales agreements</li> </ul>
Yes   NA   Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>EVIDENCE OF STATE OR FEDERAL APPROVALS, if applicable</b> <ul style="list-style-type: none"> <li>Permits or letters of non-jurisdiction, if applicable</li> </ul>
Yes   NA   Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ZONING ASSESSMENT</b> <ul style="list-style-type: none"> <li>Table listing required and proposed uses and dimensional standards  <a href="#">Zoning Assessment Table</a></li> </ul>
Yes   NA   Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>EXISTING &amp;/OR PROPOSED EASEMENTS OR COVENANTS, if applicable</b> <ul style="list-style-type: none"> <li>Evidence of existing easements and any proposed easements</li> </ul>
Yes   NA   Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>WAIVER REQUESTS</b> <ul style="list-style-type: none"> <li>Written request for waiver describing request and reason. <a href="#">Waiver Table</a></li> </ul>
Yes   NA   Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>FINANCIAL CAPABILITY</b> <ul style="list-style-type: none"> <li>Letter or evidence from a financial institution or third party verifying financial capacity to undertake project</li> </ul>
Yes   NA   Plan <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>TECHNICAL CAPABILITY</b> <ul style="list-style-type: none"> <li>Evidence of technical capability of applicant and consultants – resumes and/or examples of past projects</li> </ul>

## LEVEL II AND LEVEL III SITE PLAN STANDARDS AND SUBMISSION CHECKLIST

Provide assessment of compliance with standards and include supplemental documentation, as applicable.

Submit each Tab as one PDF file and bookmark the items as noted below

### Tab 2 - TRANSPORTATION

Check list	Assess/Provide/Document:
<b>Yes NA Plan</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Transportation Analysis- Traffic Impact (14-526 (a) 1)</b> <ul style="list-style-type: none"> <li>• Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts</li> <li>• Traffic Impact Study (Technical Manual, Section 1) if applicable</li> </ul>
<b>Yes NA Plan</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Access and Circulation (14-526 (a) 2 a)</b> <ul style="list-style-type: none"> <li>• Access and internal circulation, addressing ADA access</li> <li>• Access and egress impacts on traffic flows</li> <li>• Description and use of drive-up features, if applicable</li> </ul>
<b>Yes NA Plan</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Loading and Servicing (14-526 (a) 2 b)</b> <ul style="list-style-type: none"> <li>• Loading and servicing needs, route and travel way geometrics for deliveries</li> <li>• Turning templates for delivery vehicles, if applicable</li> </ul>
<b>Yes NA Plan</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Sidewalks (14-526 (a) 2 c)</b> <ul style="list-style-type: none"> <li>• Sidewalks and condition along street frontages and internal walkways</li> <li>• Engineered details for ADA ramps and public sidewalk details meeting sidewalk materials policy and ADA ramp construction details as applicable (Technical Manual, Section 1)</li> </ul>
<b>Yes NA Plan</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Public Transit (14-526 (a) 3 ), if applicable</b> <ul style="list-style-type: none"> <li>• Existing available transit services</li> <li>• Proposed site plan design details, such as easement, pad base, and shelter</li> </ul>
<b>Yes NA Plan</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Off-Street Parking: Vehicle &amp; Motorcycle/Scooter) (14-526 (a) 4 a and c )</b> <ul style="list-style-type: none"> <li>• Expected parking demand, proposed parking supply, ADA parking, and applicable Zoning Requirements</li> <li>• Address Technical Manual standards (Section 1) for curb cut separation and parking lot layout and locate on site plan</li> </ul>
<b>Yes NA Plan</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Bicycle Parking (14-526 (a) 4 b)</b> <ul style="list-style-type: none"> <li>• Address bicycle parking requirements and identify locations on-site</li> <li>• Construction details for bike racks (Technical Manual, Section 1)</li> </ul>
<b>Yes NA Plan</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Snow Storage (14-526 (a) 4 d )</b> <ul style="list-style-type: none"> <li>• Management plan for snow removal and locate snow storage areas on plan</li> </ul>
<b>Yes NA Plan</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Traffic Demand Management (TDM) (14-526 (a) 5 ), if applicable</b> <ul style="list-style-type: none"> <li>• Develop TDM with Trip Reduction Targets and Strategies</li> </ul>

