

16. APPLICATION SUBMISSION REQUIREMENTS

16.1 SITE PLAN

The applicant shall submit for review a packet of materials and submissions in a form and content as specified by the Department of Planning and Urban Development to demonstrate compliance of the development with the site plan standards listed in Article 14 of the Land Use Code. Such submissions shall contain, at a minimum, the following elements:

A. General Submission Requirements For all Applications

1. Application form;
2. Applicable fees;
3. Project description;
4. Evidence of right, title and interest;
5. Evidence of state and/or federal approvals, if applicable;
6. Written assessment of project compliance with applicable zoning requirements;
7. Written assessment of project compliance with site plan standards;
8. Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site;
9. Written requests for waivers from the city's site plan or technical standards, if applicable;
10. Evidence of financial and technical capacity;
11. Boundary survey stamped by a professional surveyor licensed to practice in the State of Maine, drawn to scale and tied into the State Plane Coordinates, NAD 1983, Maine West Zone, as specified in Section 13 of the Technical Manual. A boundary survey of the site, may be waived by the Planning Authority for a review of Master Development Plan, where an existing conditions plan is available. The Boundary Survey requirement shall be met for each phase of development.

B. Written Materials for Site Plan Applications

1. Construction Management Plan, including a traffic control plan;
 2. A traffic study and other applicable transportation plans in accordance with Section 1 of the Technical Manual, where applicable;
 3. A narrative describing any significant natural features, wildlife and fisheries habitats or archaeological sites subject to the provisions of Section 14.6.2 of the land use code that are located on or near the project site and a description of the methods that will be used to protect such areas or sites during and post construction;
 4. A narrative describing site layout, on and off-site watershed hydrology, new and existing buildings and facilities, total impervious area, disturbed area and developed area created by the project;
 5. Stormwater runoff calculations as described in Section 5 of the Technical Manual;
 6. A narrative describing the development's consistency with applicable City Master Plans;
 7. Evidence of Utility Capacity to Serve;
 8. Estimated types and quantities of solid waste to be generated by the development. For new commercial and industrial development, a description of the estimated amount and type of recyclable material to be generated;
 9. A code summary referencing NFPA 1 and all Fire Department technical standards;
 10. Where applicable, an assessment of the development's consistency with any applicable design standards contained in Section 14.6.4 of the land use code and/or in the City of Portland Design Manual;
 11. Manufacturer's verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.
- C. Plans Required for Site Plan Applications – Plan based upon a standard stamped boundary survey meeting City of Portland standards, stamped by a professional engineer licensed to practice in the State of Maine, and including the following information:
1. Existing and proposed structures, as applicable, and distance from property

lines;

2. Approximate location of structures on parcels abutting the site;
3. All streets and intersections adjacent to the site and any proposed geometric modifications to those streets or intersections;
4. Location, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways, and bicycle access ways, with corresponding curb lines;
5. Engineered construction specifications and cross-sectional drawings for all proposed driveways, paved areas, sidewalks;
6. Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;
7. Existing and proposed public transit infrastructure with applicable dimensions and engineering specifications;
8. Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;
9. Location of all snow storage areas and/or a snow removal plan;
10. Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14.6.2 of the land use code;
11. Location and proposed alteration to any watercourse;
12. A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;
13. Proposed buffers and preservation measures for wetlands;
14. Existing soil conditions and location of test pits and test borings;
15. Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;
16. A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;

17. Grading plan;
 18. Ground water protection measures;
 19. Existing and proposed sewer mains and connections;
 20. Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
 21. Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;
 22. Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
 23. Location and size of all on-site solid waste receptacles, including on-site storage containers for recyclable materials for any commercial or industrial property;
 24. Plans showing the location, ground floor area, floor plans and grade elevations for all buildings;
 25. A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
 26. A note on the plan identifying the Historic Preservation designation and a copy of the Application for Certificate of Appropriateness, if applicable, as specified in Section Article IX, the Historic Preservation Ordinance;
 27. Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening, where applicable;
 28. An exterior lighting plan in accordance with Section 12 of the Technical Manual;
 29. A master signage plan showing the location, dimensions, height, setback, materials, and illumination of all existing and proposed signs;
 30. Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.
- D. Exceptions for Minor Site Plan Applications
On account of the scope and anticipated level of impact for certain types of Minor Site Plan applications, a complete submission package as detailed under

Section 16.1(B) and 16.1(C) is not required for the following types of development, which are defined for the purposes of application fee assignment and submittal requirements:

