

CITY OF PORTLAND
Planning & Urban Development Department

LEVEL II and LEVEL III SITE PLAN
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 each item by electronically checking the boxes to the left for each document/drawing
- * 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 II and Level III Site Plan (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
Yes	NA	Technical Capability <ul style="list-style-type: none"> • Evidence of technical capability of applicant and consultants – resumes and/or examples of past projects

**LEVEL II AND LEVEL III SITE PLAN
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	Transportation Analysis- Traffic Impact (14-526 (a) 1) <ul style="list-style-type: none"> • Provisions for pedestrian, bicycle, vehicle, and loading circulation and incremental volume of traffic impacts • Traffic Impact Study (Technical Manual, Section 1) if applicable
Yes	NA	Access and Circulation (14-526 (a) 2 a) <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	Loading and Servicing (14-526 (a) 2 b) <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	Sidewalks (14-526 (a) 2 c) <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	Public Transit (14-526 (a) 3), if applicable <ul style="list-style-type: none"> • Existing available transit services • Proposed site plan design details, such as easement, pad base, and shelter
Yes	NA	Off-Street Parking: Vehicle & Motorcycle/Scooter) (14-526 (a) 4 a and c) <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	Bicycle Parking (14-526 (a) 4 b) <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	Snow Storage (14-526 (a) 4 d) <ul style="list-style-type: none"> • Management plan for snow removal and locate snow storage areas on plan
Yes	NA	Traffic Demand Management (TDM) (14-526 (a) 5), if applicable <ul style="list-style-type: none"> • Develop TDM with Trip Reduction Targets and Strategies

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, 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 Management and Erosion Control (14-526 (b)3 a) <ul style="list-style-type: none"> • Stormwater report in compliance with Section 5 of Technical Manual and DEP Chapter 500 stormwater for 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

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

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) <ul style="list-style-type: none"> Cut sheets of on-site light fixtures and any architectural or specialty lights (Technical Manual, Section 12) Engineered details for any lights proposed in street right-of-way (Technical Manual, Section 10)
Yes	NA	Noise and Vibration (14-526 (d) 7) <ul style="list-style-type: none"> Evidence of noise levels for equipment, such as equipment specifications, to demonstrate consistency with zoning requirements
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 Address 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 Plan <ul style="list-style-type: none"> Construction Management Document and Plan

**LEVEL II AND LEVEL III SITE PLAN
DRAWINGS CHECKLIST**

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

(ALL drawings must be uploaded 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

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

GRADING AND DRAINAGE PLAN including:

- Existing grades and drainage
- Proposed grades
- Proposed stormwater management meeting Technical Manual (Section 5), standards
- Location and proposed alteration of a water course
- Preservation or alteration of wetlands

EROSION CONTROL

Must be in compliance with Technical Manual, Section 5

LANDSCAPE PLAN including:

- Existing vegetation to be preserved and preservation measures
- Proposed landscaping and buffers
- Planting schedule

RECORDING PLAT, if applicable

If Subdivision, must be in compliance with requirements of Section 14-496 (b)

ARCHITECTURAL PLANS AND RENDERINGS including:

Exterior building elevations, color renderings, illustrations of all sides

Location and dimensions of all existing and proposed HVAC and mechanical equipment, all proposed screening

Provide context drawings, if applicable (Design Manual, page 1)

Floor plans