

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

**PERMIT ISSUED**

<b>Permit No:</b> 01-1232		<b>Issue Date:</b> 2 6 2001		<b>CBL:</b> 032 T004001	
<b>Location of Construction:</b> 4 Moulton St		<b>Owner Name:</b> Adrienne-jane Incorporated		<b>Owner Address:</b> One City Center	
<b>Business Name:</b> Port Boutique		<b>Contractor Name:</b> The Signery		<b>Contractor Address:</b> 299 Forest Avenue Portland	
<b>Lessee/Buyer's Name</b>		<b>Phone:</b>		<b>Permit Type:</b> Signs - Permanent	
<b>Past Use:</b> Retail, Country Noel		<b>Proposed Use:</b> Retail Clothing Store		<b>Zone:</b> B-3	
<b>Proposed Project Description:</b> Erect a 5'7" sign		<b>Permit Fee:</b>		<b>Cost of Work:</b> \$30.00	
		<b>CEO District:</b> 1			
		<b>FIRE DEPT:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied		<b>INSPECTION:</b> Use Group: B Type: <i>[Signature]</i>	
		<b>Signature:</b>		<b>Signature:</b> <i>[Signature]</i> 10/16/01	
		<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b>			
		<b>Action:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied			
		<b>Signature:</b> <b>Date:</b>			
<b>Permit Taken By:</b> gad		<b>Date Applied For:</b> 10/05/2001		<b>Zoning Approval</b>	

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
2. Building permits do not include plumbing, septic or electrical work.
3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..

<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>[Signature]</i> 10/24/01	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	<b>Historic Preservation</b> <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input checked="" type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: 10/16/01 <i>[Signature]</i>
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**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT

ADDRESS

DATE

PHONE

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE

DATE

PHONE

2001-1232


THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE  
PERMIT IS ISSUED

## SIGNAGE APPLICATION

THIS IS NOT A PERMIT  
CONSTRUCTION CANNOT NOT COMMENCE UNTIL THE PERMIT IS ISSUED

In the interest of processing your application in the quickest possible manner, please complete the Information below for a Building or Use Permit.

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: 4 Moulton St / 2 Wharf St		
Total Square Footage of Proposed Structure 5.7 sq.'	Square Footage of Lot 15,323 sq.'	
Tax Assessor's Chart, Block & Lot Number Chart# 030 Block# 1 Lot# 004	Owner: Adrienne-Jane, Inc. % Dirigo Management	Telephone #: 871-1080
Lessee/Buyer's Name (If Applicable) Beverly J. Anderson	Owner's/Purchaser/Lessee Address: 20 Marshwood Cir Saco, Me 04072	Total s.f of signs 5.7 x .20 \$ 1.20, plus \$30.00 TOTAL \$ 31.20
Current use: Clothing Accessories Boutique Empty (Previously "Country Club")		
Proposed use: 		
Project description: INSTALL ONE SIGN 21" x 36" (oval) (10-12' from ground)		
Applicants Name, Address & Telephone: Beverly J. Anderson 20 marshwood Circle Saco 04072 207-294-4380		
Contractor's Name, Address & Telephone: The Signery 299 Forest Ave, Portland 879-7700		
Who shall we contact when the permit is ready: Beverly Anderson Telephone: 207-294-4380		
If you would like it mailed, what mailing address should we use: 20 marshwood Circle Saco, Me 04072		

Rec'd By: go

10/5/01

**THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE  
PERMIT IS ISSUED**

**If the property is located in a HISTORIC DISTRICT, a separate sketch is required indicating the design, dimensions, construction materials and source of illumination if any. A photograph of the building façade should be submitted, showing where each sign is to be installed.**

**Certification**

*I hereby certify that 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: <i>Beverly J. Anderson</i>	Date: 10/5/01
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**Sign Permit Fee: \$30.00 plus \$0.20 per square foot.**

***A building permit is also required for any awning based on cost of work-\$30.00 for the first \$1,000.00 and \$6.00 for each additional \$1,000.00***

**BY FILLING OUT THIS APPLICATION IS DOES NOT MEET THAT  
YOU WILL BE APPROVED FOR THE AMOUNT OF SIGNAGE YOU  
ARE APPLYING FOR**

**IT IS SUGGESTED THAT YOU DO NOT ORDER ANY SIGNAGE UNTIL  
YOU HAVE RECEIVED YOUR SIGN PERMIT THAT HAS BEEN  
SIGNED BY THE BUILDING, ZONING AND POSSIBLE HISTORICAL  
OFFICIALS OF THIS OFFICE**

Pre-Application

SIGNAGE

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 2 WHARF STREET PORTLAND ZONE: B-3  
OWNER: Adrienne JANE INC.  
APPLICANT: BEVERLY J. ANDERSON (d/b/a Port Boutique)  
ASSESSOR NO.: 032-T-004

SINGLE TENANT LOT? YES \_\_\_\_\_ NO ☒

MULTI TENANT LOT? YES ☒ NO \_\_\_\_\_

FREESTANDING SIGN? YES \_\_\_\_\_ NO ☒ DIMENSIONS \_\_\_\_\_  
(ex. pole sign..)