1. Minor Residential Development:
 - a. Development of a single-family or a two-family building, regardless of its size, excluding building additions, decks, or accessory structures;
or
 - b. The addition of one or two dwelling units to a multifamily structure.
2. Low-Impact Site Development
 - a. Alteration of a watercourse or wetland as defined in Article 3 of the Land Use Code;
 - b. Alteration of a site where disturbance of land area is less than one (1) acre and consisting of either one or more of the following activities; stripping, grading, grubbing, filling or excavation. The Planning Authority shall exempt from review the loam and seeding of lawns and the cumulative placement of less than fifteen (15) cubic yards of fill on any lot provided such loaming or placement does not alter a drainage course, swale, wetland or redirect water onto adjoining property and does not violate any other provision of the Portland City Code or state or federal law. “Disturbed area” does not include routine maintenance, but does include re-development and new impervious areas;
 - c. The construction of any temporary or permanent parking area, paving of existing unpaved surface parking areas between 1,000 and 7,500 square feet or 5-25 spaces, or creation of other impervious surface areas between 1,000 and 7,500 square feet;
 - d. The rehabilitation or reconstruction, but not new construction, of piers, docks, wharves, bridges, retaining walls, and other structures located within the shoreland zone;
 - e. A site alteration in which vehicle access is proposed from more than one (1) street.
3. Plan Requirements for Minor Residential and Low-Impact Site Development, to be provided in addition to the general submission requirements for all site plan applications, listed under Section 16.1(A). Site plans shall be based upon the boundary survey and show the following information:

- a. Existing and proposed structures, as applicable, and distance from property lines;
- b. Existing and proposed paved areas, if applicable;
- c. Proposed ground floor area and finish floor or sill elevation;
- d. For minor residential only, exterior building elevation drawings (all sides);
- e. Location of proposed utilities;
- f. Identification and proposed protection measures for any significant natural features, as defined in Section 14.6.2 of the land use code;
- g. Identification and proposed protection for alterations of watercourses, if applicable;
- h. Identification and, if applicable, proposed impacts and protection measures for wetlands;
- i. For minor residential projects only, soil type;
- j. Existing and proposed grades and contours;
- k. Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed;
- l. Proposed stormwater management control;
- m. Soil erosion control plan;
- n. Existing vegetation to be preserved, proposed site landscaping, screening, and proposed street trees, if applicable;
- o. Existing and proposed curb and sidewalk;
- p. Location, area, and limits of the proposed site disturbance or alteration;
- q. Proposed pier, dock, wharf, pier, or slope stabilization in the Shoreland Zone, if applicable.

- E. Master Development Plan. A Master Development Plan is an optional submittal as part as part of the site plan review process. If the applicant elects to submit a Master Development Plan for review, it shall include the following information in addition to general submission requirements listed above:
1. A neighborhood context map, at a scale not less than one (1) inch equals one hundred (100) feet, providing a graphic description of the neighborhood in which the tract lies, including roads, utilities and other public facilities, major existing buildings and structures. There shall also be a statement and/or plan as to the general impact of the proposed Master Development Plan upon the area, indicating how the Master Development Plan relates to surrounding properties and what measures will be taken to create appropriate transitions and access from the subject property to abutting public properties (i.e. parks, waterfront, etc.) or other neighboring tracts (if applicable).
 2. A conceptual site plan drawn to a scale of not less than one (1) inch equaling fifty (50) feet, or series of drawings at the same scale, and any necessary supporting information, showing:
 - a. The approximate boundary lines of existing and proposed lots within and immediately adjacent to the Master Development Plan, with approximate areas and dimensions. With respect to residential areas, the proposed density, lot configuration, circulation and a typical plot plan shall be included in the application.
 - b. An analysis of the natural features of the site, including existing and/or adjacent natural waterways, wetlands, floodplains, topography, soil conditions and other natural features requested or required by the Planning Authority.
 - c. An analysis of the designated view corridors, historic resources, and archeological resource associated with the site.
 - d. Existing/proposed buildings and other significant structures, building groupings, exterior building elevations and entrances, parking areas, and other significant physical features of the site.
 - e. The context and design approach, including context drawings, perspective renderings, photographic montages, or computer-generated graphics depicting the proposed development within the surrounding building and environmental context, and building elevations. These drawings shall include the following:

- i. Illustrations of all sides of the structures;
- ii. Views of major entries or prominent building features;
- iii. Illustration of building articulation and elements;
- iv. Building finish composition; and
- v. Views of the pedestrian and streetscape experience.

The submission shall include a digital three-dimensional model tied to a specific location that is submitted as a KML, KMZ, DXF, or DWG file on a CD or DVD or such format as approved by the Planning Authority. It is the applicant's responsibility that the model is complete and represents the proposed development accurately using best practice modeling techniques and layering standards.

