







**PORTLAND PUBLIC SCHOOLS - Exterior Signage**  
 Scale: NTS  
 Square Footage:



Proposed



Existing

**BURR SIGNS**  
 40A Mansori Libby Road  
 Scarborough, ME 04074  
 Phone: 207-396-6111  
 Fax: 207-396-6435

CLIENT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_

DRAWING NAME: Exterior Signage,fs  
 DATE: 11/6/2014  
 SALES PERSON: \_\_\_\_\_  
 DESIGNER: Kristi  
 CLIENT SIGNATURE & APPROVAL DATE: \_\_\_\_\_

DATE	REVISION HISTORY

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 Date: 02/27/15  
 Reviewed for Code Compliance  
 Inspections Division  
 Approved with Conditions





Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions

Date: 02/27/15

**From:** Douglas Sherwood  
**To:** Jean Fraser  
**CC:** Alex Jaegerman; Ann Machado; Barbara Barhydt; Craig Worth; David Ono...  
**Date:** 1/22/2015 4:07 PM  
**Subject:** Re: Sign Permit Application \_ PPS District Office 351-353 Cumberland  
**Attachments:** Burr Signs Exterior entrance frame Signage Proof 12-15-14.pdf; 100\_2056.jpg; 100\_2058.jpg; 100\_2059.jpg

Jean

Good afternoon!

Thank you for considering our sign request as an appeal to the Sign Ordinance for our zone (B3)!

I will do my best to address your specific questions as well as provide perspective where details may be lacking.

1. The letters on the 4' by 31' sign proposed for the top of the existing frame are centered and to scale (see attached proof). The larger capital letters (P,P,S) in the "PORTLAND PUBLIC SCHOOLS" line are 13.25" high and smaller caps are 10.75". The numbers plus the letters C and A on the "353 Cumberland Avenue" line are 5.5" high and the remaining letters 4.5" high. The aluminum header panel will be fully enclosed, painted to match our letterhead pantone like the rest of our site trim color (Glidden True/Pure Blue, #62BB 081369 (order #A 1483, see attached photo of existing trim). The original request was brushed aluminum letters and back lit, but we may go with face lit. Backlit letters would have 1/2 inch standoff and be about 2.5 inches in front of the frame. Facelit letters (which could be brushed or clear) would be surface mounted and stand out 2 to 3 inches. The width of the enclosed frame is intended to match the width of the existing frame (see attached photos ...#2058 and....#2059) which about 8.5 inches.

2. The small panel below the enclosed sign will fit exactly edge to edge the existing outside column spacing (55 to 56 inches) and be 96 inches high (again the proof is to scale). The 0.080 aluminum panel will be painted True/Pure Blue and the applied cut vinyl either brushed aluminum if back lit and white if facelit. (Note: Would you or other members of the Planning Department have a desired preference?) The logo on this panel would be 44 inches in diameter and would have no lighting (single face panel in front of columns).

3. The logo over the main entrance (set well back from the road) will be acrylic with applied vinyl graphic in an aluminum can attached with Jewelite trim cap for easy servicing. Our plan was to back light the entire sign, but we could limit it to the trim and ship itself.

4. With the exception of the "circular" trim piece over the main entrance where our large logo will be placed, all remnants of the former Goodwill signage has been removed.

I hope and trust this helps enlighten your appreciation for the dynamics of our sign request. Should you have any further questions, please don't hesitate to contact me (office with voicemail: 842-5342, pager: 741-8468; and/or cell: 239-5371).

Have yet another successful day!

Sincerely,  
Doug

>>> Jean Fraser 1/22/2015 2:38 PM >>>  
Ref Sign Application #2015-00052

Hello Doug



Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions  
Date: 02/27/15

I understand that Ann Machado in Zoning has determined that the proposed signs do not meet the Sign Ordinance requirements of the B3 zone and now this is being treated as an appeal to the Planning Division.

Under the Site Plan Ordinance the Planning Division can approve waivers from the Sign Ordinance if the proposed signs meet the Site Plan waiver standards, which generally relate to the size, scale, design, materials, illumination etc and take account of the unique circumstances of the site.

I have just met with Alex Jaegerman, Barbara Barhydt, and Deb Andrews to review the proposed sign "package" in view of its very large scale and the fact it effectively comprises three signs. We concluded that the proposed signs appear to be acceptable in principle, but before formally approving the waiver we would like a few more details as listed below (as the photomontages submitted are in B/W and difficult to see and scale from):

Please provide a scaled elevation of the proposed 4' X 31' panel showing how it will look from the side and front and clarifying materials, colors, dimensions of the letters etc;

For the panel with logo below the larger panel, please confirm the paint color and logo color, the size of the vinyl logo (is 6'7" the diameter?) and confirm that this will not have any lighting;

Regarding the circle logo on the wall above the vestibule, could you confirm the colors and that only the outline ring and the ship/water will be back lit;

Please confirm that the existing circle on the upper wall nearest to Cumberland (which had the "Goodwill" logo in it) has or will be removed.

Please do not hesitate to contact me if any questions.

Thank you  
Jean

*Jean Fraser, Planner*  
*City of Portland*  
874 8728



Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions

Date: 02/27/15

**From:** Douglas Sherwood  
**To:** Jean Fraser  
**CC:** Lance Rogers  
**Date:** 2/13/2015 1:03 PM  
**Subject:** One more....Fwd: Re: Sign Permit Application \_ PPS District Office 351-353 Cumberland

Jean

Good day!

As per my voice mail earlier this week, we have opted to go with brushed aluminum letters in our standard letterhead style font, but, instead of being facelit as shown on Burr Signs' proposal, the letters will be backlit. Hopefully, this is all you need to give us the green light and issue the permit.

Thanks,  
Doug

>>> Jean Fraser 2/9/2015 4:09 PM >>>  
Doug

We are OK with waiving this once we understand what is happening re the lighting of the lettering on the main panel- could you clarify how the letters would be front lit if you go with that option (see where I have underlined in red) and then I can tie this up.

I apologize- I would normally just telephone to get this clarification but I have a bad cold and my voice is distorted!!!

Many thanks  
Jean

>>> Douglas Sherwood 1/22/2015 4:07 PM >>>  
Jean

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Sincerely,  
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Thank you  
Jean

*Jean Fraser, Planner  
City of Portland  
874 8728*





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Inspections Division  
Approved with Conditions  
Date: 02/27/15

# 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.

*Fee Waiver Request Verbally Approved by Tanny Merson*

<b>Location/Address:</b>			<b>OWNER Name/Address:</b>		
<b>Tax Assessor's Chart/Block/Lot (CBL)</b>	<b>Block:</b>		<b>Public Schools</b>		
Chart: 033	Block: K	Lot: 001	Name: City of Portland / Portland	Telephone: 874-8100	01/29/2015
			Address: 353 Cumberland Ave	842-5342	
			Portland, ME 04101	E-Mail: sherwood@portlandschools.org	
<b>LEASEE/BUYER Info (if Applicable)</b>			<b>CONTRACTOR</b>		
Name: N/A			Name: Burr Signs (Lance Rogers)		
Address: N/A			Address: 40A Manson Hill Road		
Phone: N/A			Scarborough ME 04074		
E-Mail: N/A			Phone: 207-396-6111		
			E-Mail: lance@burr-signs.com		
Awning Fee = Cost of Work \$ _____			Total S.F. signage \$ 248		
			(Sq Ft = _____ x \$2.00)		
			SF + \$30 Fee: \$ 30		
			Historic (\$75): \$ _____		
			Awning Fee: \$ _____		
			Requesting fee waiver		
			<b>TOTAL FEE: \$ 278 - Waived</b>		

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

Tenant/allocated building space frontage (in feet): Length: 39' to right of proposed sign  
Lot frontage (in feet): 23' above Cumberland Ave street level w/ 2 stories below grade

Current Specific Use: Portland Public Schools' District Office

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/ loop in 56" BLDG Wall Sign (attached to bldg.)? YES  NO  Dimensions proposed: 6' x 7" screened acrylic over entrance vestibule wide to 96" tall and mounted directly to existing frame in front of garden

Proposed Awning: YES  NO  If yes, is awning backlit? YES  NO   
Height of awning \_\_\_\_\_ Length of awning \_\_\_\_\_ Pitch 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 do not hesitate to call me at 842-5342 or page me at 741-8468.

We intend to request a fee waiver

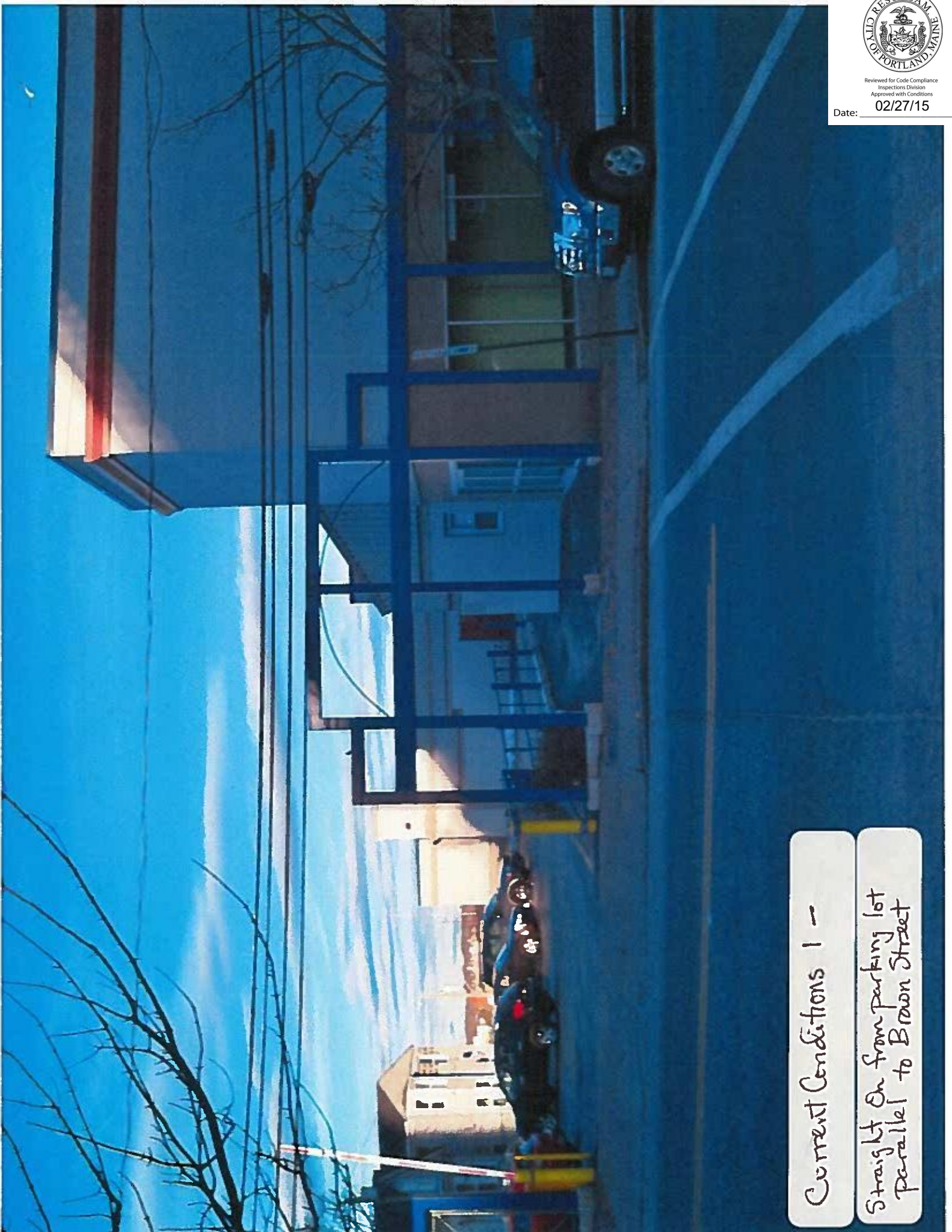
Happy Holidays!

Doug



Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions

Date: 02/27/15

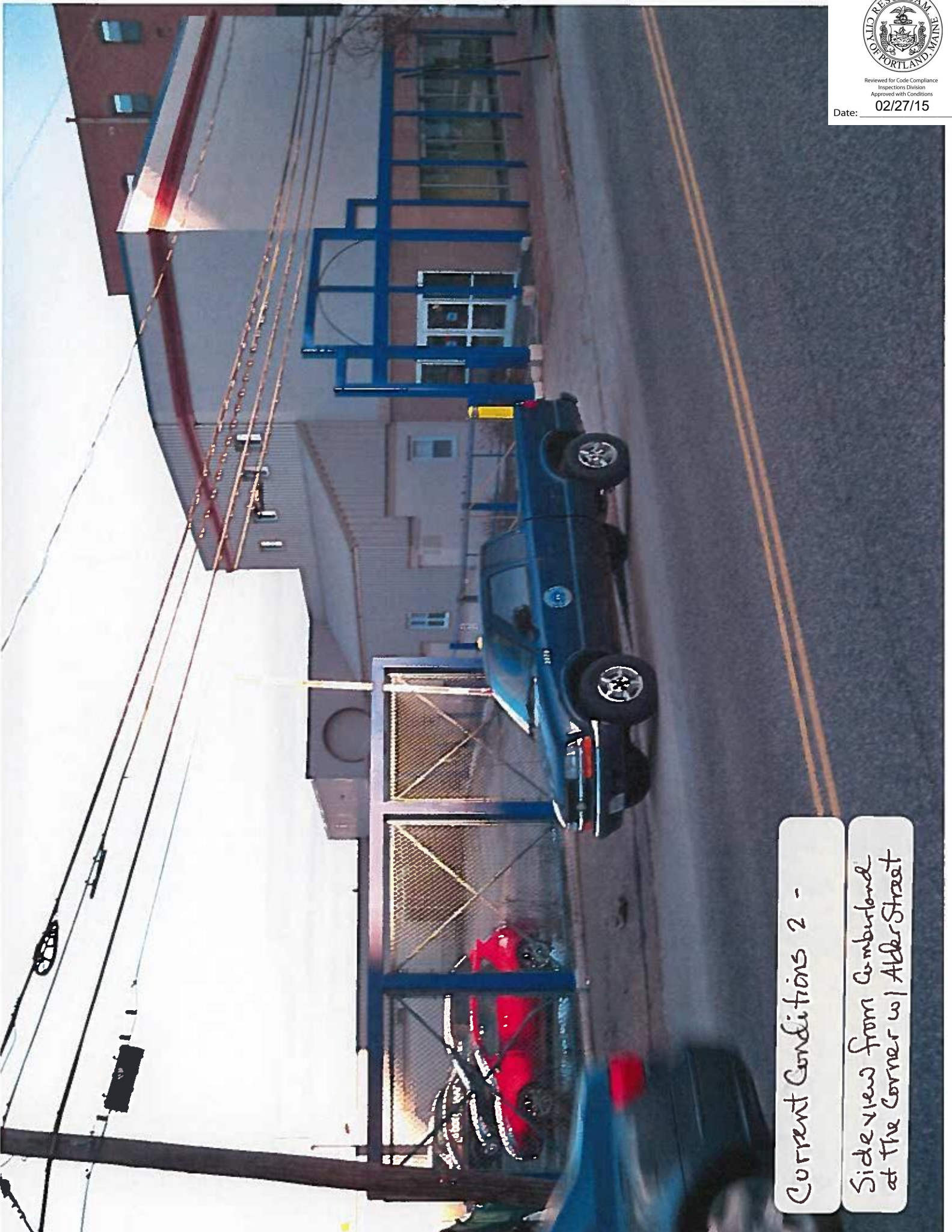


Current Conditions 1 -  
Straight on from parking lot  
parallel to Brown Street



Reviewed for Code Compliance  
Inspection Division  
Approved with Conditions

Date: 02/27/15



Current Conditions 2 -  
Side view from Cumberland  
at the corner w/ Alder Street



Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions

Date: 02/27/15



Current Conditions 3-

View down Cumberland Ave  
in direction of City Hall



Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions

Date: 02/27/15



Current Conditions 4-  
Straight on view of inset for  
Slip Logo from parking entrance



Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions

Date: 02/27/15

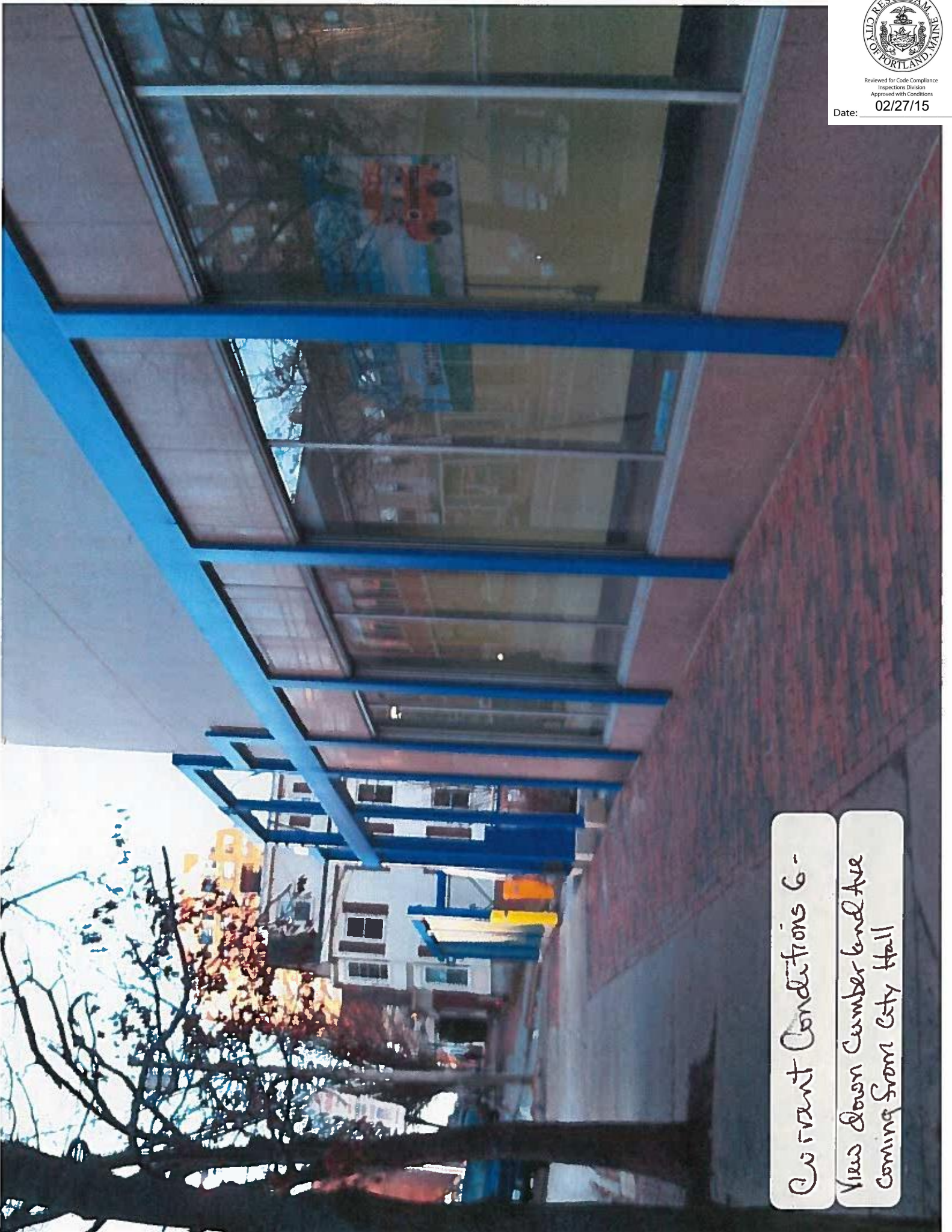


Current Conditions 5-  
Car view coming down  
Cumberland from City Hall



Reviewed for Code Compliance  
Inspections Division  
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Date: 02/27/15



Current Conditions 6 -  
View down Cumberland Ave  
Coming from City Hall





**AGREEMENT BETWEEN THE  
PORTLAND PUBLIC SCHOOLS  
AND  
BURR SIGNS**

**THIS AGREEMENT** is entered into this 16 day of Dec, 2014, by and between **PORTLAND PUBLIC SCHOOLS**, a body politic and corporate (hereinafter "PPS"), and **BURR SIGNS**, a company with a mailing address of **40A Manson Libby Road, Scarborough, Maine, 04074** (hereinafter the "CONTRACTOR").

**WITNESSETH:**

**WHEREAS**, PPS is in need of front entrance signage at its 353 Cumberland Avenue site and did solicit design and price proposals from three companies; and

**WHEREAS**, the **CONTRACTOR** has the ability to perform the required services and has submitted a proposal dated December 15, 2014, for the design, fabrication and installation of signs; and

**WHEREAS**, after due consideration of all the proposals, PPS did award the bid to the **CONTRACTOR**;

**NOW, THEREFORE**, in consideration of the mutual promises made by each party to the other, the parties covenant and agree as follows:

1. The **CONTRACTOR** will furnish the materials, supplies, equipment and labor (hereinafter the "Work") in accordance with the **CONTRACTOR'S** proposal dated December 15, 2014.

A copy of said Proposal is attached hereto as Exhibit A, and is hereby made a part hereof.

2. The **CONTRACTOR** covenants and agrees that all Work performed and furnished hereunder shall be free from all defects, and that all Work shall be performed in a good workmanlike manner.

Letter of Permission -  
Contract Agreement 1



3. Prior to the execution of this Agreement, the **CONTRACTOR** will procure and maintain Automobile Insurance and General Public Liability Insurance coverage and coverage in amounts of not less than Four Hundred Thousand Dollars (\$400,000.00) per occurrence for bodily injury, death and property damage, naming **PPS** as an additional insured thereon, and also Workers' Compensation Insurance coverage. With respect to the Liability Insurance, the **CONTRACTOR** will provide **PPS** a certificate of insurance evidencing such coverage, in this way: certificate must say either: A) "the policy has been endorsed to name Portland Public Schools as an Additional Insured" and a copy of the endorsement must come to **PPS** with the certificate, or B) "the policy already includes an endorsement, such as the General Liability Expansion Endorsement, by which Portland Public Schools is automatically made an additional insured." A Certificate which merely has a box checked under "Addl Insr," or the like, or which merely states **PPS** is named as an Additional Insured, will not be acceptable.
4. To the fullest extent permitted by law, the **CONTRACTOR** shall defend, indemnify and hold harmless **PPS**, its officers and employees, from and against all claims, damages, losses, and expenses, just or unjust, including, but not limited to, the costs of defense and attorney's fees arising out of or resulting from the performance of this Agreement, provided that any such claims, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use therefrom, and (2) is caused in whole or in part by any negligent act or omission of the **CONTRACTOR**, anyone directly or indirectly employed by it, or anyone for whose act it may be liable.
5. The **CONTRACTOR** shall perform the work to the satisfaction of the responsible **PPS** official who will have the right of inspection at all times, and whose approval and acceptance of the work will be a condition precedent to payments by **PPS** under this Contract.
6. Upon receipt of executed contracts and insurance as required, **PPS** will send an executed contract to the **CONTRACTOR**, The **CONTRACTOR** agrees to complete the entire work on or before 4-15, 2015. The time set for such completion may be extended only by written consent of **PPS**.
7. For performance of all the terms and conditions of this Agreement, **PPS** will pay the **CONTRACTOR** \$19,292.25. **PPS** is a tax exempt entity by State law.
8. The **PPS** may terminate this Agreement for cause by written Notice to the **CONTRACTOR**. In the event of such termination, the **CONTRACTOR** shall not be entitled to any further payment under this Agreement from the date of receipt of said Notice. The **PPS** shall have the right to terminate this Agreement at any time for its convenience on thirty (30) day prior written Notice to the **CONTRACTOR**. If the Agreement is terminated by the **CITY** for convenience, the **CITY** shall pay the **CONTRACTOR** for all Work performed and all materials purchased pursuant to this Agreement prior to receipt of such Notice.

Letter of Permission -  
Contract Agreement - 2



9. Out of concern for the public, PPS employees and the CONTRACTOR's employees, all work performed by the CONTRACTOR shall be in conformance with pertinent OSHA, local, state and federal government regulations.

10. This Agreement shall be construed in all respects in accordance with, and governed by, the laws of the State of Maine. All parties hereto hereby consent to the exclusive jurisdiction of the Superior Court for the County of Cumberland in the State of Maine, for all actions, proceedings and litigation arising from or relating directly or indirectly to this Agreement or any of the obligations hereunder, and any dispute not otherwise resolved as provided herein shall be litigated solely in said Court.

IN WITNESS WHEREOF, the said PORTLAND PUBLIC SCHOOLS has caused this Agreement to be signed and sealed by Emmanuel Caulk, its Superintendent, thereunto duly authorized, and BURR SIGNS has caused this Agreement to be signed and sealed by Mason Legendre, its President, thereunto duly authorized, the day and date first above written.

WITNESS:

[Signature]

PORTLAND PUBLIC SCHOOLS

By: [Signature]  
Its Superintendent

WITNESS:

[Signature]

BURR SIGNS

By: [Signature]

Print or type name: Mason Legendre

Its: PPS

Approved as to funds:

PPS Finance By: [Signature]

Letter of Permission  
Contract Agreement 3



Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions  
02/27/15



40A Manson Libby Road  
Scarborough, ME 04074

# Estimate

Date:

Date	Estimate No.
12/15/2014	2078

### Name/Address

Portland Public Schools  
Doug Sherwood  
353 Cumberland Ave  
Portland, ME 04101

P.O. No.	Terms	Rep

ITEM	DESCRIPTION	QTY	COST	Total
Sign	PORTLAND PUBLIC SCHOOLS - 353 CUMBERLAND AVE/PORTLAND, ME Approx 4' x 31' enclosed aluminum header panel for existing steel structure. Cost includes cutting of existing steel structure and reattaching to make the top all on one plane to achieve a solid structure to mount the proposed signage to. "PORTLAND PUBLIC SCHOOLS & address" to be brushed aluminum halo lit channel letters with white halo. .080 aluminum panel to be added to the left side of the structure with applied cut vinyl logo per submitted drawings. Cost includes painting as necessary and all installation	1	15,542.25	15,542.25T
Sign	Approx 63" round face lit logo circle with applied vinyl graphics per submitted drawing. Sign to consist of aluminum can that will slide into the existing hole in the building with an acrylic face to be attached with Jewelite Trim cap. Face will remove for service. Circle will have white LED's and power supply inside the can. See submitted drawing for details.	1	3,750.00	3,750.00T
Disclaimer	COST INCLUDES FABRICATION, TRANSPORTATION AND INSTALLATION. COST DOES NOT INCLUDE PERMITS OR RELATED FEES. PERMITS ARE THE RESPONSIBILITY OF THE CUSTOMER UNLESS OTHER ARRANGEMENTS ARE MADE WITH BURR SIGNS. BURR WILL OBTAIN PERMITS FOR A \$250 ACQUISITION FEE PLUS THE COST OF THE PERMIT ITSELF			

**Subtotal** \$19,292.25

**Sales Tax (5.5%)** ~~\$1,061.07~~

**Total** ~~\$20,353.32~~

Prices, terms and specs accepted \_\_\_\_\_

Phone # 207 396-6111

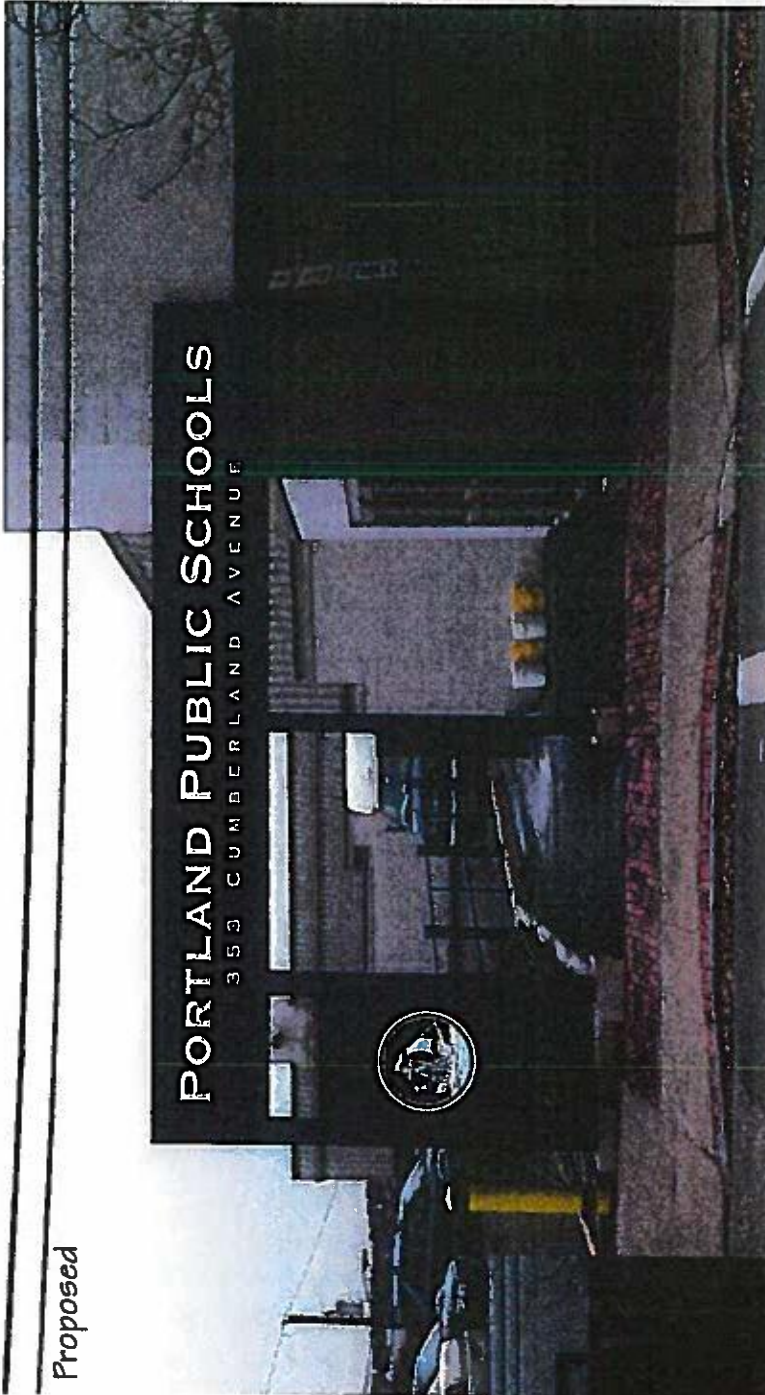
kristi@burrsgns.com

www.Burr

*Letter of Permission - Contract Agreement 4 - Vendor Proposal*

PORTLAND PUBLIC SCHOOLS - Exterior Signage  
Scale: NTS Square Footage:

Proposed



Existing

**BURR SIGNS**

40A Manson Liberty Road  
Scarborough, ME 04074  
Phone: 207-396-6111  
Fax: 207-396-6435

CLIENT	DATE	PROJECT NAME	PROJECT ADDRESS
	10/22/2014	Portland Public Schools	353 Cumberland Ave
PROJECT NO.	DESIGNER	DATE OF SIGNATURE & APPROVAL DATE	
	Model		
CONTACT:			