Tab 3 - ENVIRONMENTAL AND LANDSCAPE FEATURES			
Check list			Assess/Provide/Document:
Yes	NA	Plan	<b>Preservation of Significant Natural Features (14-526 (b) 1 ), if applicable</b> <ul style="list-style-type: none"> <li>• Trees, plants, habitats listed on State or Federal list of endangered or threatened</li> <li>• High and moderate value waterfowl and wading habitat</li> <li>• Aquifers on Casco Bay Islands</li> <li>• Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains)</li> <li>• Proposed preservation areas and protection measures</li> <li>• Documentation from environmental consultants, determinations from applicable state agencies</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	<b>Landscaping and Landscape Preservation (14-526 (b) 2 a )</b> <ul style="list-style-type: none"> <li>• Preservation of trees and preservation within required zoning setbacks (Technical Manual, Section 4)</li> <li>• Protection measures of existing vegetation during construction</li> <li>• Protection measures within Shoreland Zone, if applicable</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	<b>Site Landscaping (14-526 (b) 2 b)</b> <ul style="list-style-type: none"> <li>• Screening and buffering of service areas and between non-residential and residential uses</li> <li>• Planting plans with plant schedule and sizes (Technical Manual, Section 4)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	<b>Parking Lot Landscaping (14-526 (b) 2 b ii), if applicable</b> <ul style="list-style-type: none"> <li>• Landscaped islands within parking areas (Technical Manual, Section 4)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	<b>Street Trees (14-526 (b) 2 b iii)</b> <ul style="list-style-type: none"> <li>• Existing Heritage or Feature Trees on site and measures to preserve</li> <li>• Identify street trees on the plan meeting the site plan and Technical Manual standards (Section 4) or identify alternative measures, if applicable</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tab 4 - ENVIRONMENTAL AND STORMWATER			
Check list			Assess/Provide/Document:
Yes	NA	Plan	<b>Water Quality, Stormwater Management and Erosion Control (14-526 (b) 3 a )</b> <ul style="list-style-type: none"> <li>• Stormwater report in compliance with Section 5 of Technical Manual and DEP Chapter 500 stormwater for basic, general and flooding standards, as applicable</li> <li>• Erosion control plan and measures</li> <li>• Evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater, as applicable</li> <li>• Subsurface sanitary sewage disposal and groundwater protection</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tab 5 - PUBLIC INFRASTRUCTURE AND SAFETY			
Check list			Assess/Provide/Document:
Yes	NA	Plan	<b>Consistency with City Master Plans (14-526 (c) 1)</b> <ul style="list-style-type: none"> <li>Identify consistency with master plans</li> <li>Proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	<b>Public Safety and Fire Prevention (14-526 (c))</b> <ul style="list-style-type: none"> <li>Address Crime Prevention through Environmental Design (CPTED) (Technical Manual, Section 3)</li> <li>Emergency vehicle access</li> <li>Address consistency with public safety standards (Technical Manual, Section 3)</li> <li>Submit a code summary referring NFPA 1 and all Fire Department standards (Technical Manual, Section 3) – <a href="#">Fire Checklist</a></li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	<b>Availability and Adequacy of Public Utilities (14-526 (c) 3) (Technical Manual, Sections 2 &amp; 9)</b> <ul style="list-style-type: none"> <li>Electrical services, including providing underground services</li> <li>Identify existing and proposed connections for public utilities and required public utility upgrades</li> <li>Sewer line connections are required, if there is a main within 200 feet</li> <li>Proposed solid waste management facilities on-site and management for the site</li> <li>Written evidence of the ability to serve from utility companies, as applicable</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tab 6 - SITE DESIGN			
Check list			Assess/Provide/Document:
Yes	NA	Plan	<b>Massing, Ventilations and Wind Impact (14-526 (d) 1)</b> <ul style="list-style-type: none"> <li>Wind and ventilation impacts on adjoining structures and/or adjacent public spaces. Wind study, if applicable</li> <li>Bulk, location or height impacts on adjoining structures</li> <li>Identify and locate HVAC equipment and venting away from public spaces and residential properties</li> <li>Identify screening and manufacturing specifications for noise, if applicable</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	<b>Shadows (14-526 (d) 2), if applicable</b> <ul style="list-style-type: none"> <li>Shadow analysis of impacts on publicly accessible open space (Technical Manual, Section 11)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	<b>Snow and Ice Loading (14-526 (d) 3)</b> <ul style="list-style-type: none"> <li>Building design to prevent snow and ice from loading or falling onto adjacent properties or public ways</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes	NA	Plan	<b>View Corridors (14-526 (d) 4), if applicable</b> <ul style="list-style-type: none"> <li>Protection of designated view corridors (Portland Design Manual, Appendix 1)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Historic Resources (14-526 (d) 5), if applicable</b></p> <ul style="list-style-type: none"> <li>• Identify developments within Historic Districts or affecting Designated Landmarks</li> <li>• Certificate of Appropriateness or other evidence</li> <li>• Identify Developments within 100 feet of Historic Districts or affecting Designated Landmarks. Advisory HP review may be required</li> <li>• Address preservation and documentation of Archaeological Resources</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Exterior Lighting (14-526 (d) 6)</b></p> <ul style="list-style-type: none"> <li>• Cut sheets of on-site light fixtures and any architectural or specialty lights (Technical Manual, Section 12)</li> <li>• Engineered details for any lights proposed in street right-of-way (Technical Manual, Section 10)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Noise and Vibration (14-526 (d) 7)</b></p> <ul style="list-style-type: none"> <li>• Evidence of noise levels for equipment, such as equipment specifications, to demonstrate consistency with zoning requirements</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Signage and Wayfinding (14-526 (d) 8), if applicable</b></p> <ul style="list-style-type: none"> <li>• Signage plan showing the location, dimensions, height and setback of all existing and proposed signs. Signs in Historic Districts are reviewed by Historic Preservation staff</li> <li>• Proposed commercial and directional signage on site</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Zone Related Design Standards (14-526 (d) 5)</b></p> <ul style="list-style-type: none"> <li>• Address Historic Preservation Design Review, if applicable</li> <li>• Address any applicable design review standards by zone</li> <li>• Address submission requirements from Design Manual, page 1, addressing neighborhood context</li> <li>• Description of exterior materials, color, finish, and samples</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Tab 7 - Construction Management Plan</b>				
Check list				
<p>Yes NA Plan</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Construction Management Plan</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Construction Management Document</a> and Plan</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## Level II and Level III Site Plan Checklist

Please upload the following drawings with the listed details into e-Plan

- RECENT BOUNDARY SURVEY** (stamped by Maine Licensed Surveyor)

Must be in compliance with Technical Manual, Section 13

**SITE PLAN(s)** (stamped by Maine Licensed Engineer) including:

**Existing Conditions**

- Approximate location of structures on abutting property
- Topography
- Locate water courses
- Delineate wetlands
- Zone lines