- f. Major circulation patterns surrounding and serving the site, the existing and proposed lines of streets (including the street width), ways, easements and any public areas within or next to the site.
- g. Major landscaping elements, features, open space, and plans for preservation of natural features.
- h. An analysis of the public safety services needed to support the master plan.
- i. An analysis of the anticipated impacts on the public-school system to support the Master Development Plan.
- j. A generalized drainage plan for the site, indicating drainage ways, flow, points of outfall, and indicating impacts of development on affected drainage basins. The plan shall include contour information at not less than two-foot (2') contour intervals and document anticipated quantities of run-off characteristics. General statements concerning storm water management techniques shall also be submitted with the application.
- k. The plan shall clearly show Master Development Plan boundaries, north arrow, date, scale, legend, the title "Master Development Plan Concept Site Plan" followed by the formal project name, and the name(s) of applicant(s), engineer(s), designer(s) and/or agent(s).
- l. A traffic analysis and recommendations prepared by a registered professional engineer qualified to conduct such studies, including

current traffic counts for streets surrounding the project, analysis of the existing capacity of those streets, projections of the amount of traffic that will be generated by the proposed development, and the ability of the street system to absorb the increased traffic without decreasing the level of service below an acceptable level – said level to be determined by the Planning Authority in concert with the Department of Public Works. In cases where the Master Development Plan is subject to a Traffic Movement Permit (TMP) for all phases, the TMP submissions and review shall supersede these requirements.

- m. A utilities analysis and recommendations prepared by a registered professional engineer qualified to conduct such studies. Said analysis shall contain an inventory of existing utilities including, but not limited to, storm sewers and drains, sanitary sewers, electrical lines, fire alarm boxes and lines, gas lines/mains, water mains, lighting, curb and gutter, etc. Said inventory shall illustrate utility locations, sizes, diameters, carrying capacity and present load on the system. The engineer's report shall state if the current system is capable of adequately serving the proposed development. If the current utility system is found to be inadequate for the proposed development, the report shall confirm the deficiencies and make recommendation(s) as to the infrastructure improvements necessary to properly service the proposed development and maintain the existing service. The report shall also present a formal plan for infrastructure improvements, documenting timing, funding mechanisms and coordination with the City; and
- n. Any other supportive information the applicant feels may be beneficial in the evaluation of the request.
- o. The Planning Authority or Planning Board may reduce the level of information required at the Master Development Plan review stage, provided more detailed supportive documentation is provided at final major site plan review of the Master Development Plan or phases thereof.

16. 2. SUBDIVISION

The applicant shall submit for review a packet of materials and submissions in a form and content as specified by the Department of Planning and Urban Development to demonstrate compliance of the development with the subdivision standards listed in Article 15 of the Land Use Code. Such submissions shall contain, at a minimum, the following elements:

A. Subdivision Plat. The following information shall be shown on the subdivision plat unless otherwise indicated:

1. Date, north point, title and graphic scale. Scale shall not be more than 60 feet to the inch unless lots are more than an acre, but in no event more than 100 feet to the inch;
2. Based on a recent survey by the subdivider, existing contours at two feet intervals or as otherwise required by the Public Works Authority. Existing structures which are to remain will shall be delineated;
3. Names of proposed streets, width of rights of way, and typical cross section reservation, and depth of construction materials;
4. Locations, widths and purposes of other rights of way or easements to be recorded;
5. All appropriate street curve information, including point of curvature, point of tangency, tangent distance, radii and interior angle, in standard engineering format;
6. Location of those utilities existing on or adjacent to the tract to be subdivided, including size and elevation of buried or underground utilities (may be shown on separate plan);
7. Tract boundary lines and property lines of lots, with accurate dimensions and either bearings or deflection angles. All lots shall be numbered;
8. Names of adjacent property owners with parcels over 25,000 square feet or names of adjacent subdivision;
9. Designation of flood hazard areas, as defined by the National Flood Insurance Program and shown on the city flood hazard boundary map, as well as any other areas in the subdivision subject to inundation by storm water or storm sewer overflow;
10. All potential wetlands within the proposed subdivision, regardless of the size of those wetlands;
11. Any river, stream or brook within or abutting the proposed subdivision. For purposes of this section, "river, stream or brook" has the same meaning as in 38 M.R.S. § 480 B, Subsection 9.
12. Existing historic sites and structures which either appear on the National

Register or are nominated to the National Register by the state historic preservation officer;

