

CITY OF PORTLAND
Planning & Urban Development Department

LEVEL I: SITE ALTERATION
GENERAL DOCUMENT AND DRAWINGS CHECKLIST

- * Please upload each document and drawing as a separate PDF file
- * Please upload all drawings in a 24 x 36 sheet size
- * Please confirm by electronically checking the boxes to the left for each document/plan
- * Please fill out and upload separately the zoning assessment table and waiver table

(At the time of application submission, please contact the Department of Public Works regarding E-911 addressing of your project)

GENERAL APPLICATION DOCUMENTS

Yes	NA	Project Description <ul style="list-style-type: none"> • Cover Letter with detailed project description
Yes	NA	Completed Checklist – Level I: Site Alteration (this document)
Yes	NA	Right, Title and Interest <ul style="list-style-type: none"> • Deeds, leases, or purchase and sales agreements
Yes	NA	Evidence of State or Federal Approvals <ul style="list-style-type: none"> • Permits or letters of non-jurisdiction, if applicable
Yes	NA	Zoning Assessment <ul style="list-style-type: none"> • Table listing required and proposed uses and dimensional standards Zoning Assessment Table
Yes	NA	Existing and/or Proposed Easements or Covenants, applicable. <ul style="list-style-type: none"> • Evidence of existing easements and any proposed easements
Yes	NA	Waiver Requests <ul style="list-style-type: none"> • Written request for waiver describing request and reason Waiver Table
Yes	NA	Financial Capability <ul style="list-style-type: none"> • Letter or evidence from a financial institution or third party verifying financial capacity to undertake project

**LEVEL I: SITE ALTERATION
STANDARDS AND SUBMISSION CHECKLIST**

* Please provide assessment of compliance with standards and include supplemental documentation, as applicable

* Please upload each document as a separate PDF file

TRANSPORTATION

Yes	NA	<p>Transportation Analysis and Traffic Impact (14-526 (a) 1)</p> <ul style="list-style-type: none"> • Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts • Traffic Impact Study as detailed in Technical Manual, Section 1 (if applicable)
Yes	NA	<p>Access and Circulation (14-526 (a) 2 a)</p> <ul style="list-style-type: none"> • Access and internal circulation, addressing ADA access • Access and egress impacts on traffic flows • Description and use of drive-up features, if applicable
Yes	NA	<p>Loading and Servicing (14-526 (a) 2 b)</p> <ul style="list-style-type: none"> • Loading and servicing needs, route and travel way geometrics for deliveries • Turning templates for delivery vehicles, if applicable
Yes	NA	<p>Sidewalks (14-526 (a) 2 c)</p> <ul style="list-style-type: none"> • Sidewalks and condition along street frontages and internal walkways • Engineered details for ADA ramps and public sidewalk details meeting sidewalk materials policy and ADA ramp construction details as applicable (Technical Manual, Section 1)
Yes	NA	<p>Off-Street Parking: Vehicle & Motorcycle/Scooter (14-526 (a) 4 a and c)</p> <ul style="list-style-type: none"> • Expected parking demand, proposed parking supply, ADA parking, and applicable Zoning Requirements • Address Technical Manual standards (Section 1) for curb cut separation and parking lot layout and locate on site plan
Yes	NA	<p>Bicycle Parking (14-526 (a) 4 b)</p> <ul style="list-style-type: none"> • Address bicycle parking requirements and identify locations on-site • Construction details for bike racks (Technical Manual, Section 1)
Yes	NA	<p>Snow Storage (14-526 (a) 4 d)</p> <ul style="list-style-type: none"> • Management plan for snow removal and locate snow storage areas on plan

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

PUBLIC INFRASTRUCTURE AND SAFETY		
Yes	NA	Consistency with City Master Plans (14-526 (c) 1) <ul style="list-style-type: none"> Identify consistency with master plans Proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable
SITE DESIGN		
Yes	NA	Historic Resources (14-526 (d) 5), if applicable <ul style="list-style-type: none"> Identify developments within Historic Districts or affecting Designated Landmarks Certificate of Appropriateness or other evidence Identify Developments within 100 feet of Historic Districts or affecting Designated Landmarks. Advisory HP review may be required Address preservation and documentation of Archaeological Resources
Yes	NA	Exterior Lighting (14-526 (d) 6), if applicable <ul style="list-style-type: none"> Cut sheets of on-site light fixtures and any architectural or specialty lights (Technical Manual, Section 12) Engineer details for any lights proposed in street right-of-way (Technical Manual, Section 10)
Yes	NA	Signage and Wayfinding (14-526 (d) 8), if applicable <ul style="list-style-type: none"> 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 Proposed commercial and directional signage on site
Yes	NA	Zone Related Design Standards (14-526 (d) 5) <ul style="list-style-type: none"> Address Historic Preservation Design Review, if applicable Address any applicable design review standards by zone Submission requirements from Design Manual, page 1, addressing neighborhood context Description of exterior materials, color, finish, and samples
Construction Management Plan		
Yes	NA	Construction Management <ul style="list-style-type: none"> Construction Management Document (use template) and Plan

**LEVEL I: SITE ALTERATION
DRAWINGS CHECKLIST**

* Please upload the following drawings with the listed detail as separate pdfs

(ALL drawings must be submitted in a 24 x 36 sheet size)

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

Locate existing structures

Approximate location of structures on abutting property

Topography

Locate water courses

Delineate wetlands

Zone lines

Proposed Site Alteration Plan

Locate existing and proposed paved areas, if applicable

Location, area, and limits of the proposed site disturbance or alteration

Transportation Standards

Identify existing and proposed curb and sidewalk (show any proposed geometric modifications, if applicable)

Engineered specifications and cross-sections for proposed driveways, sidewalks and paved areas, if applicable

Locate parking spaces and dimensions

Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed