



Jeff Levine, AICP, Director  
Planning & Urban Development Department

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:

- 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:

*Lynette Pringle*

Date:

*6/5/14*

I have provided digital copies and sent them on:

Date:

*6/5/14*

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



# 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> <u>4-10 Moulton Street</u>		<b>Telephone:</b> <u>207-772-1131</u>
<b>Tax Assessor's Chart/Block/Lot (CBL)</b> Chart: <u>032 - T - 004 - 001</u> <u>see Attached</u>	<b>OWNER Name/Address:</b> Name: <u>Adrienne-Jane Inc</u> Address: <u>4-10 Moulton St,</u> <u>Portland, Me 04101</u>	<b>E-Mail:</b> <u>lpride@lathropmgmt.com</u>
<b>LEASEE/BUYER Info (if Applicable)</b>	<b>CONTRACTOR</b> Name: <u>Maine Bay Canvas</u> Address: <u>53 Industrial Way</u> <u>Portland Me 04101</u> Phone: <u>878-8888</u> E-Mail: _____	Total S.F. signage \$ _____ (Sq Ft = _____ x \$2.00) SF + \$30 Fee: \$ <u>30</u> Historic (\$75): \$ <u>75.-</u> Awning Fee: \$ _____
Awning Fee = Cost of Work: \$ <u>4961.75</u> (\$30/first \$1000; \$10 each additional \$1000)		<b>TOTAL FEE: \$</b> _____

**Who should we contact when the permit is ready:** Name: Lynette Pride, Property Mgr. Phone: 749-4614  
Address: 10 Moulton St, Portland E-Mail: lpride@lathropmgmt.com

**Tenant/allocated building space frontage (in feet):** Length: 50ft. Height: 4 stories  
Lot frontage (in feet): \_\_\_\_\_ Single Tenant or Multi-Tenant Lot: \_\_\_\_\_

**Current Specific Use:** Commercial/Retail  
If vacant, what was prior use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

### Information on proposed sign(s)

Freestanding (e.g. pole) sign? YES  NO  Dimensions proposed: \_\_\_\_\_ Height from grade: \_\_\_\_\_  
BLDG Wall Sign (attached to bldg.)? YES  NO  Dimensions proposed: \_\_\_\_\_

**Proposed Awning:** AWNING YES  NO  If yes, is awning backlit? YES  NO

Height of awning 4' 8" Length of awning 21' 6" x 19' 6" Depth of awning 5' 6"  
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: 26.75 s.f.  
13.5 s.f. 120.40 s.f. 109.76 s.f. 19.25 s.f. 8.63 s.f.  
3 Small Ones 3 @ 5' 8" wide 19" deep 2 @ 5' 6" x 3' 6"

### Information on existing and previously permitted signage:

Freestanding (e.g. pole) sign? YES  NO  Dimensions existing: \_\_\_\_\_ X \_\_\_\_\_ Height from grade: \_\_\_\_\_  
BLDG Wall Sign (attached to bldg.)? YES  NO  Dimensions existing: \_\_\_\_\_ X \_\_\_\_\_  
Awning? YES  NO  total sq ft of panels with communication on it: 130.40 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: Lynette Pride - authorized agent Date: 6/5/14

REAL ESTATE PROPERTY TAX STATEMENT 2014				
DUE SEPT 13, 2013	DUE MARCH 14, 2014	AMOUNT PAID	INTEREST DUE	PAY THIS AMOUNT
\$34,178.10	\$34,178.10	\$0.00	\$0.00	\$34,178.10

First Billing  
032 - T-004-001

ACCOUNT NUMBER 4846

CBL: 032 - T-004-001

Assessed Property Description  
32-T-4  
COMMERCIAL ST 175-179  
MOULTON ST 2-10  
WHARF ST 2-6 6093 SF

RE 032 - T-004-001  
LATHROP PROPERTY MGT  
  
10 MOULTON ST 4TH FLOOR  
PORTLAND ME 04101

BRING COMPLETE TAX BILL WHEN  
PAYING IN PERSON  
  
Please Make Your Check Payable to:  
City of Portland  
  
PARTIAL PAYMENTS MAY BE MADE  
AT ANY TIME  
  
DEBIT AND CREDIT CARDS ACCEPTED  
SUBJECT TO CONVENIENCE FEE

Change of Address  
Name: \_\_\_\_\_

**RETURN THIS TOP PORTION WITH PAYMENT**

**KEEP THIS PORTION**  
  
2014  
REAL ESTATE PROPERTY TAX STATEMENT  
City of Portland  
  
Fiscal Year  
July 1, 2013 - June 30, 2014  
Owner of Record as of April 1, 2013  
**ADRIENNE-JANE INCORPORATED**  
  
**ONE CITY CENTER**  
**PORTLAND ME 04101**

ACCOUNT NUMBER  
4846  
  
CBL  
032 - T-004-001  
  
Acres:  
0.2798  
  
Assessed Property Description  
32-T-4  
COMMERCIAL ST 175-179  
MOULTON ST 2-10  
WHARF ST 2-6 6093 SF

032 - T-004-001

Date of Sale: \_\_\_\_\_

CURRENT BILLING DISTRIBUTION		CURRENT BILLING INFORMATION	
Education	\$34,724.93	Land Value	\$280,800.00
Public Safety	\$9,706.58	Building Value	\$3,240,900.00
Debt Service	\$9,091.37	Total Value	\$3,521,700.00
Public Services	\$5,810.28	Exemptions	\$0.00
General Government	\$956.99	Homestead	\$0.00
Recreation & Facil. Mgrnt	\$1,708.91	Taxable Value	\$3,521,700.00
County Tax	\$2,187.40	Tax Rate	19.41
Library	\$1,708.91	TOTAL TAX	\$68,356.20
Metro	\$1,162.06	AMOUNT PAID	\$0.00
Health & Human Services	\$1,298.77		
Enterprise Funds	\$0.00		

5500

Change of Ownershipship

PLEASE KEEP A COPY OF THIS BILL IF YOU INTEND TO PARTICIPATE  
IN THE MAINE CIRCUIT BREAKER PROGRAM

**Remittance Instructions**

To avoid standing in line, it is recommended that taxes be paid by mail. Please make check or money order payable to: **CITY OF PORTLAND.**

Use enclosed envelope to mail in your payment.

Use right top margin for change of address.

Remit To **CITY OF PORTLAND, MAINE  
FINANCE DEPARTMENT  
TREASURY AND COLLECTION DIVISION  
P O BOX 544  
PORTLAND, ME 04112-0544**

Former Owner Name: \_\_\_\_\_  
New Owner Name: \_\_\_\_\_  
New Owner Address: \_\_\_\_\_

Please see the backside for important information.