**Proposed Site Plan**

- Ground floor area, and grade elevations for all buildings

**Access, Circulation, and Parking**

- Streets and intersections adjacent to site , any proposed geometric modifications
- Location, dimensions and materials of all existing and proposed driveways, vehicle, bicycle, & pedestrian access ways with corresponding curb lines
- Engineered specifications/ cross-sections for proposed driveways, sidewalks & paved areas
- Location and dimensions of proposed loading areas
- Existing and proposed transit infrastructure with dimensions/ engineering specifications
- Location of vehicle and bicycle parking with dimensions and engineering specifications

**Site Considerations**

- Identify snow storage areas
- Location of fire hydrants
- Location of solid waste management facilities

**UTILITY PLAN** including:

- Existing utilities on site and within public streets
- Location, sizing, and directional flows of all existing and proposed utilities
- Location and dimensions of off-premises public or publicly accessible infrastructure adjacent to site
- Electric utility infrastructure

<input type="checkbox"/> <b>GRADING and DRAINAGE PLAN</b> including:
<ul style="list-style-type: none"> <li>• Existing grades and drainage</li> <li>• Proposed grades</li> <li>• Proposed stormwater management meeting Technical Manual (Section 5) standards</li> <li>• Location and proposed alteration of a water course</li> <li>• Preservation or alteration of wetlands</li> </ul>
<input type="checkbox"/> <b>EROSION CONTROL</b>
<ul style="list-style-type: none"> <li>• Must be in compliance with Technical Manual, Section 5</li> </ul>
<input type="checkbox"/> <b>LANDSCAPE PLAN</b> including:
<ul style="list-style-type: none"> <li>• Existing vegetation to be preserved and preservation measures</li> <li>• Proposed landscaping and buffers</li> <li>• Planting schedule</li> </ul>
<input type="checkbox"/> <b>RECORDING PLAT</b> , if applicable
<ul style="list-style-type: none"> <li>• IF SUBDIVISION: Must be in compliance with requirements of Section 14-496 (b)</li> </ul>
<input type="checkbox"/> <b>ARCHITECTURAL PLANS &amp; RENDERINGS</b> including:
<ul style="list-style-type: none"> <li>• Exterior building elevations, color renderings, illustrations of all sides</li> <li>• Location and dimensions of all existing &amp; proposed HVAC &amp; mechanical equipment, all proposed screening</li> <li>• Provide context drawings, if applicable (Design Manual, page 1)</li> <li>• Floor plans</li> </ul>



## Level III – 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 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 III: Site Plan Development includes:

- New structures with a total floor area of 10,000 sq. ft. or more except in Industrial Zones.
- New structures with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- New temporary or permanent parking area(s) or paving of existing unpaved parking areas for more than 75 vehicles.
- Building addition(s) with a total floor area of 10,000 sq. ft. or more (cumulatively within a 3 year period) except in Industrial Zones.
- Building addition(s) with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- A change in the use of a total floor area of 20,000 sq. ft. or more in any existing building (cumulatively within a 3 year period).
- Multiple family development (3 or more dwelling units) or the addition of any additional dwelling unit if subject to subdivision review.
- Any new major or minor auto business in the B-2 or B-5 Zone, or the construction of any new major or minor auto business greater than 10,000 sq. ft. of building area in any other permitted zone.
- Correctional prerelease facilities.
- Park improvements: New structures greater than 10,000 sq. ft. and/or facilities encompassing 20,000 sq. ft. or more (excludes rehabilitation or replacement of existing facilities); new nighttime outdoor lighting of sports, athletic or recreation facilities not previously illuminated.
- Land disturbance of 3 acres or more (includes stripping, grading, grubbing, filling or excavation).

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](mailto: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:	
Proposed Development Address:	
Project Description:	
Chart/Block/Lot:	
Preliminary Plan	
Final Plan	

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

**APPLICANT**

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

**OWNER**

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

**AGENT/REPRESENTATIVE**

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

**BILLING (to whom invoices will be forwarded to)**

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

**ENGINEER**

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

**SURVEYOR**

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

**ARCHITECT**

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

**ATTORNEY**

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

**DESIGNATED PERSON(S) FOR UPLOADING INTO e-PLAN**

Name:	
E-mail:	
Name:	
E-mail:	
Name:	
E-mail:	

### III. APPLICATION FEES

#### LEVEL III DEVELOPMENT (check applicable review)

	Less than 50,000 sq. ft.	\$750.00
	50,000 – 100,000 sq. ft.	\$1,000.00
	100,000 – 200,000 sq. ft.	\$2,000.00
	200,000 – 300,000 sq. ft.	\$3,000.00
	Over 300,000 sq. ft.	\$5,000.00
	Parking lots over 100 spaces	\$1,000.00
	After-the-fact Review	\$1,000.00 + applicable application fee above

#### PLAN AMENDMENTS (check applicable review)

	Planning Staff Review	\$250.00
	Planning Board Review	\$500.00

#### OTHER REVIEWS (check applicable review)

	Traffic Movement	\$1,500.00
	Stormwater Quality	\$250.00
	Subdivision	\$500.00 + applicable fee for lots/units below
	# of Subdivision Lots/Units [    ] x \$25.00 each	\$
	Site Location	\$3,500.00 + applicable fee for lots/units below
	# of Site Location Lots/Units [    ] x \$200.00 each	\$
	Change of Use	
	Flood Plain	
	Shoreland	
	Design Review	
	Housing Replacement	
	Historic Preservation	
<b>TOTAL APPLICATION FEE DUE:</b>		

