



**Sharon Roberts**

Permitting and Inspections Department  
Approved with Conditions

**08/14/2018**

**From:**

**To:**

**Cc:**

**Subject:**

Jon Jennings <jpj@portlandmaine.gov>

Tuesday, July 31, 2018 4:28 PM

Sharon Roberts

Kristin Chase Duffy; Rusty Groh

Re: United Way of Greater Portland Campaign Banner Waiver

Sharon,

Thank you for your email. I have been trying and have not seen Liz's letter. I do support the banner fee waiver again this year due to our strong partnership with the United Way.

Thank you, again.

Jon

Jon P. Jennings

City Manager

City of Portland

389 Congress Street

Portland, ME 04101

(207) 874-8689 Office

[jpj@portlandmaine.gov](mailto:jpj@portlandmaine.gov)

[www.portlandmaine.gov](http://www.portlandmaine.gov)

Twitter: @portlandmanager

On Aug 1, 2018, at 1:10 AM, Sharon Roberts <[sroberts@unitedwaygp.org](mailto:sroberts@unitedwaygp.org)> wrote:

Good afternoon Jon,

I am following up with you in reference to a letter that was mailed to you on behalf of Liz Cotter Schlax, President & CEO of United Way of Greater Portland. UWGP will kick off our 2018 Annual Fundraising Campaign in early September. Last year you very generously agreed to waive the banner fees for us to hang our campaign banners on the building facades at Cross Insurance Arena, Gorham Savings Bank, Maine Medical Center, Oakhurst Dairy, TD Bank, and WCSH-6. The attached letter, which was mailed to you a few weeks ago, is a request from Liz asking you to partner with us, and consider waiving the banner fees again this year. We cannot move forward with the application process, until we receive your response. If you have any questions please feel free to contact me directly.

Thank you,

Sharon

**Sharon A. Roberts** | Operations Support Specialist

United Way of Greater Portland | P.O. Box 15200, Portland, ME 04112-5200

P 207-874-1000 x 2300 | [sroberts@unitedwaygp.org](mailto:sroberts@unitedwaygp.org)

[www.unitedwaygp.org](http://www.unitedwaygp.org)



## <2018 Waiver Letter to Jon Jennings.pdf>

Permitting and Inspections Department

Approved with Conditions

**08/14/2018**  
**Notice:** Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.



LIVE UNITED

Permitting and Inspections Department  
Approved with Conditions

08/14/2018



United Way  
of Greater Portland

July 17, 2018

Jon Jennings, City Manager  
City of Portland  
389 Congress St., Room 208  
Portland, ME 04101

Dear Jon,

United Way of Greater Portland is gearing up for our 2018 Annual Fundraising Campaign, which kicks off in early September and runs throughout October. Each year we hang our campaign banners on the building facades at Cross Insurance Arena, Gorham Savings Bank, Maine Medical Center, Oakhurst Dairy, TD Bank, and WCSH 6. Last year you kindly waived the fees for the banner, signage and awning permits. We are beginning the application process, and we respectfully request that the permit fees be waived this year.

Thank you for your continued support.

Warm Regards,

*Liz Cotter Schlap*

Liz Cotter Schlap

*Many thanks  
for your  
consideration, Jon!*



Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department  
Approved with Conditions

Permitting and Inspections Department  
Michael A. Russell, MS, Director

08/14/2018

## Signage /Awning Permit Application and Checklist

(For the purposes of this application, an awning shall be considered to be a lightweight metal frame structure over which a fabric covering is attached.)

**Applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (please check and submit all items):**

- ☒ Signage/Awning Permit Application form
- ☒ Certificate of Liability listing the City as an additional insured if any portion of the sign abuts or encroaches on any public right of way, or can fall into any public right of way.
- ☒ A copy of the signed lease or letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage.
- ☒ A plan showing the specific locations of all existing and proposed signs:
  - For freestanding signs: the plan shall depict lot lines, buildings, driveways, abutting streets or rights of way, lengths of street frontages, and setbacks from freestanding signs to the nearest lot line.
  - For all other signs and awnings: the plan shall depict buildings, driveways, abutting streets or rights of way, and building façade dimensions. Photos or other documentation similar to a drawn plan are acceptable, provided that all required information is included.
- ☒ A drawing or photo of the proposed sign showing content, all dimensions, materials, source of illumination, details of anchoring and installation (e.g., attachment specifications, footing details for freestanding signs, etc.).
- ☒ Certificate of flammability is required for awnings or banners.
- ☐ A UL Classification Mark, found on the product, is required for illuminated signs at the time of final inspection.
- ☐ Photos of existing signage.

The Permitting and Inspections Department may request additional information prior to the issuance of a permit.





Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department  
Approved with Conditions

08/14/2018

Permitting and Inspections Department  
Michael A. Russell, MS, Director

## Signage /Awning Permit Application

### Building Information:

Exterior Length of façade of tenant space (ft):	30'	Height of exterior façade (ft):	20'
Lot frontage on street (ft):	This is a (select one): <input type="radio"/> Single Tenant Lot <input type="radio"/> Multi-Tenant Lot		
	If multi-tenant, this is a (select one): <input type="radio"/> Ground floor unit <input type="radio"/> Upper story unit		
Current specific use:	If vacant, prior use:		
Proposed use:	Install a 30'x20' (600 SF) temporary, wall banner - LIVE UNITED United Way of Greater Portland		

### Information on EXISTING signs that will remain:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only:		Dimensions of awning or sign (include length, width, and height, as applicable)	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)
	Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	Is awning backlit? (Y/N)			

### Information on PROPOSED signs:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only:		Dimensions of awning or sign (include length, width, and height, as applicable)	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)
	Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	Is awning backlit? (Y/N)			
BLDG Wall Sign	Y - 30'x20' (600 SF)	N	30'x20' (600 SF)		
attached to building					

### I hereby certify the following:

- I am the Owner of record of the named property, or the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent.
- I assume responsibility for compliance with all applicable statutes, codes, ordinances, rules and regulations.
- I understand that this application will not be reviewed for code compliance, and I certify that the proposed sign will be installed in accordance with the IBC 2009.
- I understand that if a Code Official determines that the sign has been installed in violation of any statute, code, or ordinance, that I am responsible for remedying the violation.
- 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: Sharon A. Roberts      sroberts@unitedwaygp.org      Date: 08/07/18

*This is a legal document and your electronic signature is considered a legal signature per Maine state law.*



UWGPORT-01

DNADEAU

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/12/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Clark Insurance 1945 Congress Street, Bldg A PO Box 3543 Portland, ME 04104-3543	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No, Ext):</b> (207) 774-6257	<b>FAX (A/C, No):</b> (207) 774-2994	
	<b>E-MAIL ADDRESS:</b> info@clarkinsurance.com		
<b>INSURED</b>  United Way of Greater Portland PO Box 15200 Portland, ME 04112-5200	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Berkley National Insurance Company		
	<b>INSURER B:</b> Maine Employers Mutual Ins Co		11149
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		HHS 8525772-11	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 SEXUAL ABUSE MO \$ Included
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			HHS 8525772-11	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS \$ 0			HHS 8525772-11	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	1810000791	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The certificate holder (City of Portland, Maine) is additional insured under the Commercial General Liability for ongoing operations if required by written contract (see attached endorsement). The General Liability policy includes a General Liability Extension Endorsement whereby The City of Portland, Maine is named as an Additional Insured for the Named Insured's ongoing operations during the policy term where required by contract.