13. Proposed private and public utility system including water, gas, telephone, fire hydrants, and any other services which shall supply the area (may be shown on separate plan);
14. Sanitary sewer and storm drain plans and profiles showing size, kind and slope of pipe, proposed manhole rim and invert elevations and catch basin locations and drains (may be shown on separate plan);
15. Lighting plan showing the location, design, height and spacing from each other of the support poles, in accordance with standards and specifications established by the Public Works Authority (may be shown on separate plan);
16. Tree plan showing groups of existing, sizeable trees which the subdivider intends to preserve (may be shown on separate plan);
17. A detailed plan of the entire subdivision and the immediate vicinity showing all existing and proposed drainage both on- and off-site including drainage swales, ditches, etc., with directional flow arrows and approximate slope grades, and showing proposed finished "spot elevations" around the perimeter of the subdivision. Proposed drainage shall be shown as it may affect or restrict development on individual lots and with reference to improvements for which a performance guarantee is required under this article. Where deemed feasible by the Public Works Authority, proposed finished contours at intervals of two feet shall be provided on the drainage plan upon request (may be shown on separate plan);
18. Location and designation of any zoning district boundaries affecting the subdivision;
19. All future phases and sections of the subdivision proposed by the subdivider (may be shown on separate plan);
20. Proposed parks and school sites, or other public open space that the developer proposes to convey to the city;
21. Names, addresses and stamp or certification, if applicable, of registered professional engineer, subdivider, and owner:
22. At the option of the subdivider, any other information that may be necessary for the full and proper consideration of the subdivision shall be submitted in writing;

23. Streets and right of way monuments and property line markers;
24. Vicinity sketch (may be shown on separate plan);
25. Total site data, including total area of the subdivision, total area in streets, total area in recreation or open space and number of house lots;
26. Profiles of each street or way in the subdivision shall be shown on the subdivision plat. They shall be drawn to a longitudinal scale of 40 feet to one foot and a vertical scale of four feet to one inch. Such profiles shall include separate profiles of each side line and center line of the street or way. Any buildings abutting on the street shall be shown in standard engineering format as requested by the Public Works Authority.

B. Supplemental Submission Items. The following submission items shall be provided if required by the Planning Board and insofar as feasible:

1. When private sewage systems are used, the results and supporting data of a soil test of each lot in the subdivision conducted by a soil evaluator licensed in the state;
2. When the adequacy of the subdivision's load bearing capacity is in question, the results and supporting data of test borings conducted by a professional engineer registered in the state;
3. When conditions warrant, a program which shall be implemented by the subdivider to control dust, erosion and sedimentation and/or vehicular traffic during construction;
4. Evidence of the applicant's financial capability to carry out all phases of the proposed development;
5. Evidence of technical capacity to undertake the development;
6. Evidence of state and federal approvals, licenses or permits required by law, or the status of applications therefor;
7. Price range of houses that will be built in the subdivision;
8. Traffic impact analysis;
9. High intensity soil survey, if required by the Planning Authority;

10. Types and estimated quantities of solid waste to be generated by the development;
11. Construction plan outlining the anticipated sequence of construction of the major features of the project including without limitation roads, retention basins, sewer lines, seeding and other erosion and sedimentation control measures, and pollution abatement measures and also setting forth the approximate dates for commencement and completion of the project;
12. A narrative and a plan showing all proposed buffer strips, their dimensions, and maintenance plans and responsibilities;
13. A description of any wetlands, wildlife and fisheries habitats, archaeological sites or unusual natural areas located on or near the project site and a description of the methods that will be used to protect such area; and
14. Where submission drawings are available in electronic form, the applicant shall submit any available electronic CADD.DXF files with final plans.

C. Recording Plat. The Recording plat shall be an original ink drawing on linen or mylar, or as necessary to be acceptable to the Registry of Deeds, and shall be tied to an accepted street or to a proposed street under construction and bonded to insure construction. The plat shall show the following:

1. Title, date, graphic scale, north arrow, name, signature and registration number or seal of a registered land surveyor licensed in the state, name and address of developer and owner;
2. Tract boundary lines and property lines of lots, with accurate dimensions and either bearings or deflection angles. All lots shall be numbered;
3. All appropriate street curve information, including point of tangency, tangent distance, radii and interior angles, in standard engineering form;
4. Street names, width of street rights of way and typical cross section showing only surface dimensions of roadway pavement, esplanade and sidewalk reservation;
5. Street and right of way monuments and property markers. Iron pipes shall be designated by a small circle at the point of installation;
6. Locations, dimensions and purposes of any easement or right of way;
7. Purpose for which sites, other than residential lots, are dedicated or

reserved; it being understood that any reservations of areas shall be subject to the proper zoning thereof;

8. Reference to recorded subdivision plats of adjoining platted land by book and page number;
9. Space for the signatures of the Planning Board and date of approval;
10. Where required by 30 A M.R.S. § 4406, the fact that initial approval or subsequent amendment of a subdivision is based in part upon the granting of a variance from any of the applicable subdivision approval standards.