### 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)

**V. PROJECT DATA (Please enter n/a on those fields that are not applicable)**

<b>TOTAL AREA OF SITE</b>	sq. ft.
<b>PROPOSED DISTURBED AREA OF THE SITE</b>	sq. ft.
<i>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.</i>	
<b>IMPERVIOUS SURFACE AREA</b>	
Impervious Area (Total Existing)	sq. ft.
Impervious Area (Total Proposed)	sq. ft.
<b>Building Ground Floor Area and Total Floor</b>	
Building Footprint (Total Existing)	sq. ft.
Building Footprint (Total Proposed)	sq. ft.
Building Floor Area (Total Existing)	sq. ft.
Building Floor Area (Total Proposed)	sq. ft.
<b>ZONING</b>	
Existing	
Proposed, if applicable	
<b>LAND USE</b>	
Existing	
Proposed	
<b>RESIDENTIAL, IF APPLICABLE</b>	
# of Residential Units (Total Existing)	
# of Residential Units (Total Proposed)	
# of Lots (Total Proposed)	
# of Affordable Housing Units (Total Proposed)	
<b>PROPOSED BEDROOM MIX</b>	
# of Efficiency Units (Total Proposed)	
# of One-Bedroom Units (Total Proposed)	
# of Two-Bedroom Units (Total Proposed)	
# of Three-Bedroom Units (Total Proposed)	
<b>PARKING SPACES</b>	
# of Parking Spaces (Total Existing)	
# of Parking Spaces (Total Proposed)	
# of Handicapped Spaces (Total Proposed)	
<b>BICYCLE PARKING SPACES</b>	
# of Bicycle Spaces (Total Existing)	
# of Bicycle Spaces (Total Proposed)	
<b>ESTIMATED COST OF THE PROJECT</b>	

## 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 III 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: 4/18/18	F. SAMUEL REICHE, 765 CONGRESS STREET LLC

<b>PRELIMINARY PLAN (Optional) - Level III Site Plan</b>			
<b>Applicant Checklist</b>	<b>Planner Checklist</b>	<b># of Copies</b>	<b>GENERAL WRITTEN SUBMISSIONS CHECKLIST</b>
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
NA		1	Written requests for waivers from site plan or technical standards, if applicable.
X		1	Evidence of financial and technical capacity
X		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
<b>Applicant Checklist</b>	<b>Planner Checklist</b>	<b># of Copies</b>	<b>SITE PLAN SUBMISSIONS CHECKLIST</b>
X		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
X		1	<b>Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)</b>
NA			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;
NA			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;
NA			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;
X			Location of significant natural features (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features) located on the site as defined in Section 14-526 (b) (1);
X			Proposed buffers and preservation measures for significant natural features, as defined in Section 14-526 (b) (1);
X			Location , dimensions and ownership of easements, public or private rights of way, both existing and proposed;
NA			Exterior building elevations.



**ZONING ANALYSIS**    Relevant Zone(s) \_\_\_\_\_

**All Projects:**

	Required	Proposed
Lot Size		
Area Per Dwelling Unit		
Minimum Street Frontage		
Front Yard Minimum		
Front Yard Maximum		
Rear Yard		
Yard Right		
Yard Left		
Side Street Setback		
Step Back		
Maximum Lot Coverage		
Minimum Lot Coverage		
Maximum Height		
Open Space		
Maximum Impervious Area		
Pavement Setback		
Floor Area Ratio		
Off Street Parking Spaces		
Loading Bays		
Other 1		
Other 2		
Other 3		

\*The proposed project includes an existing building and existing paved areas. The exterior of the building will not be modified, and the extents of impervious area will not change as a result of this project.

**Planned Residential Unit Developments (PRUD) Requirements**

	Required	Proposed
Minimum Lot Size		
Minimum Lot Area per Dwelling		
Maximum # Units per Building		
Maximum Building Length		
Maximum Accessory Building Length		
Minimum Setbacks		
Minimum Building Separation		
Minimum Open Space		

**Affordable Housing Density Bonuses (if applicable)**

	Bonus Increase or Decrease	Maximum Allowable With Bonus	Proposed
Density			
Height			
Setback Reduction			
Recreation Space			
Maximum Accessory Building Length			
Minimum Setbacks			
Minimum Building Separation			
Minimum Open Space			
Explanatory Text 1 (optional):			
Explanatory Text 2 (optional):			
Explanatory Text 3 (optional):			

## **Neighborhood Meeting Notes**

**765 Congress Street**

**6/29/18**

---

Presenter: Sam Reiche, Owner/Developer

We held the neighborhood meeting yesterday evening at 5:30pm. The meeting was held at 765 Congress Street.

Two people attended the meeting. I spoke about the building and presented the plans for interior, exterior and site work. I spoke about the intention to maintain as many existing details as possible and limit new work as much as possible. Both attendees were positive about the project, and were enthusiastic about the addition of more housing in the City. There was some discussion about the process to date, previous uses, and uses I considered. Both attendees seemed to understand and agree with our approach to redevelopment as four residential units. Discussion was all positive.

At the end of the discussion I asked if there were any concerns about the project, and there were none.

**End of Notes**

765

CONGRESS

ST.

- SIGN

IN

6/28/18

NAME

EMAIL

PHONE

Megan Bremermann

megan@elliotsvilleplantation.org

207-756-9999

George Rheault

george.rheault@gmail.com

207-808-8223

July 6, 2018

Bradley Roland, P.E.  
Wastewater Resources Division  
Department of Public Services  
55 Portland Street  
Portland, ME 04101

**765 Congress Street, Portland**  
**Wastewater Capacity Application**

Dear Brad:

**Terradyn Consultants LLC** has been retained by 765 Congress Street, LLC to assist with site design and permitting for the proposed building modification located at 765 Congress Street in Portland. The existing building contains two residential units and two commercial units, which are being converted to 4 residential apartments. We are writing to request confirmation that the City of Portland has the ability to provide sanitary sewer service for the proposed development.

