

CITY OF PORTLAND
Planning & Urban Development Department

MINOR SITE PLAN
GENERAL DOCUMENT AND DRAWINGS CHECKLIST
Please submit each document as a separate PDF file.
Please confirm by electronically checking the boxes in the left-hand column.
**** PLEASE FILL OUT AND UPLOAD SEPARATELY THE ZONING ASSESSMENT TABLE AND WAIVER TABLE AS NOTED BELOW ****

At the time of application submission, please contact the Department of Public Works regarding E-911 addressing for 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 (this document)
Yes	NA	Evidence of 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 (see Zoning Assessment Table) <ul style="list-style-type: none"> • Summary of compliance with use and dimensional standards of the land use code
Yes	NA	Site Plan Standards Assessment (see Article 14.6 of the land use code) <ul style="list-style-type: none"> • Summary of project compliance with site plan standards of the land use code
Yes	NA	Summary of Existing and/or Proposed Easements or Covenants, if applicable <ul style="list-style-type: none"> • Evidence of existing easements and any proposed easements, covenants, public or private rights-of-way
Yes	NA	Waiver Requests (see Waiver Table) <ul style="list-style-type: none"> • Written request for waiver describing request and compliance with waiver standards
Yes	NA	Evidence of Financial and Technical Capacity* <ul style="list-style-type: none"> • Letter or evidence from a financial institution or third party verifying financial capacity to undertake project • Evidence of the project team’s technical capacity to undertake project <p style="color: red; margin-top: 0;">*NOTE: Not required for Minor Residential and Low Impact Site Development projects</p>

**MINOR SITE PLAN
STANDARDS AND SUBMISSION CHECKLIST**
Provide assessment of compliance with standards and include
supplemental documentation, as applicable.
Please submit each document as a separate PDF file.

TRANSPORTATION		
Yes	NA	Impact on Surrounding Street Systems (14-14.6.1(A)) <ul style="list-style-type: none"> ● Describe incremental volume of traffic impacts and mitigation measures. If needed
Yes	NA	Access and Circulation (14-14.6.1(B)) Identify and describe the following: <ul style="list-style-type: none"> ● Site access and internal circulation, including ADA access ● Drive-up features, if applicable ● Loading and servicing needs, routes, and geometry, providing turning templates for delivery vehicles, if applicable ● Sidewalks and condition along street frontages and internal walkways ● Engineered details for ADA ramps and public sidewalks, meeting sidewalk material policy and construction requirements (Technical Manual, Section 1)
Yes	NA	Public Transit (14-14.6.1(C)), if applicable Identify and describe the following: <ul style="list-style-type: none"> ● Existing available transit service and proposed transit improvements, including design details, such as easement, pad base, and shelter
Yes	NA	Off-Street Parking (14-14.6.1(D)), if applicable Identify and describe the following: <ul style="list-style-type: none"> ● Proposed vehicular and bicycle parking supply (including ADA-compliant parking) in relation to applicable parking requirements in Article 19 of the land use code ● Curb cut separation and parking layout (Technical Manual, Section 1) ● Construction details for bicycle racks ● Management plan for snow storage and removal
Yes	NA	Transportation Demand Management (TDM) (14-14.6.1(E)), if applicable <ul style="list-style-type: none"> ● Provide TDM plan drafted in accordance with Technical Manual Section 1 requirements

ENVIRONMENTAL		
Yes	NA	<p>Preservation of Significant Natural Features (14-14.6.2(A)), if applicable</p> <p>Identify and describe the following:</p> <ul style="list-style-type: none"> ● High and moderate value waterfowl and wading habitat ● Aquifers (for Casco Bay Islands) ● Waterbodies (including wetlands, watercourses, significant vernal pools and floodplains) ● Proposed preservation areas and protection measures ● Documentation from environmental compliance consultants and determinations from applicable state and federal agencies
Yes	NA	<p>Landscape Preservation (14-14.6.2(B))</p> <p>Identify and describe the following:</p> <ul style="list-style-type: none"> ● Measures to preserve trees, including within required zoning setbacks (Technical Manual, Section 4) ● Measures to protect existing vegetation during construction
Yes	NA	<p>Site Landscaping and Buffers (14-14.6.2(C))</p> <p>Identify and describe the following:</p> <ul style="list-style-type: none"> ● Overall landscaping approach and consistency with standards ● The use of screening and buffering of service areas and between non-residential and residential uses ● Existing Heritage or Feature Trees on site and measures to preserve ● Compliance with street tree requirements
Yes	NA	<p>Water Quality, Stormwater Management, and Erosion Control (14-14.6.2(D))</p> <ul style="list-style-type: none"> ● Provide stormwater management plan in compliance with Section 5 of Technical Manual and DEP Chapter 500 stormwater for basic, general, and flooding standards, as applicable ● Provide erosion control plan and measures ● Provide evidence of compliance with Urban Impaired Stream Standards pursuant to DEP Chapter 500 stormwater, as applicable ● Describe subsurface sanitary sewage disposal and groundwater protection

PUBLIC INFRASTRUCTURE AND SAFETY		
Yes	NA	<p>Consistency with City Master Plans (14-14.6.3(A))</p> <ul style="list-style-type: none"> Describe proposed easements, rights and improvements to connect or continue off-premises public infrastructure, as applicable
Yes	NA	<p>Public Safety and Fire Prevention (14-14.6.3(B))</p> <p>Identify and describe the following:</p> <ul style="list-style-type: none"> Compliance with Crime Prevention through Environmental Design (CPTED) requirements (Technical Manual, Section 3) Emergency vehicle access Consistency with public safety standards (Technical Manual, Section 3)
Yes	NA	<p>Availability and Adequacy of Public Utilities (14-14.6.3(D)) (Technical Manual, Sections 2 & 9)</p> <p>Identify and describe the following:</p> <ul style="list-style-type: none"> Electrical services, including providing underground services Existing and proposed connections for public utilities and required public utility upgrades Sewer line connections
SITE DESIGN		
Yes	NA	<p>Massing, Ventilations and Wind Impact (14-14.6.4(A))</p> <p>Identify and describe the following:</p> <ul style="list-style-type: none"> Wind and ventilation impacts on adjoining structures and/or adjacent public spaces, including wind study, if applicable Bulk, location, or height impacts on adjoining structures
Yes	NA	<p>Shadows (14-14.6.4(B)), if applicable</p> <ul style="list-style-type: none"> Provide shadow analysis of impacts on publicly accessible open space (Technical Manual, Section 11)
Yes	NA	<p>Snow and Ice Loading (14-14.6.4(C))</p> <ul style="list-style-type: none"> Describe building design to prevent snow and ice from loading or falling onto adjacent properties or public ways
Yes	NA	<p>View Corridors (14-14.6.4(D)), if applicable</p> <ul style="list-style-type: none"> Describe any protection of designated view corridors (Portland Design Manual, Appen. 1)
Yes	NA	<p>Historic Resources (14-14.6.4(E)), if applicable</p> <p>Identify and describe the following:</p> <ul style="list-style-type: none"> The site's status as a designated landmark, within a historic district or historic landscape district, or within 100 feet of any designated landmark, historic district, or historic landscape district