MORE THAN ONE SIGN? YES \_\_\_\_\_ NO ☒ DIMENSIONS \_\_\_\_\_

BLDG. WALL SIGN? YES ☒ NO \_\_\_\_\_ DIMENSIONS 21" x 36" = 5.25'  
(attached to bldg) over 8' high

MORE THAN ONE SIGN? YES \_\_\_\_\_ NO ☒ DIMENSIONS \_\_\_\_\_

LIST ALL EXISTING SIGNAGE AND THEIR DIMENSIONS: no other signage on this side

LOT FRONTAGE (FEET) \_\_\_\_\_

BLDG FRONTAGE (FEET) 20' x 2 (= 40' Allowed (wharf st))

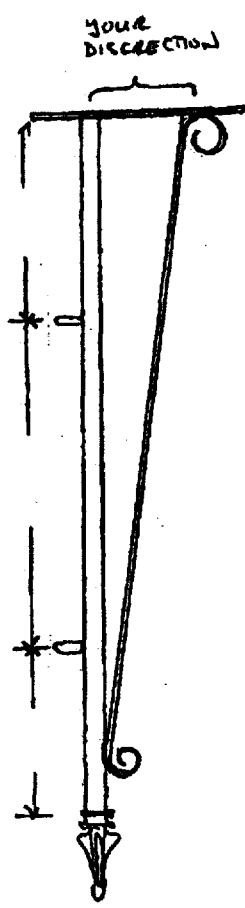
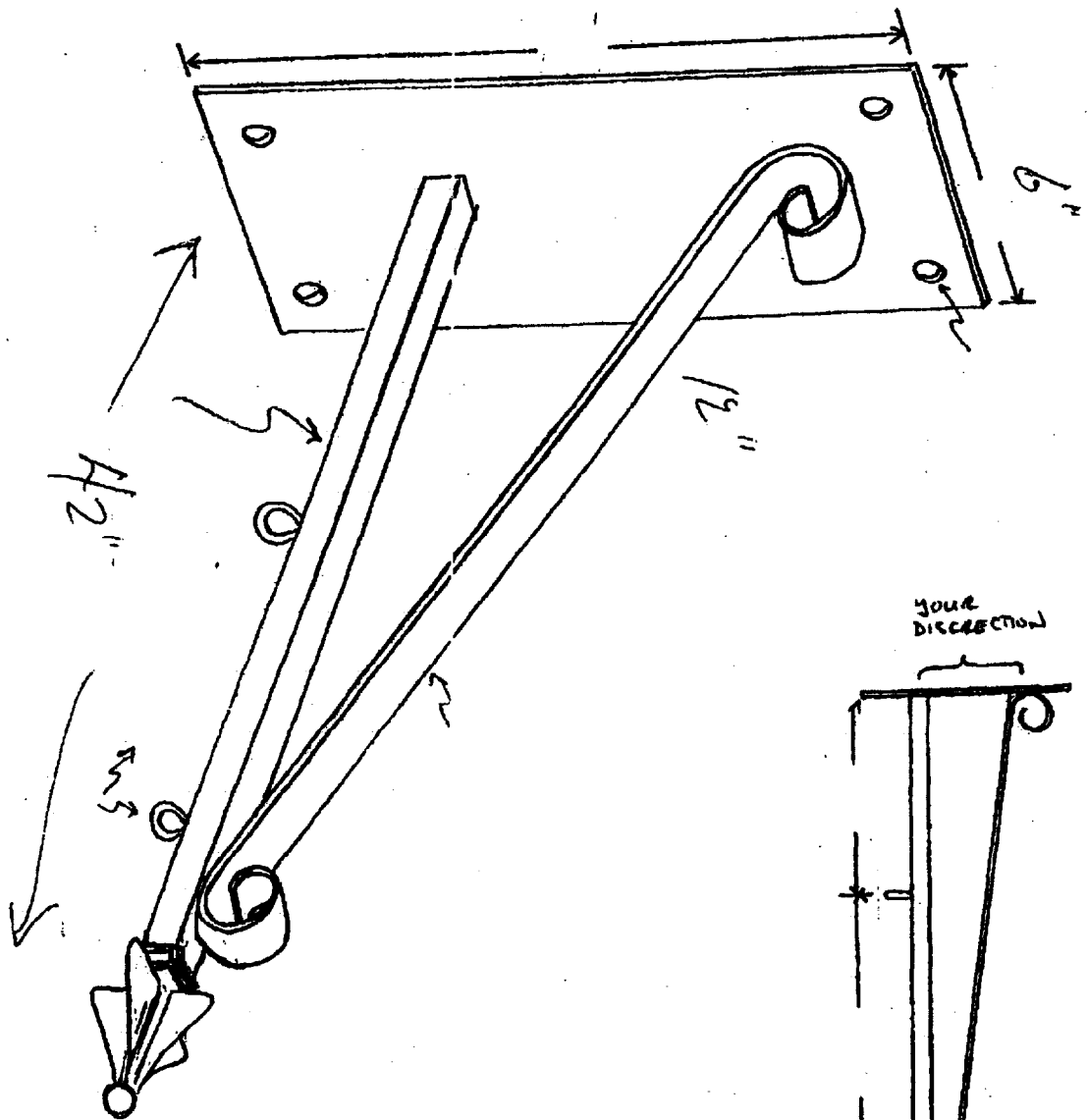
AWNING YES \_\_\_\_\_ NO ☒ IS AWNING BACKLIT? YES \_\_\_\_\_ NO ☒