The 4,544 square foot parcel is identified as Block A, Lot 18 on the City of Portland Tax Map 47. The site is located on the north side of Congress Street across from Neal Street. The site is currently developed with a mixed-use building in the front of the parcel with parking behind.

The proposed project includes the renovation of the existing mixed-use building to convert the interior spaces to 4 residential apartments. Existing public water and sewer utilities will remain, and a 6" fire suppression water service will be installed. The four new units will consist of:

- 3 x 2-bedroom unit
- 1 x 3-bedroom unit

The project is expected to generate approximately 810 gallons of wastewater per day based on the Maine Subsurface Wastewater Disposal Rules.

Attached are a site location figure showing the property delineated on a USGS map, preliminary site plan of the project showing the approximate location of existing sanitary service per the City's sewer card date 5/13/97, and a City of Portland Wastewater Capacity Application form.

Please provide our office with confirmation that the City of Portland has the ability to provide sanitary sewer service to the renovated site and any comments you may have on the attached drawing.

Please contact me at (207) 322-1223 or [adrienne@terradync consultants.com](mailto:adrienne@terradync consultants.com) if you have any questions or require additional information.

Sincerely,

**TERRADYN CONSULTANTS LLC**

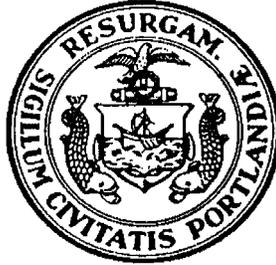


Adrienne Fine, P.E.  
Design Engineer

Enc. Wastewater Capacity Application Form  
Site Location Figure  
Preliminary Site Plan

# CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Department of Public Services,  
55 Portland Street,  
Portland, Maine 04101-2991



Bradley Roland, P.E.  
Water Resources Division

Date: 7/6/2018

**1. Please, Submit Utility, Site, and Locus Plans.**

Site Address: 765 Congress Street, Portland Chart Block Lot Number: 47/A/18

Proposed Use: Residential

Previous Use: Residential & office

Existing Sanitary Flows: approx. 456 GPD

Existing Process Flows: N/A GPD

Description and location of City sewer that is to receive the proposed building sewer lateral.  
Existing 24" sewer in Congress Street

Site Category	Commercial ( <i>see part 4 below</i> )	<input type="checkbox"/>
	Industrial ( <i>complete part 5 below</i> )	<input type="checkbox"/>
	Governmental	<input type="checkbox"/>
	Residential	<input checked="" type="checkbox"/>
	Other ( <i>specify</i> )	<input type="checkbox"/>

*Clearly, indicate the proposed connections, on the submitted plans.*

**2. Please, Submit Contact Information.**

City Planner's Name: Christian Roadman Phone: \_\_\_\_\_

Owner/Developer Name: 765 Congress St, LLC - Sam Reiche

Owner/Developer Address: 25 Edgehill Road, Brookline, MA 02445

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: reiche.sam@gmail.com

Engineering Consultant Name: Terradyn Consultants, LLC, Michael Tadema-Wielandt, P.E.

Engineering Consultant Address: 565 Congress Street, Suite 310, Portland, ME 04101

Phone: 207-632-9010 Fax: \_\_\_\_\_ E-mail: mtw@terradynconsultants.com

*Note: Consultants and Developers should allow +/- 15 days, for capacity status, prior to Planning Board Review.*

**3. Please, Submit Domestic Wastewater Design Flow Calculations.**

Estimated Domestic Wastewater Flow Generated: 810 GPD

Peaking Factor/ Peak Times: x6

Specify the source of design guidelines: (*i.e.* "Handbook of Subsurface Wastewater Disposal in Maine," "Plumbers and Pipe Fitters Calculation Manual," Portland Water District Records, Other (*specify*) State of Maine Subsurface Wastewater Disposal Rules)

*Note: Please submit calculations showing the derivation of your design flows, either on the following page, in the space provided, or attached, as a separate sheet.*

3 x 2-bedroom Residential Unit at 180 gallons per unit	= 540 gpd
1 x 3-bedroom Residential Unit at 270 gallons per unit	= 270 gpd
Total	= 810 gpd

**4. Please, Submit External Grease Interceptor Calculations.**

Total Drainage Fixture Unit (DFU) Values: \_\_\_\_\_ N/A \_\_\_\_\_  
Size of External Grease Interceptor: \_\_\_\_\_  
Retention Time: \_\_\_\_\_  
Peaking Factor/ Peak Times: \_\_\_\_\_

*Note: In determining your restaurant process water flows, and the size of your external grease interceptor, please use The Uniform Plumbing Code. Note: In determining the retention time, sixty (60) minutes is the minimum retention time. Note: Please submit detailed calculations showing the derivation of your restaurant process water design flows, and please submit detailed calculations showing the derivation of the size of your external grease interceptor, either in the space provided below, or attached, as a separate sheet.*

**5. Please, Submit Industrial Process Wastewater Flow Calculations**

Estimated Industrial Process Wastewater Flows Generated: \_\_\_\_\_ N/A \_\_\_\_\_ GPD  
Do you currently hold Federal or State discharge permits? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is the process wastewater termed categorical under CFR 40? Yes \_\_\_\_\_ No \_\_\_\_\_  
OSHA Standard Industrial Code (SIC): \_\_\_\_\_ (<http://www.osha.gov/oshstats/sicser.html>)  
Peaking Factor/Peak Process Times: \_\_\_\_\_