DATE	REVISION HISTORY

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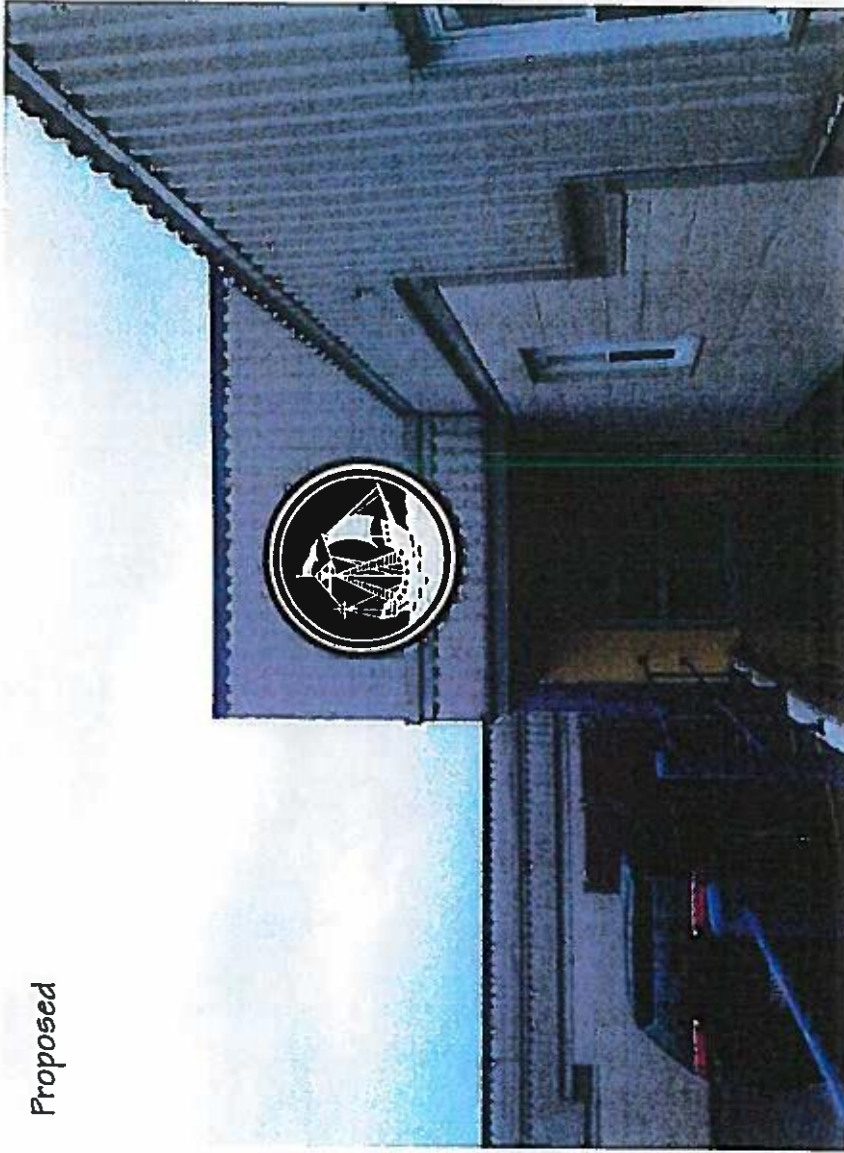


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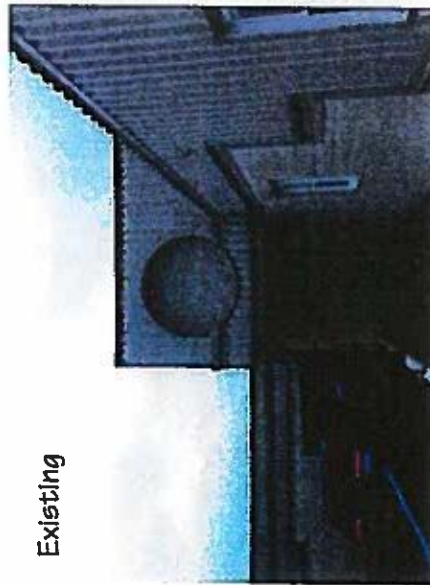
Letter of Permission-Contract Agreement 5 - Free Standing Sign

PORTLAND PUBLIC SCHOOLS - Exterior Signage  
Scale: NTS  
Square Footage:

Proposed



Existing



Letter of Permission-Contract Agreement 6 - Wall mounted

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DATE	REVISION HISTORY

DRAWING NAME Exterior Signage	DATE 11/11/14	DESIGNER JL
DRAWN BY JL	DATE 11/11/14	REVIEWER JL
DESIGNATED APPROVAL DATE		
CONTACT		

**BURR SIGNS**  
40A Manson Libby Road  
Scarborough, ME 04074  
Phone: 207-356-6111  
Fax: 207-356-6435



Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions  
Date: 02/27/15



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/01/05/

Reviewed for Code Compliance  
Inspection Division  
Approved with Conditions  
Date: 02/27/15

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Anderson-Watkins Insurance 31 Central Street Westbrook ME 04092	CONTACT NAME: Dan Donatelli	
	PHONE (A/C, No, Ext): (207) 856-5500 FAX (A/C, No): (207) 856-0004 E-MAIL ADDRESS: ddonatelli@andersonwatkinsinsurance.com	
INSURED Two Mench's LLC Burr Sign Company 40 Manson Libby Road Scarborough ME 04074-	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Maine Employers' Mutual Ins Co	524210
	INSURER B: Patriot Insurance Company	32069
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (NSD) (W/O)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER	<input checked="" type="checkbox"/>	CPP6198416	08/15/2014	08/15/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BA 6198416	08/15/2014	08/15/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	1810106202	08/15/2014	08/15/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Portland Public Schools is an additional insured per written contract for the project located at 353 Cumberland Ave Portland Maine.

CERTIFICATE HOLDER Portland Public Schools 353 Cumberland Ave Portland ME 04101-	CANCELLATION AI 031267 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Letter of Permission-Contact Agreement 7-Insurance



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DATE (MM/)  
01/05/2Reviewed for Code Compliance  
Inspections Division  
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PRODUCER Anderson-Walkins Insurance 31 Central Street Westbrook ME 04092	CONTACT NAME: Dan Donatelli
	PHONE (A/C, No, Ext): (207) 856-5500 FAX (A/C, No): (207) 856-0004 E-MAIL ADDRESS: ddonatelli@andersonwalkinsinsurance.com
INSURED Two Mench's LLC Burr Sign Company 40 Manson Libby Road Scarborough ME 04074-	INSURER(S) AFFORDING COVERAGE NAIC #
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	INSURER D:
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COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov*

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:

Within 24-48 hours, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- to provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone, *will be requesting fee waiver as City of Portland Department*
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall, *Portland Department*
- or deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland  
Inspections Division  
389 Congress Street, Room 315  
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. **After all approvals have been met and completed, I will then be issued my permit via e-mail.** No work shall be started until I have received my permit.

Applicant Signature: *Douglas Ritter Shewood* Date: *January 6, 2015*

I have provided digital copies and sent them on: *DR* Date: *January 6, 2015*

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.

Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936

*Waiver Fee Request*



# Signage / Awning Permit Application



Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions  
Date: 02/27/15

## CHECK LIST

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help expedite the permitting process.

- Certificate of Liability listing the City as additional insured if any portion of the sign abuts or encroaches on any public right of way, or can fall into any public right of way.
- Letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage. *Contract w/ vendor*
- A sketch plan of the lot indicating location of buildings, driveways, any abutting streets or rights of way, lengths of building frontages, street frontages and all existing setbacks. Please indicate, on the plan, all existing and proposed signage with their dimensions and specific locations. Be sure to include distance from the ground and building façade dimensions for any signage attached to the building.
- A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, construction method as well as specifics of installation/attachment.
- N/A*  Certificate of flammability is required for awnings, canopies or banners.
- A UL# is required for lighted signs at the time of final inspection
- Photos of existing signage (*preexisting*)
- Details for sign fastening, attachment or mounting in the ground. *Sign will be drilled, tapped and bolted through frame. Letters will be nut & bolted to sign panel.*
- Reduced plans or electronic files in PDF format are required.

### FEES

Permit fee for signage or awning with signage: \$30 plus \$2 per square foot of sign (per sign)

Permit fee for awning-without-signage is based on cost of work:

\$25 for the first \$1000 of cost of work; \$11 for each additional \$1000 of cost of work

Application fee for any signage in a *Historic District* is an additional \$75

Permit Checklist



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Inspections Division  
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Date: 02/27/15



Pre-Existing 1 - Goodwill on frame



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Pre-Existing 2" G" on upper wall

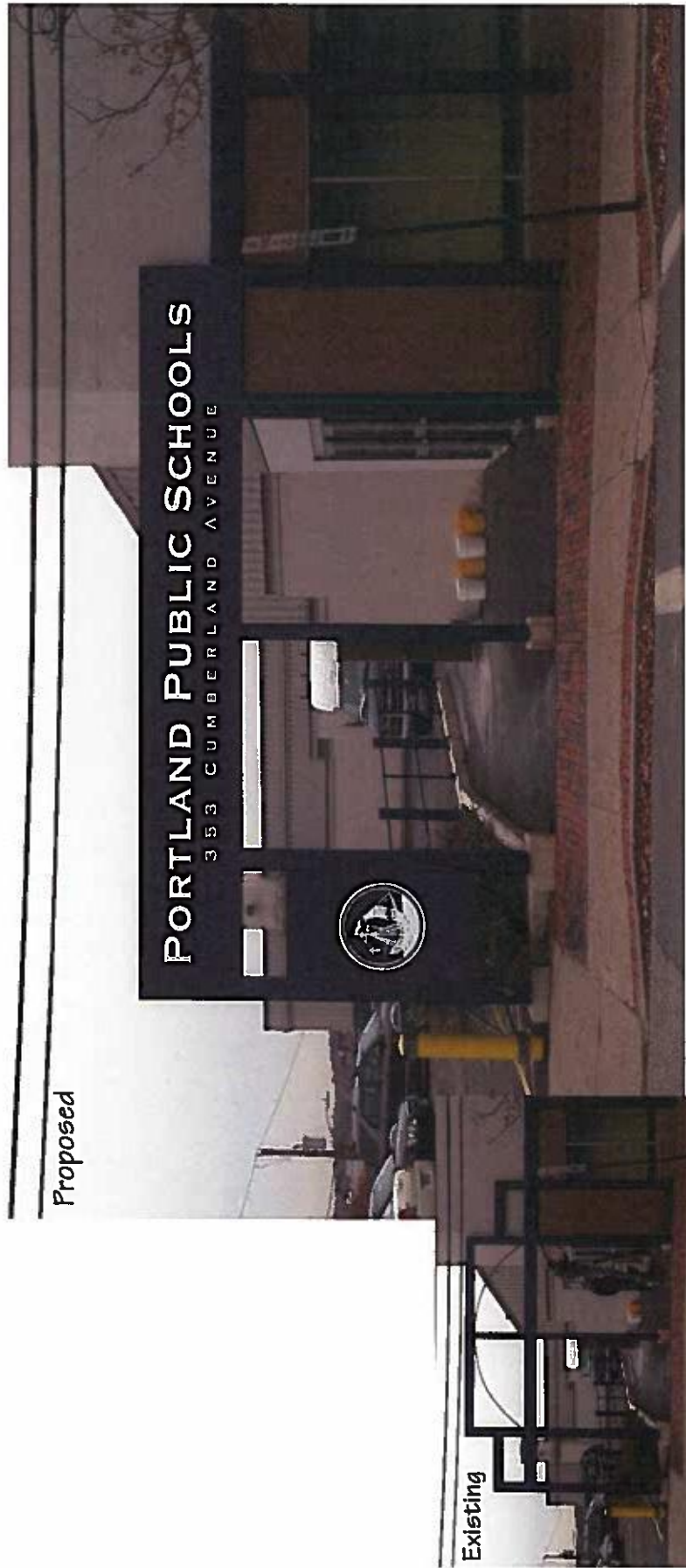


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Pre-Existing 3 - "G" used to be in Circle

PORTLAND PUBLIC SCHOOLS - Exterior Signage  
 Scale: NTS  
 Square Footage:



**BURR SIGNS**  
 40A Manson Libby Road  
 Scarborough, ME 04074  
 Phone: 207-396-6111  
 Fax: 207-396-6435

CLIENT	TRANS NAME	DATE
		11/22/14
PROJECT	LEADER SIGNATURE	DESIGNER
CONTACT:	CLIENT SIGNATURE (APPROVAL DATE)	

DATE	REVISION HISTORY

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*Proposed Free Standing Sign w/ Panel*



# PPS District Office

353 Cumberland Avenue



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Inspections Division  
Approved with Conditions  
Date: 02/27/15



