Inspections Division
Date: 04/27/17

Portland, Maine — Yes. Life's good here.

2017-00601

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

Signage /Awning Permit Application

Project Address: 250 Commercial St., Ptld **Tax Assessor's CBL:** _____ _____ _____ (Chart # / Block # / Lot #)

Owner Name: Charlie Poole **Phone:** (207) 939 - 1431
Address: 36 Union Wharf, Ptld **Email:** Cpoole@customfloat.com
Lessee (if applicable): Maine's Pantry **Phone:** (207) 228 - 2028
Address: 250 Commercial St **Email:** info@mainespantry.com
Contractor Name: Signarama **Phone:** (207) 494 - 8085
Address: 872 Portland Rd, Saco **Email:** Jonni@signarama-saco.com

Building Information:

Exterior Length of façade of tenant space (ft): _____ Height of exterior façade (ft): _____
Lot frontage on street (ft): _____ This is a (select one): O Single Tenant Lot O Multi-Tenant Lot
If multi-tenant, this is a (select one): O Ground floor unit O Upper story unit
Current specific use: _____ If vacant, prior use: _____
Proposed use: _____

Information on EXISTING signs that will remain:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only: Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	For awnings only: Is awning backlit? (Y/N)	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)
N/A					

Information on PROPOSED signs:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only: Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	For awnings only: Is awning backlit? (Y/N)	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)
Attached			See picture	" "	
building sign			attached		

Please be sure to submit all information outlined in the Sign/Awning Application Checklist with your application.

The Permitting and Inspections Department may request additional information prior to the issuance of a permit. For further information, visit us online at www.portlandmaine.gov/1728/Permitting-Inspections.

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: [signature] Date: 4/25/17

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

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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: _____ Date: 4/25/17

I have provided electronic copies and sent them on: Date: 4/26/17

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.

4/

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FAST TRACK ELIGIBLE PROJECTS
SCHEDULE C

(Please note: The appropriate Submission Checklist and General Building Permit Application must be submitted with any Fast Track application.)

Type of Work:

- ☐ One/two family garage, addition, or dormer with plans stamped by a licensed architect or engineer
- ☐ Home occupation other than day care
- ☑ Commercial sign or awning
- ☐ Commercial exterior propane tank
- ☐ Retaining walls higher than 4 feet with stamped plans by a structural engineer
- ☐ Site work only (with approved site plan or does not trigger site plan review)

Zone: WCZ

Shoreland zone?	☒ Yes	○ No
Stream protection zone?	○ Yes	☒ No
Historic district?	○ Yes	☒ No
Flood zone (if known)?	○ Yes	☒ No

This information may be found on the city's online map portal at http://click.portlandmaine.gov/gisportal/

	Proposed Project	Ordinance Requirement
1. Setbacks to project:		
a. Front	NA	NA
b. Rear		
c. Left side		
d. Right side		
e. Side street		
f. Other structures (for pools only)		
2. Lot coverage or impervious surface coverage (total after project):		
3. Landscaped open space (R-6 zone only):		
4. Height of structure:		

I certify that (all of the following must be initialed for this application to be accepted):

	Initials
• I am the owner or authorized owner's agent of the property listed below.	EMS
• I assume responsibility for compliance with all applicable codes, bylaws, rules and regulations.	EMS
• I assume responsibility for scheduling inspections of the work as required, and agree that the inspector may require modifications to the work completed if it does not meet applicable codes.	EMS

Project Address: 250 Commercial St., Portland

Print Name: Elena Morrow-Spitzer Date: 4/25/17

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

Note: The following activities under this schedule may require Site Plan review by the Planning & Urban Development Department:

- Commercial footprint additions, including concrete or other impervious pads
- Residential or commercial retaining walls
- Site work located in the shoreland zone or site work, such as grading, filling or clearing which requires Site Plan Review.

For more information, please contact planning@portlandmaine.gov or (207)874-8719.

389 Congress Street, Room 315/Portland, Maine 04101/www.portlandmaine.gov/tel: 207-874-8703/fax: 207-874-8716