Sign Permit Application

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

If you or the property owner owes real estate or personal property taxes or any other charges on any p payment arrangement MUST be made before permits are accepted. Date: 11/22/13

Location/Address: 92 Exchange Street, Portland, Maine 04101

Tax Assessor's Chart/Block/Lot (CBL)
Chart: Block: Lot:
032 - H-006-001 (4726)

OWNER Name/Address:
Peter Thompson&Assoc.92 Exc

Telephone: 800.490.5218

E-Mail: peter@ptlawoffice.com

LEASEE/BUYER Name (if Applicable)
Aristelle LLC

CONTRACTOR name, address/phone

Total S.F. signage $ 6.5 square feet
(SF= ___' x $2.00)
Sign Fee: $ 25.00 + $1.30
(Sidewalk=$25)
(Regular = $30)
(S.F. fee + Sign Fee) =**TOTAL FEE:** $ 26.30

Who should we contact when the permit is ready: Name: Andrea King (Owner, Aristelle LLC) Phone: (207) 842-6000
Address 92 Exchange Street, Portland, ME 04101 E-Mail: andrea@aristelle.com

Tenant/allocated building space frontage (in feet): Length: 20 ft. Height: 14 ' (ground floor of 3 story building)
Lot frontage (in feet): 20 ft. Single Tenant or Multi-Tenant Lot: multi-tenant (Law Offices 2nd & 3rd floor

Current Property Specific Use: Commericial/ Mixed (Retail store on ground floor; law offices 2nd & 3rd floors
If vacant, what was prior use: n/a
Proposed Use: Sign will be placed occasionally on sidewalk in front of retail store (Aristelle).

Information on proposed sign(s)

Freestanding (e.g. pole) sign? YES ✓ NO ☐ Dimensions proposed: 24" x 38" (sf); Height from grade: n/a sf
BLDG Wall Sign (attached to bldg.)? YES ☐ NO ☐ Dimensions proposed: _____ 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, 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: [signature] *Date:* November 19, 2013

Revised 06/2012 **This is NOT a permit; you may not commence ANY work until the permit is issued**

PORTLAND M

Strengthening a Remarkable City, Building a Community for Life

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Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a ***legal signature*** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are ***paid in full*** to the Inspections Office, City of Portland Maine by method noted below:

- [x] Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- [ ] Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- [ ] I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: Date: November 19, 2013

I have provided digital copies and sent them on: Date: November 19, 2013

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.

Sign Permit Application
Sidewalk Sign Permit

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One sign per establishment for each street frontage having a public entrance, provided that all dimension and lc
met. When standards would not otherwise permit a sign, a sign may consist of multiple listings.

Sign Dimensions

Single Listing: Maximum width is 24 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

Multiple Listings: Maximum width is 30 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

Location

Minimum distance between signs is 20 feet. Maximum distance of sign from public entrance of advertiser is 20 feet. The City may vary these distances for exceptional physical circumstances where public safety and streetscape aesthetics will be maintained. However, under no circumstances shall signs obstruct vehicular stops, benches, fire hydrants or other street visual amenities. Signs shall be located near the curb rather than the building face.

Materials and Graphics

All signs shall be of an A-frame type design, shall be constructed of durable, weather-resistant materials and finish, shall have no moving parts and shall be non-electrified. All signs shall be maintained in a clean and original appearance. Sign materials, graphics and finish shall be of a unified design and shall be compatible with the local streetscape. All signs shall have horizontal braces spanning each side of the sign to assure rigid support. Lettering shall be legible and consistent.

Sign Removal

All signs shall be removed when the business is closed or while any snow or ice exists on the walk within eight feet of the sign in any direction.

Insurance

No permit shall be issued unless the applicant has posted in advance with the City a Certificate of Liability listing the City as additional insured in the amount of $400,000.00.

Enforcement

If the sign does not conform to the standards outlined, the permit may be revoked and once the owner has been notified, the sign could be removed.

Checklist

To apply for a sign permit, stop by the Inspections Division, Portland City Hall, 389 Congress Street, room 315 with:

- ☑ **Certificate of liability insurance**
- ☑ **Drawing of sign showing dimensions and design work**
- ☑ **Payment of fees: twenty five dollars ($25.00) plus twenty cents (.20) per s.f. of signage** (WILL CALL IN WITH CREDIT CARD)
- ☑ **Complete application with pre-application questionnaire and checklist complete**

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