*Note: On the submitted plans, please show where the building's domestic sanitary sewer laterals, as well as the building's industrial-commercial process wastewater sewer laterals exits the facility. Also, show where these building sewer laterals enter the city's sewer. Finally, show the location of the wet wells, control manholes, or other access points; and, the locations of filters, strainers, or grease traps.*

*Note: Please submit detailed calculations showing the derivation of your design flows, either in the space provided, or attached, as a separate sheet.*

---



**PROJECT SITE**

SHEET DESCRIPTION  
 765 CONGRESS STREET  
 U.S.G.S. QUADRANGLE MAP  
 PORTLAND WEST

PREPARED FOR  
 765 CONGRESS, LLC  
 25 EDGEHILL ROAD  
 BROOKLINE, MA 02445



Civil Engineering - Land Planning - Stormwater Design - Environmental Permitting

P.O. Box 339  
 111 Elderberry Lane  
 New Gloucester, ME 04260  
 Office: (207) 926-5111  
 Fax: (207) 221-1317  
 www.terradynconsultants.com

JOB NO.	1816	FIGURE <b>1</b>
DATE	4/11/2018	
SCALE	1"=2,000'	OF <b>2</b>

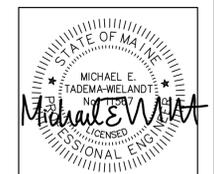


**SHEET INDEX**

1	LAND TITLE SURVEY
C-1.0	SITE PLAN
C-1.1	RECORDING PLAT
C-1.2	CONSTRUCTION MANAGEMENT PLAN
C-2.0	DETAILS & NOTES

**LEGEND**

	EXISTING PROPERTY LINE
	PROJECT SITE BOUNDARY
	EXISTING SETBACK LINE
	EXISTING EASEMENT
	EXISTING SANITARY SEWER
	EXISTING WATER LINE
	PROPOSED WATER LINE
	EXISTING OVERHEAD ELECTRIC & TELEPHONE
	EXISTING EDGE OF PAVEMENT
	PROPOSED EDGE OF PAVEMENT
	EXISTING CURB
	EXISTING FENCE
	EXISTING WATER VALVE
	PROPOSED WATER VALVE
	EXISTING HYDRANT
	EXISTING UTILITY POLE
	EXISTING CATCH BASIN
	EXISTING DRAIN MANHOLE
	EXISTING SEWER MANHOLE
	SURVEY CONTROL POINT
	EXISTING MONUMENT
	EXISTING PIN
	EXISTING MAGNETIC NAIL
	EXISTING SIGN
	PROPOSED SIGN
	EXISTING BUILDING
	PROPOSED BRICK



DATE: 7-10-2018  
P.E. MICHAEL E. TADEMA-WIELANDT

NO.	DATE	REVISIONS
3	7-10-2018	REVISED PER STAFF COMMENTS
2	5-2-2018	MODIFIED FIRE SUPPRESSION WATER SERVICE PER PWD COMMENTS
1	4-20-2018	SUBMITTED TO PLANNING BOARD FOR APPROVAL