<b>CERTIFICATE HOLDER</b>  City of Portland 389 Congress St. Portland, ME 04101	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Joan P Hopkins</i>
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## Sharon Roberts

Permitting and Inspections Department

Approved with Conditions

From:

Sent: 08/14/2018

To:

Subject:

Sue Strout <SStrout@gorhamsavingsbank.com>

Friday, July 13, 2018 3:09 PM

Sharon Roberts

RE: Seeking permission for hanging United Way building sign

Of course you have permission! 🐼

Sue Ellen Strout

VP, Program Director, Wealth@Work

NMLS#: 691234

Gorham Savings Bank

One India St, Portland ME 04101

GSB NMLS#: 454705

Office: 207.222.1461

Cell: 207.415.5412

*Banking is Believing™*

From: Sharon Roberts [mailto:sroberts@unitedwaygp.org]

Sent: Friday, July 13, 2018 3:00 PM

To: Sue Strout <SStrout@gorhamsavingsbank.com>

Cc: Kristin Chase Duffy <kchaseduffy@unitedwaygp.org>

Subject: RE: Seeking permission for hanging United Way building sign

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

Good afternoon Sue,

I am just checking in with you about the letter of permission to hang our campaign banner at your location in the fall. I thought I had received a response, but I am not able to find one in my emails. If you have sent the letter, would you mind sending it to me again. I apologize for any inconvenience this may cause.

Thank you,

Sharon

**Sharon A. Roberts** | Operations Support Specialist

United Way of Greater Portland | P.O. Box 15200, Portland, ME 04112-5200

P 207-874-1000 x 2300 | [sroberts@unitedwaygp.org](mailto:sroberts@unitedwaygp.org)

[www.unitedwaygp.org](http://www.unitedwaygp.org)

From: Sharon Roberts

Sent: Friday, June 22, 2018 10:40 AM

To: 'Sue Strout' <SStrout@gorhamsavingsbank.com>

Cc: Kristin Chase Duffy <kchaseduffy@unitedwaygp.org>

Subject: Seeking permission for hanging United Way building sign

Good morning Sue,



It's a new year again! We are requesting your approval to hang our United Way banner on the Gorham Savings Bank building located at (172 Commercial Street), during the 2018 campaign (the 2017 approval is attached). In order to get the process started, we will need an updated communication from you for the 2018 campaign.

Permitting and Inspections Department

Approved with Conditions

Thank you in advance. We appreciate your ongoing partnership.

08/14/2018

Regards,  
Sharon

Sharon A. Roberts | Operations Support Specialist  
United Way of Greater Portland | P.O. Box 15200, Portland, ME 04112-5200  
P 207-874-1000 x 2300 | [sroberts@unitedwaygp.org](mailto:sroberts@unitedwaygp.org)  
[www.unitedwaygp.org](http://www.unitedwaygp.org)

## Disclaimer

This message is intended for the use of the addressee and may contain information that is privileged and confidential. If you are not the intended recipient of this message, be notified that any dissemination or use of this message is strictly prohibited. If you have received this message in error, please delete all copies of the message and its attachments and notify the sender immediately. Thank you.





Permitting and Inspections Department  
Approved with Conditions

08/14/2018

**CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS**

Pursuant to Administrative Code Section 27-131, the following equipment or material has been found acceptable for use in accordance with, the Report of Materials and Equipment Acceptance (MEA) Division.

**Richard C. Visconti, R.A., Acting Commissioner  
MEA109-00-M**

**Report of Material and Equipment Acceptance Division Manufacturer-  
Britten Inc., 2322 Cass Road, Traverse City, Michigan 49684.**

**Trade Name – Admesh Vinyl-Coated Scrim**

**Product - PVC coated fabric for flex sign.**

**Pertinent Code Section(s) -27-499, 27-501, 27-506, 27-507, and TPN #11/99.**

**Prescribed Test(s) - RS 7-3 [NFPA 701(Test Method 2)].**

**Laboratory - Govmark Organization Inc.**

**Test Report(s) - Test Report #2-278410-0, dated March 3, 2000**

**Description –Admesh Vinyl-Coated Scrim material for use as flex sign, is a polyester fabric coated with PVC Vinyl. It is used for large hanging banners and signs. It can be printed on**

