



# Signage / Awning Permit Application

2015-00052  
033-K001001

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.

Fee Waiver Request Verbally Approved by Tammey Merson

<b>Location/Address:</b>			<b>Tax Assessor's Chart/Block/Lot (CBL)</b>			<b>OWNER Name/Address:</b>		
Chart:	Block:	Lot:	Name:	Address:	Telephone:	Public Schools 01/09/2015		
033	K	001	City of Portland / Portland	353 Cumberland Ave	874-8100			
			Portland, ME 04101			E-Mail: sherwood@portlandschools.org		
<b>LEASEE/BUYER Info (if Applicable)</b>			<b>CONTRACTOR</b>			Total S.F. signage \$ 148		
Name:			Name:	Burr Signs (Lance Rogers)		(Sq Ft = ___ x \$2.00)		
Address:	N/A		Address:	40A Manson Hill Road		SF + \$30 Fee: \$ 30		
Phone:			Phone:	207-396-6111		Historic (\$75): \$		
E-Mail:			E-Mail:	lance@burr-signs.com		Awning Fee: \$		
Awning Fee = Cost of Work \$			(\$25/first \$1000; \$11 each additional \$1000)			TOTAL FEE: \$ 178 - Waived		

Who should we contact when the permit is ready: Name: Douglas Ritter Sherwood Phone: 842-5342  
 Address: ~~353~~ 351 Cumberland Ave, Portland, ME 04101 E-Mail: sherwood@portlandschools.org

Tenant/allocated building space frontage (in feet): Length: 39' to right of proposed sign Height: ~ 23' above Cumberland Ave street level w/ 2 stories below grade  
 Lot frontage (in feet): \_\_\_\_\_ Single Tenant or Multi-Tenant Lot: \_\_\_\_\_

Current Specific Use: Portland Public Schools' District Office  
 If vacant, what was prior use: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_

**Information on proposed sign(s)**

Freestanding (e.g. pole) sign? YES  NO  Dimensions proposed: 4' x 31' (sf); Height from grade: 10' of panel w/ 5" lip is 55" wide + 9" tall and mounted directly to existing frame in front of garden

BLDG Wall Sign (attached to bldg.)? YES  NO  Dimensions proposed: 6" x 31" screened acrylic over entrance vestibule

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

Height of awning \_\_\_\_\_ Length of awning \_\_\_\_\_

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: \_\_\_\_\_ sf

**Information on existing and previously permitted signage:** Goodwill's signage was removed @ transfer of ownership

Freestanding (e.g. pole) sign? YES  NO  Dimensions proposed: \_\_\_\_\_ ft X \_\_\_\_\_ ft; Height from grade: \_\_\_\_\_ of \_\_\_\_\_

BLDG Wall Sign (attached to bldg.)? YES  NO  Dimensions proposed: \_\_\_\_\_ ft X \_\_\_\_\_ ft

Awning? YES  NO  total sq ft of panels with communication on it: \_\_\_\_\_ 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: Douglas Ritter Sherwood Date: January 6, 2015

Revised 07/2014 This is NOT a permit; you may not commence ANY work until the permit is issued

Permit Application

**From:** Douglas Sherwood  
**To:** Ann Machado; Building Inspections  
**CC:** Craig Worth; David Onos; Ellen Sanborn; Jeff Levine  
**Date:** 1/6/2015 2:33 PM  
**Subject:** Re: Sign Permit Application - PPS District Office - 353 Cumberland Avenue, Portland, ME 04101

**Attachments:** PPS Exterior Signage - permit application.pdf; PPS Exterior Signage - payment - request fee waiver.pdf; PPS Exterior Signage - permit application checklist.pdf; PPS Exterior Signage - site plans-locations, descriptions and building elevations.pdf; PPS Exterior Signage - pre-existing Goodwill signage and colors photos.pdf; PPS Exterior Signage - current conditions photos.pdf; PPS Exterior Signage - proposed free standing sign.pdf; PPS Exterior Signage - proposed wall mounted sign.pdf; PPS Exterior Signage - letter of permission - signed contract.pdf; PPS Exterior Signage - liability insurance.pdf

Ms. Machado  
Ann

As per our discussions at City Hall about an hour ago, attached is our re-filing of our previous request to install a free standing sign on top of existing frame with the top section cutaway to provide level plane for new 4' by 31' sign about ten feet above the ground and a side panel roughly 96 inches high and 55 inches wide with PPS logo plus a logo inset silk screened on acrylic in circle about 6 feet 7 inches round above entrance vestibule. Both signs will have LED lighting supported by 120V dedicated circuits.

Thank you for your time, interest and engagement!

Sincerely,  
Doug

>>> Building Inspections 12/22/2014 8:47 AM >>>

Doug, please provide your documents as required. All documents need to be separate PDFs and named correctly (what the document is.) Please review the application fields, the items required within the checklist and Applicant Submittal Requirements for Electronic Plan Review (<http://www.portlandmaine.gov/DocumentCenter/View/2303> ).  
(<http://www.portlandmaine.gov/DocumentCenter/View/2303>.) Please resubmit your entire application with the appropriate changes and supporting documents accordingly.

>>> Douglas Sherwood 12/19/2014 2:36 PM >>>

Ms. Machado  
Ann

Good day!

Attached is a pdf of our request (permit application) to have Burr Signs install a roughly 4' high by 31' long sign on top of an existing steel frame (some elements to be cutaway to mount the sign) roughly 10 feet above finished grade. If you have any questions or concerns, please don't hesitate to call me at 842-5342 or page me at 741-8468.

We intend to request a fee waiver.

Happy Holidays!

Doug