665 CONGRESS STREET  
SUITE 310  
PORTLAND, ME 04102

P.O. BOX 329  
41 CAMPUS DRIVE  
SUITE 101  
NEW GLOUCESTER, ME 04260

OFFICE: (207) 926-5111 FAX: (207) 221-1317  
www.terradynconsultants.com

**TERRADYN CONSULTANTS, LLC**  
Civil Engineering - Land Planning - Stormwater Design - Environmental Permitting

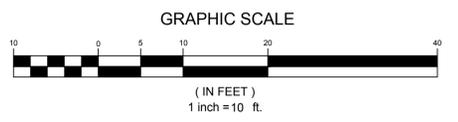
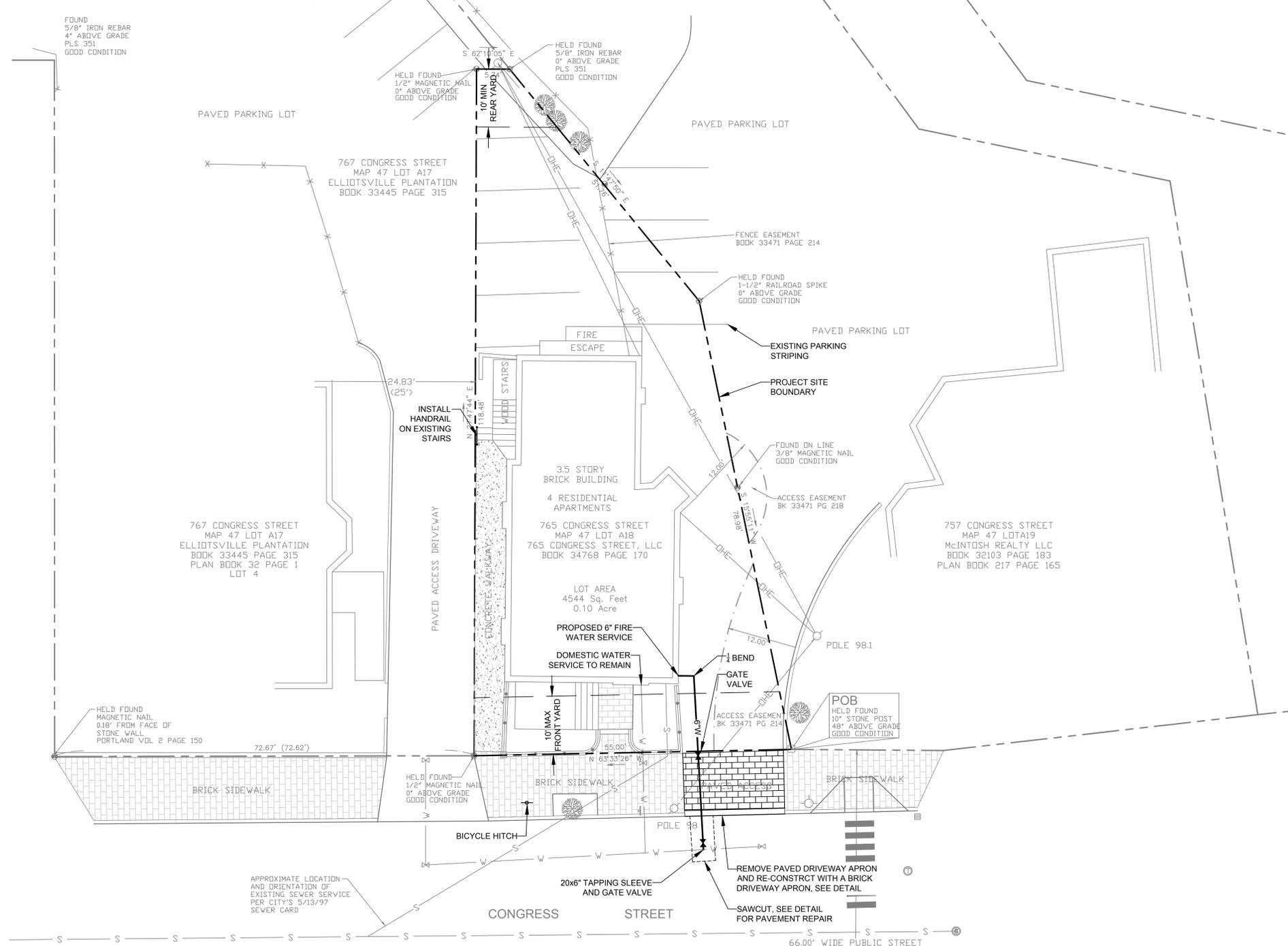
SHEET DESCRIPTION	765 CONGRESS STREET PORTLAND, MAINE
PREPARED FOR	765 CONGRESS STREET, LLC 25 EDGEHILL ROAD BROOKLINE, MA 02445
DATE:	4/10/2018
SCALE:	1"=10'
DESIGNED:	MTW
JOB NO.:	1816
FILE:	1816-B.DWG
SHEET	C-1.0

**GENERAL NOTES:**

- THE RECORD OWNER OF THE PARCEL IS 765 CONGRESS STREET, LLC BY DEED RECORDED IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 34768, PAGE 170.
- THE PROPERTY IS SHOWN AS LOT 18, BLOCK A ON THE CITY OF PORTLAND TAX MAP 47 AND IS LOCATED IN THE B2-b COMMUNITY BUSINESS ZONE.
- SPACE AND BULK CRITERIA:
 

B2-b COMMUNITY BUSINESS ZONE	NONE
MIN. LOT SIZE:	.435 SF
MIN. LOT AREA PER DWELLING UNIT:	.20 FT
MIN. STREET FRONTAGE:	NONE
MIN. FRONT YARD:	.10 FT
MAX. FRONT YARD:	NONE
MIN. SIDE YARD:	.10 FT
MIN. REAR YARD:	.45 FT
MAX. BUILDING HEIGHT:	.NONE FOR RESIDENTIAL USES
MAX. IMPERVIOUS SURFACE RATIO:	4.544 SF
- TOTAL AREA OF PARCEL: . . . . . 4,544 SF
- BOUNDARY INFORMATION SHOWN HEREON IS BASED UPON AN ALTA/NSPS LAND TITLE SURVEY BY BOUNDARY POINTS PROFESSIONAL LAND SURVEYING, LLC, COMPLETED IN OCTOBER 2017.
- PARKING CALCULATION
 

USE	REQUIRED SPACES
RESIDENTIAL PARKING	1 PER UNIT = 4 SPACES
BICYCLE PARKING	2 PER EVERY 5 UNITS = 2 SPACES



**PRELIMINARY - NOT FOR CONSTRUCTION**

July 10, 2018

Christian Roadman, Planner  
Planning Division  
City of Portland  
389 Congress Street  
Portland, ME 04101

**Subject: Response to Comments – Level III Development Review**  
**765 Congress Street**

Dear Christian:

**Terradyn Consultants, LLC** is pleased to provide responses to comments for the proposed renovation of an existing 4-story building located at 765 Congress Street. The renovation of the building will convert the interior spaces into four residential apartments. We received written comments from staff on June 28, 2018. We have reviewed the comments and prepared the additional information and responses below.

## **CIVIL ENGINEERING COMMENTS**

*Comment 1:* The boundary survey is required to be stamped by a professional land surveyor.

*Response:* A stamped boundary survey will be uploaded to the City's electronic plan submission system when available.

*Comment 2:* Applicant has noted they have requested ability to serve verification from utilities. Provide final ability to serve letters when available.

*Response:* An ability to serve letter was received from the Portland Water District on May 2, 2018 and is included with this response to comments. No changes are proposed to the sanitary sewer service but uses within the building are changing from office to residential. A wastewater capacity application has been uploaded to the City's electronic plan system.

*Comment 3:* The plans do not show the location of the existing sewer service. Update plans to show the sewer service.