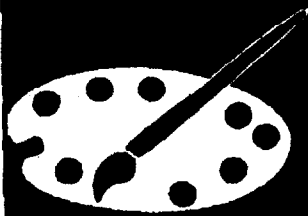
HEIGHT OF AWNING: \_\_\_\_\_

IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? \_\_\_\_\_

A SITE SKETCH AND BUILDING SKETCH SHOWING EXACTLY WHERE EXISTING AND NEW SIGNAGE IS LOCATED MUST BE PROVIDED. SKETCHES AND/OR PICTURES OF THE PROPOSED SIGNS ARE ALSO REQUIRED.

32-T-4





# THE Signery

FAX: 879-1570 TEL: 879-7700  
 299 Forest Ave. Portland, ME. 04101  
 TO: CITY OF PORTLAND CODE ENFORCEMENT  
 ATTN: MARGE  
 FROM: DON WRIGHT  
 DATE: 10/5  
 FAX: 874-8716  
 PHONE: \_\_\_\_\_

NOW  
OFFERING:

**UNIQUE  
DIMENSIONAL  
SIGNS**

**ELECTRIFIED  
SIGNAGE**

**LARGE FORMAT  
PRINTING**

**CARVING AND  
GOLD LEAFING**

**ARCHITECTURAL  
LETTERS**

**CALL TO FIND OUT ABOUT OUR NEW CAPABILITIES...**

MARGE -

BEV ANDERSON WHO IS GOING TO  
OPEN THE PORT BOUTIQUE AT  
4 MOULTON / WILKIE ST WAS IN  
TO SEE YOU TODAY REGARDING A  
SIGN PERMIT. EVIDENTLY SHE WAS  
ASKED TO FAX A PICTURE OF  
THE BRACKET THAT WOULD BE  
USED WHICH IS THE PURPOSE  
OF THIS FAX.

IF THIS IS ADDITIONAL INFORMATION  
THAT YOU MIGHT REQUIRE  
PLEASE CALL ME

THANK YOU

*Don Wright*



3/4" Black Oval MDO  
21 x 36  
Overlay = 1/2" Teal MDO  
w/Beveled White Edges  
Carved Silver Starfish  
HP White Vinyl Copy  
Double Sided

10' ~~to~~ 12' high (off the ground)

ADDRESS: 4 Moretan St.  
PERMIT APPLICATION FOR: sign  
BUILDING OWNER: Adrienne-Jane Incorporated  
PERMIT APPLICANT: \_\_\_\_\_  
REVIEWER: John Andrzejewski  
DATE OF DECISION: 10/16/07

## HISTORIC PRESERVATION REVIEW

Note: Your property is an individually designated landmark structure or is located within a designated historic district. As such, alterations to the building exterior or site which are visible from a public way are subject to review and approval under Article IX (Historic Preservation) of the Land Use Code. Your building or sign permit application has been reviewed to determine whether the nature or scope of the project requires review, and if so, whether it meets the standards of the historic preservation ordinance.

## ACTION

\_\_\_\_\_ Does not Require Review (e.g. Interior work only / alteration is not readily visible from a public way)

Note: this finding is based on the understanding that the application entails interior work only or that the proposed exterior alteration(s) will not be readily visible from a public way. If your project entails exterior or site alterations (including the installation of sign(s), awnings, or exterior lighting for such) these alterations must be reviewed and approved prior to commencing with the work. Contact 874-8726 for more information.