		<ul style="list-style-type: none"> ● Compliance with standards for preservation and documentation of archaeological resources
Yes	NA	Exterior Lighting (14-14.6.4(F)) <ul style="list-style-type: none"> ● Describe how the proposed site lighting will adhere to photometrics requirements as it relates to light trespass and full cutoff fixture design, pursuant to Technical Manual Section 12
Yes	NA	Noise and Vibration (14-14.6.4(G)) <ul style="list-style-type: none"> ● Provide data on noise levels for HVAC and other mechanical equipment, such as design specifications, to demonstrate consistency with state and federal noise emissions requirements as well as City code
Yes	NA	Signage and Wayfinding (14-14.6.4(H)), if applicable <ul style="list-style-type: none"> ● Provide signage plan showing the location, dimensions, height and setback of all existing and proposed signs ● Provide drawings of all commercial and directional signage on site
Yes	NA	Zone-Related Design Standards (14-14.6.4(I)) <ul style="list-style-type: none"> ● Address any applicable design review standards by zone, including compliance with Design Manual

MINOR SITE PLAN DRAWINGS CHECKLIST

Please upload the following DRAWINGS with the listed details into e-Plan.

All drawings must be submitted in a 24 x 36 sheet size.

BOUNDARY SURVEY (stamped by a Maine Licensed Surveyor and drawn as per Technical Manual Sec. 13)

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

All sheets – Include a title block with project title and the following information:

- Project street address
- Name and address of property owner & applicant
- Licensed design professional, incl firm that produced plans
- North arrow
- Date of preparation and revision history block
- Tax parcel (chart, block, and lot) number

Existing Conditions Plan with the following:

- Existing structures, with distance from primary building façade(s) to the property line
- Approximate location of structures on abutting properties
- All streets and intersections adjacent to the site
- Existing driveways, pedestrian ways, and bicycle infrastructure, including dimensions and materials
- Existing public transit infrastructure
- Existing vehicle & bicycle parking areas
- Existing utilities on site and within adjacent rights-of-way
- Existing grades (two-foot contours preferred)
- Location of water courses, wetlands, and vegetation, or other significant natural features
- Existing soil conditions and location of test pits and borings
- Zoning boundary lines, including overlays
- Location of all existing easements and rights-of-way

Proposed Site Plan with the following:

- Location, area, and limits of the proposed site disturbance or alteration, including any proposed pier, dock, or wharf reconstruction
- Proposed structures, including floor area and finish floor elevation and distance from the property line
- Proposed paved areas, including parking spaces and dimensions if applicable
- Location of proposed utilities
- Proposed protection measures for watercourses, wetlands, or other significant natural features
- Proposed grades and contours
- Erosion control plan
- Proposed landscaping, screening, and proposed street trees, including existing vegetation to be preserved
- Proposed stormwater management controls

- 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
- Location, dimensions and ownership of proposed easements, public or private rights-of-way
- Please utilize color-coding and/or hatches and shading to delineate changes between the pre and post development condition as needed

***NOTE: Minor Residential and Low-Impact Site Development projects may optionally submit the drawings below, but are not required to do so; all other Minor Site Plan applications should include the below drawings in their submission.**

UTILITY PLAN* including:

- Proposed electrical infrastructure
- Location, sizing and directional flows of all proposed sewer and stormwater infrastructure
- Location and dimensions of off-premises public or publicly accessible infrastructure adjacent to site
- Electric utility infrastructure

GRADING AND DRAINAGE PLAN* including:

- Proposed grades
- Proposed stormwater management measures meeting Technical Manual (Section 5) standards
- Any proposed alteration of a watercourse or wetlands
- Any groundwater protection measures
- Proposed buffers and preservation measures for wetlands or significant natural features

LANDSCAPE PLAN* including:

- Existing vegetation to be preserved and preservation measures
- Proposed landscaping, screening, and street trees, including caliper widths for trees
- Planting schedule, including street trees

ARCHITECTURAL PLANS AND RENDERINGS* including:

- Exterior building elevations, color renderings, illustrations of all sides
- Axonometric and street-level views for structures greater than three stories in height
- Provide context drawings, if applicable (Design Manual, page 1)
- Floor plans

CONSTRUCTION MANAGEMENT PLAN* including:

- Specifics on traffic control, sidewalk sheds, and pedestrian rerouting
- Include a drawing and written narrative

OTHER*

- Details and cross-sections, as necessary