*Response:* The approximate location of the existing sewer service has been added to the plans. This location is based on a May 1997 sewer card provided by the City of Portland Public Services Utility Coordinator in April 2018.

## PLANNING COMMENTS

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*Comment 1:* Proposed parking should have a longer time frame accounted for. Provide updated parking lease agreement specifying the parking space leases are available for five years. Alternatively, finalize vehicle access easement for on-site parking.

*Response:* The parking lease agreement is in the process of being updated to specify a 5 year term for the parking space leases. The updated agreement will be uploaded to the City's electronic plan system when available.

*Comment 2:* Application materials do not include subdivision plat. Provide subdivision plat.

*Response:* A subdivision plat has been uploaded to the City's electronic plan system.

*Comment 3:* Application materials do not include a plan-form Construction Management Plan (though a document-form CMP is uploaded). Such a plan should particularly address the proposed work in the right of way (utility work and driveway apron) and specify anticipated length/periods of the work.

*Response:* A plan-form Construction Management Plan has been uploaded to the City's electronic plan system.

*Comment 4:* Street Trees – Based upon specifications listed under Section 4.6 of the City's Technical Manual, street trees are required at a rate of one street tree per residential unit for a total requirement of four trees. It is not clear that three of the four trees shown on the site plan and survey should be counted towards the street tree requirement. Additional trees shall be provided, and/or a contribution to the City's street tree fund.

Response: One street tree exists along Congress Street and will be protected. The applicant intends to use the protection of this tree to satisfy 1 of the 4 required street trees. There is no space for the 3 additional street trees required along the project site's frontage, so the applicant proposed to contribute to the City of Portland's Tree Fund in the amount of \$400 per tree for the remaining 3 required street trees.

## CLOSURE

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In addition to the information provided above, revised site plans and have been prepared and will be uploaded to the city's electronic plan review system. We trust that the above responses and attached materials address the comments and provide the necessary additional information for the Planning Board to approve the project. We look forward to meeting with the Planning Board and participating in the upcoming public hearing on the project. Please contact me at (207) 632-9010 or [mtw@terradyconsultants.com](mailto:mtw@terradyconsultants.com) if you have any questions or require additional information.

Sincerely,  
TERRADYN CONSULTANTS LLC



Michael E. Tadema-Wielandt, P.E.  
Vice President

Enclosures:  
Portland Water District Ability to Serve

cc. 765 Congress Street, LLC  
David Lloyd, Archetype



## Portland Water District

FROM SEBAGO LAKE TO CASCO BAY

May 2, 2018

Adrienne Fine  
Terradyn Consultants, LLC  
565 Congress Street Suite 310  
Portland, ME 04102

Re: 765 Congress Street, PO  
Ability to Serve with PWD Water

Dear Ms. Fine:

The Portland Water District has received your request for an Ability to Serve Determination for the noted site submitted on April 17, 2018. Based on the information provided per May 2, 2018, we can confirm that the District will be able to serve the proposed project as further described in this letter. **Please note that this letter constitutes approval of the water system as currently designed. Any changes affecting the approved water system will require further review and approval by PWD.**

### Conditions of Service

The following conditions of service apply:

- A new 6-inch fire service may be installed from the water main in Congress Street. The service should enter through the properties frontage on Congress Street at least 10-feet from any side property lines.
- It is recommended to upgrade the domestic service to 1.5-inch diameter to accommodate the proposed use. If upgraded, the existing service would need to be retired per PWD standards which includes shutting the corporation valve and cutting the pipe from the water main.

Prior to construction, the owner or contractor will need to make an appointment to complete a service application form and pay all necessary fees. The appointment shall be requested through [MEANS@pwd.org](mailto:MEANS@pwd.org) or by calling 207-774-5961 ext. 3199. Please allow (3) business days to process the service application paperwork. PWD will guide the applicant through the new development process during the appointment.

### Existing Site Service

According to District records, the project site does currently have existing water service. A 1-inch diameter copper domestic service line provides water service to the site. Please refer to the “Conditions of Service” section of this letter for requirements related to the use of this service.



### Water System Characteristics

According to District records, there is an 20-inch diameter cast iron water main in Congress Street and a public fire hydrant located approximately 35 feet from the site. Recent flow data is not available in this area. The most recent static pressure reading was 56 psi on March 8, 2017.

### Public Fire Protection

The installation of new public hydrants to be accepted into the District water system will most likely not be required. It is your responsibility to contact the Portland Fire Department to ensure that this project is adequately served by existing and/or proposed hydrants.

### Domestic Water Needs

The data noted above indicates there should be adequate pressure and volume of water to serve the domestic water needs of your proposed project. Based on the high water pressure in this area, we recommend that you consider the installation of pressure reducing devices that comply with state plumbing codes.

### Private Fire Protection Water Needs

You have indicated that this project will require water service to provide private fire protection to the site. Please note that the District does not guarantee any quantity of water or pressure through a fire protection service. Please share these results with your sprinkler system designer so that they can design the fire protection system to best fit the noted conditions. If the data is out of date or insufficient for their needs, please contact MEANS to request a hydrant flow test and we will work with you to get more complete data.

Should you disagree with this determination, you may request a review by the District's Internal Review Team. Your request for review must be in writing and state the reason for your disagreement with the determination. The request must be sent to MEANS@PWD.org or mailed to 225 Douglass Street, Portland Maine, 04104 c/o MEANS. The Internal Review Team will undertake review as requested within 2 weeks of receipt of a request for review.

If the District can be of further assistance in this matter, please let us know.

Sincerely,  
Portland Water District



Robert A. Bartels, P.E.  
Senior Project Engineer