**Recommendation - That the above material be accepted as meeting the flame resistance requirements of Section 27-506 and 27-507 of the Building Code, for use on flex signs. The acceptance of this material is limited to flame resistance only. Structural and other requirements shall be in accordance with pertinent Building Code provisions and Technical Policy and Procedure Notice #11/99. All installations, uses and locations shall be in accordance with the New York City Building Code, specifically with Section 27-499 and 27-501, and the Zoning Resolution. All shipments and deliveries of such materials shall, in addition, be accompanied by a tag, certifying that the materials shipped or delivered is equivalent to those tested and accepted for use, as provided for in Section 27-131 of the Building Code.**

**Final Acceptance**      *ftp*

**Examined By\_**

*B. Hicks*



Permitting and Inspection Department  
Approved with Conditions

08/14/2018



United Way  
of Greater Portland

## AdMesh Vinyl Coated Scrim 9x9

AdMesh Vinyl Coated Scrim 9x9 is a lightweight, porous fabric that allows air to flow through it. It is ideally suited for signs, banners or as a protective barrier for scaffolding or bleachers. AdMesh Vinyl Coated Scrim 9x9 can be used on most inkjet printing machines or can be screen printed.

Applications:  
Screen printing

Properties	Test Method	Results
Support Cloth		9x9 1000D Polyester
Weight	5041	6.5 oz/yd <sup>2</sup>
Type of Coating		PVC
Width		62"
Tensile Strength	5100(warp x fill)	209 x 204 lbs/inch

- Breathable
- Flexible
- High Tensile Strength
- Heat Sealable
- Rot & Tear Resistant

Available Colors:

Standard Green	Red
Standard Orange	Bermuda Blue
BFI Blue	Black
Standard Yellow	C. Green
Fluorescent Orange	Saturn Yellow

The above information on physical and chemical characteristics is based upon test believed to be reliable. The values are intended only as a source of information. They are given without guaranty and do not constitute a warranty. The purchaser should independently determine prior to use, the suitability of this material for his/her specific purpose. (Data represents averages and is not intended for use as a specification.)



**Sharon Roberts**

Permitting and Inspections Department  
Approved with Conditions

**From:** 8/4/2018

**Sent:**

**To:**

**Subject:**

Mark Dube <dubesigns@maine.rr.com>

Thursday, August 06, 2015 8:28 AM

Sharon Roberts

Re: United Way of Greater Portland campaign building signs

No Problem Sharon,

I have been installing these same banners, in the same place, with the original holes in the, brick, mortar or blocks for years now. I use 3/16" "Tapcon" screws, 1-1/2" long in most cases unless the hole gets worn out and then I use 2-1/2" long screws. When I take the banners down I fill the holes with sealer to prevent leakage into the buildings.

Thanks!

Mark/Dube Signs

----- Original Message -----

**From:** Sharon Roberts

**To:** 'dubesigns@maine.rr.com'

**Cc:** Kristin Chase Duffy

**Sent:** Wednesday, August 05, 2015 9:59 AM

**Subject:** FW: United Way of Greater Portland campaign building signs

Good Morning Mark,

I am assisting Kristin with the permit application process for hanging our campaign banners this year. The City of Portland is requests information on the specifics of installation and attachment of the banners to the buildings. If it wouldn't be a huge imposition, would you please email a description of the material and fasteners you use to secure the banners at the various locations. We are hoping to submit our permit applications to the City today.

Thank you for your assistance with this matter.

Sharon

Sharon A. Roberts | Receptionist

United Way of Greater Portland | P.O. Box 15200, Portland, ME 04112-5200

P 207-874-1000 x 2300 | [sroberts@unitedwavgp.org](mailto:sroberts@unitedwavgp.org)

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