\_\_\_\_\_ Denied Reason for Denial: \_\_\_\_\_

\_\_\_\_\_ Approved as submitted

☒ Approved with conditions (see below)

### Conditions of Approval:

\_\_\_\_\_ Contact Historic Preservation Staff ( 874-8726 or 874-8728) prior to installation of sign(s) to confirm approved location.

☒ Your sign permit includes no reference to exterior lighting; if lighting is included, please submit information on fixtures and specifications on installation.

### Other conditions:

1. Sign should align vertically  
w/tn other ~~signs~~ projecting signs on the bldg and
2. be installed in the mortar joints.
3. \_\_\_\_\_



Application ID Number 1-1232

Department Zoning

Status Pending

Reviewer Marge Schmuckal

Comments: 4 MOULTON STREET

Approval Date 10/24/2001

Given On Date 10/09/2001

☒ OK to Issue Permit

Name Marge Schmuckal

Date 10/24/2001

Date 2

Conditions Section

All Inspection and Historic requirements shall be met.

Create Date: 10/09/2001 By jodinea

Update Date: 10/24/2001 By mes



**DIRIGO  
MANAGEMENT  
COMPANY**

# Memo

**To:** Beverly Anderson, Port Boutique  
**From:** Kathi Nickerson, Property Manager  
**Date:** 10/3/2001  
**Subject:** Signage

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Provided the City of Portland and the Old Port District allow the attached specifications for an exterior sign to be located at Suite 1013 at 2 Wharf Street, the Landlord approves the request for signage.

Landlord understands the sign is 21" x 36" double faced oval sign with black and white border and teal background. The lettering will be white vinyl and carved silver starfish.



Individual Member



ONE CITY CENTER, PORTLAND, MAINE 04101-4009  
TEL: (207) 871-1080 • FAX (207) 871-7189  
E-MAIL: [info@dirigomgmt.com](mailto:info@dirigomgmt.com)  
WEB SITE: [www.dirigomgmt.com](http://www.dirigomgmt.com)

## Certificate of Insurance



The Company indicated below certifies that the insurance afforded by the policy or policies numbered and described below is in force as of the effective date of this certificate. This Certificate of Insurance does not amend, extend, or otherwise alter the Terms and Conditions of Insurance coverage contained in any policy or policies numbered and described below.

**Certificate Holder's Name and Address:**

**CITY OF PORTLAND  
380 CONGRESS ST  
PORTLAND ME 04101**

**Insured's Name and Address:**

**BEVERLY ANDERSON  
DBA THE PORT BOUTIQUE  
20 MARSHWOOD CIR  
SACO ME 04072**

**ADDITIONAL INSURED: CITY OF PORTLAND**

TYPE OF INSURANCE	POLICY NUMBER AND ISSUING COMPANY	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS OF LIABILITY (*Limits At Inception)
<input checked="" type="checkbox"/> <b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> Premises-Operations <input checked="" type="checkbox"/> Products-Completed Operations  <input checked="" type="checkbox"/> Personal & Advertising Injury <input checked="" type="checkbox"/> Medical Expense <input checked="" type="checkbox"/> Fire Damage Legal <input type="checkbox"/> Other Liability  <input type="checkbox"/> <b>GARAGE LIABILITY-PREMISES</b>	5180316-822-3001 Nationwide Insurance Enterprise	6/23/01	6/23/02	General Aggregate* 2000000 Pr. Comp. Op. Agg.* 1000000 Each Occurrence 1000000  Any One Person/Org. 1000000 Any One Person 5000 Any One Fire 100000  Each Accident Aggregate*
<b>AUTOMOBILE LIABILITY #</b> <input type="checkbox"/> BUSINESS AUTO <input type="checkbox"/> GARAGE <input type="checkbox"/> Owned <input type="checkbox"/> Hired <input type="checkbox"/> Non-Owned  # Fill in Either Combined Single Limits or Split Limits				Bodily Injury (Each Person) (Each Accident) Property Damage (Each Accident) Combined Single Limit
<b>EXCESS LIABILITY</b> <input type="checkbox"/> Umbrella Form				Each Occurrence Aggregate*
<input type="checkbox"/> Workers' Compensation  and  <input type="checkbox"/> Employers' Liability				<b>STATUTORY LIMITS</b>  Bodily Injury by accident Each Accident  Bodily Injury by Disease Each Employee  Bodily Injury by Disease Policy Limit

Insurance in force only for hazards indicated by X.

Description of Operations/Locations/  
Vehicles/Restrictions/Special Items

**THE BOSWORTH AGENCY  
NATIONWIDE IS ON YOUR SIDE  
78 MAIN STREET  
KENNEBUNK, ME 04043  
207-985-2525**

Authorized Representative

Date Certificate Issued  
Ces. 3640-A (9-88)

Countersigned at: