



# Signage / Awning Permit Application

If you or the property owner owes real estate or personal property taxes or any other charges on any property within the City, payment arrangement MUST be made before permits are accepted.

<b>Location/Address:</b> 385 Congress St.		
<b>Tax Assessor's Chart/Block/Lot (CBL)</b> Chart: 027 Block: D001001 Lot:	<b>OWNER Name/Address:</b> Name: Metro Media Properties LLC Address: 25 South Service Rd., Ste. 300 Jericho, NY 11753	<b>Telephone:</b>
<b>LEASEE/BUYER Info (if Applicable)</b> Commercial Property Svcs Tom moulton 450-7100	<b>CONTRACTOR</b> Name: Sign Design, Inc. Address: P. O. Box 207 Portland, ME 04103 Phone: 856-2600 E-Mail:	<b>E-Mail:</b>
Awning Fee = Cost of Work: \$ _____ (\$30/first \$1000; \$10 each additional \$1000)		Total S.F. signage \$ 90 (Sq Ft = 45 x \$2.00) SF + \$30 Fee: \$ 30 Historic (\$75): \$ _____ Awning Fee: \$ _____ <b>TOTAL FEE: \$ 120</b>

**Who should we contact when the permit is ready:** Name: Diana/Roger Phone: 856-2600  
Address: same as above E-Mail: signdesie.maine.rr.com

**Tenant/allocated building space frontage (in feet):** Length: 30' Height: 18'  
Lot frontage (in feet): 260' Single Tenant or Multi-Tenant Lot:  Multi-Tenant Lot

**Current Specific Use:** Services  
If vacant, what was prior use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

**Information on proposed sign(s)**  
Freestanding (e.g. pole) sign? YES  NO  Dimensions proposed: \_\_\_\_\_ (sf); Height from grade: \_\_\_\_\_ sf  
BLDG Wall Sign (attached to bldg.)? YES  NO  Dimensions proposed: 45 sf

**Proposed Awning:**  
Height of awning \_\_\_\_\_ Length of awning \_\_\_\_\_ Depth of awning \_\_\_\_\_  
Is there any communication, message, trademark or symbol on it? YES  NO   
If yes, total square footage of panels with communication, message, trademark or symbol on it: \_\_\_\_\_ sf

**Information on existing and previously permitted signage:**  
Freestanding (e.g. pole) sign? YES  NO  Dimensions proposed: \_\_\_\_\_ ft X \_\_\_\_\_ ft; Height from grade: \_\_\_\_\_  
BLDG Wall Sign (attached to bldg.)? YES  NO  Dimensions proposed: \_\_\_\_\_ ft X \_\_\_\_\_ ft  
Awning? YES  NO  total sq ft of panels with communication on it: \_\_\_\_\_ sf

A site sketch and building sketch showing exactly where existing and proposed signage is located MUST be provided. Sketches and/or pictures of proposed signage and existing building are also required.

Please submit all information outlined in the Sign/Awning Application Checklist. Failure to do so may result in the denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information, visit us on-line at [WWW.PORTLANDMAINE.GOV](http://WWW.PORTLANDMAINE.GOV), stop by the Building Inspections Office, room 315 City Hall, or call 207-874-8703.

I hereby certify 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 Code Official'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.

**Signature of Applicant:** Diane Olmstead **Date:** 3/29/13