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Site plan 1 - Location

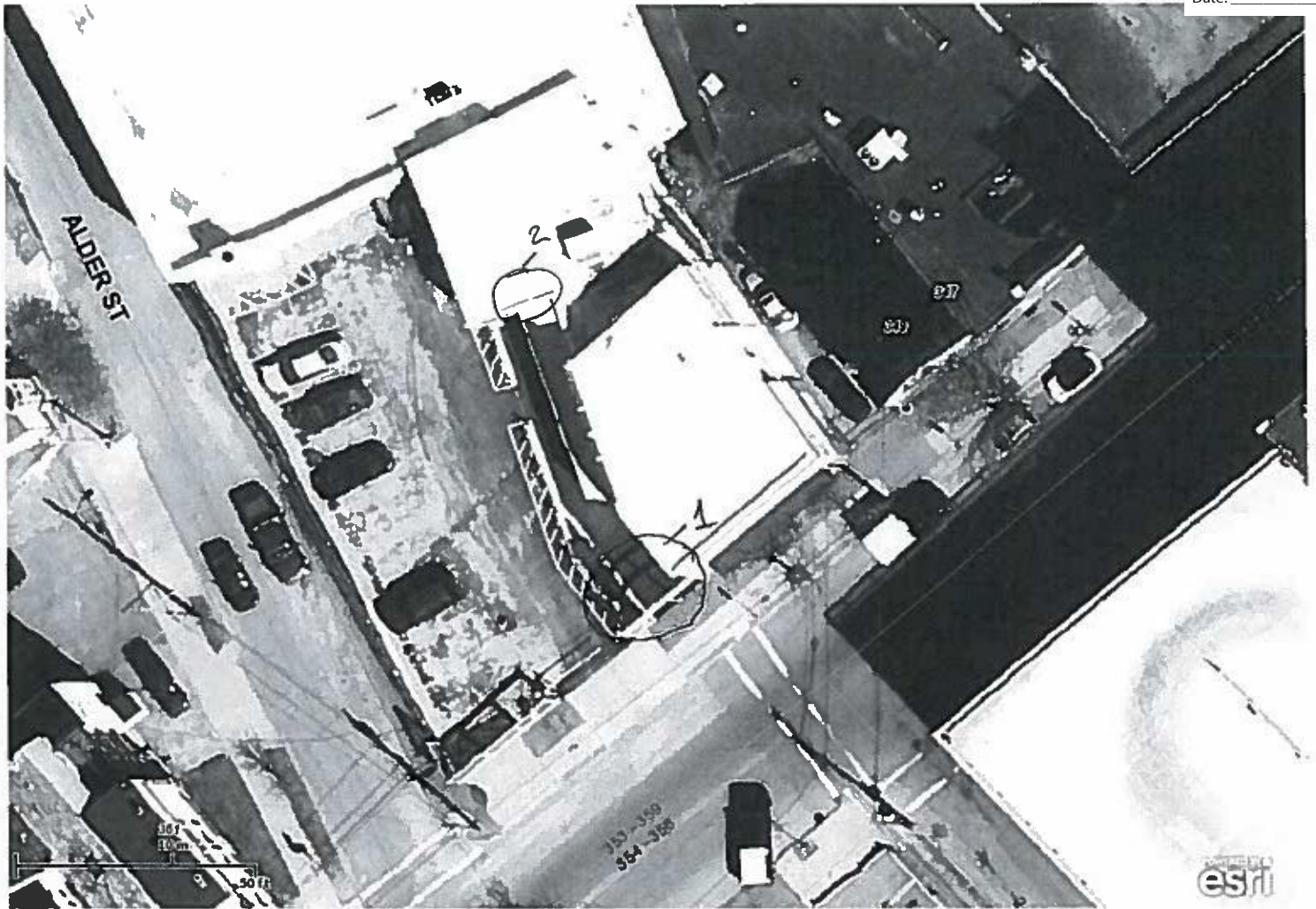


# PPS District Office

353 Cumberland Avenue



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Date: 02/27/15



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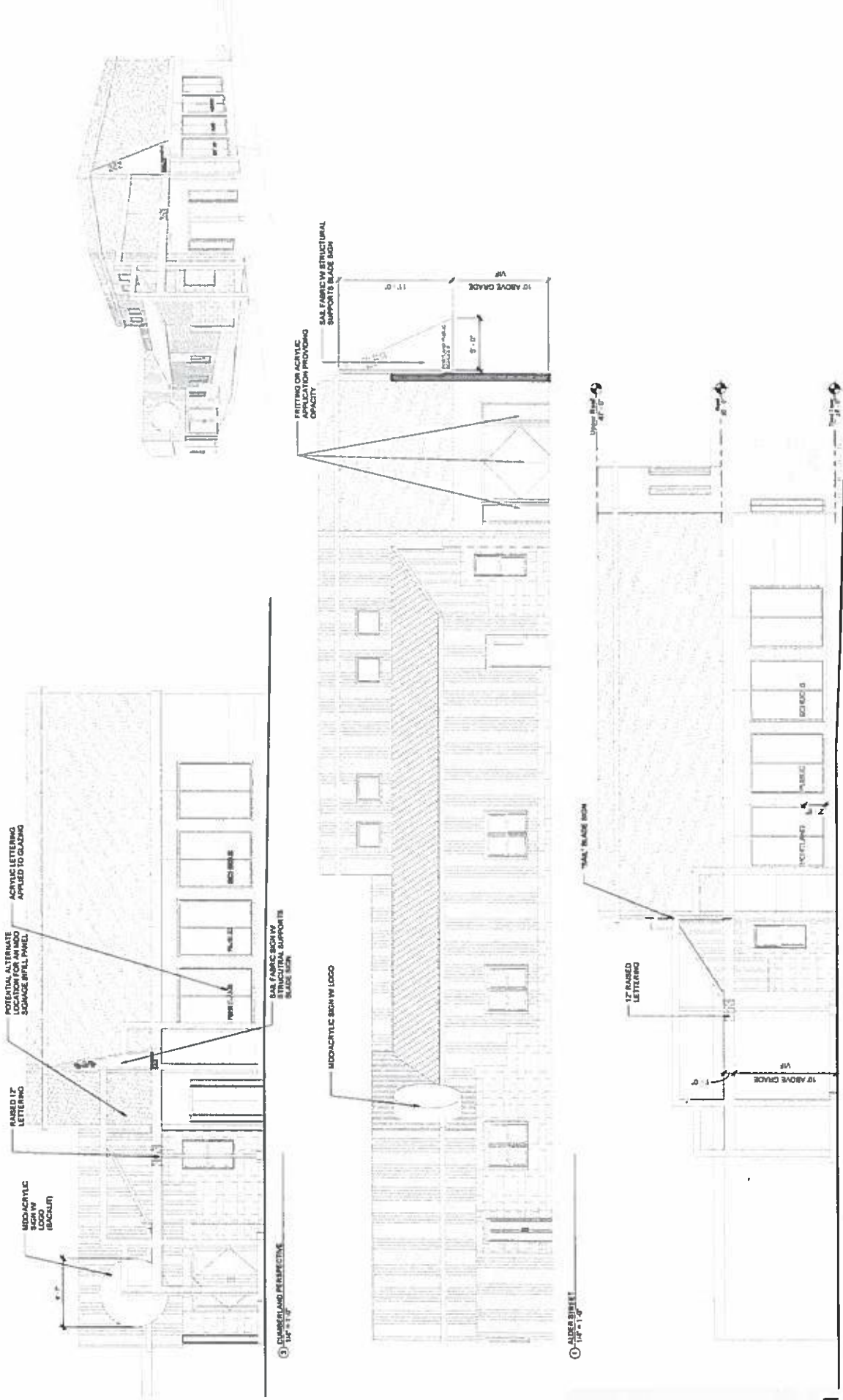
- ① Using existing steel frame to support new sign. Existing frame is about 13' 9" from edge of the road (curb) and about 2" in front of the building and 1" offset from the building corner. Center column is roughly centered ( $\approx 90"$  from outside of corner post to center of center column. Lower cross member of existing frame is about 10' above the ground (varies 3" to 4" due changing ground elevation. The area behind the proposed logo panel is a garden (not walking path)
- ② Inset over main entrance way is approximately 6' 7" in diameter

Site plan 2 - Descriptions



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June 2015



# Portland Public Schools' Downtown Project

## Exterior Signage



Site plan 3 - Elevations



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Straight on view of inset for  
Skip Logo from parking entrance



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Car view coming down  
Cumberland from City Hall



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View down Cumberland Ave  
coming from City Hall

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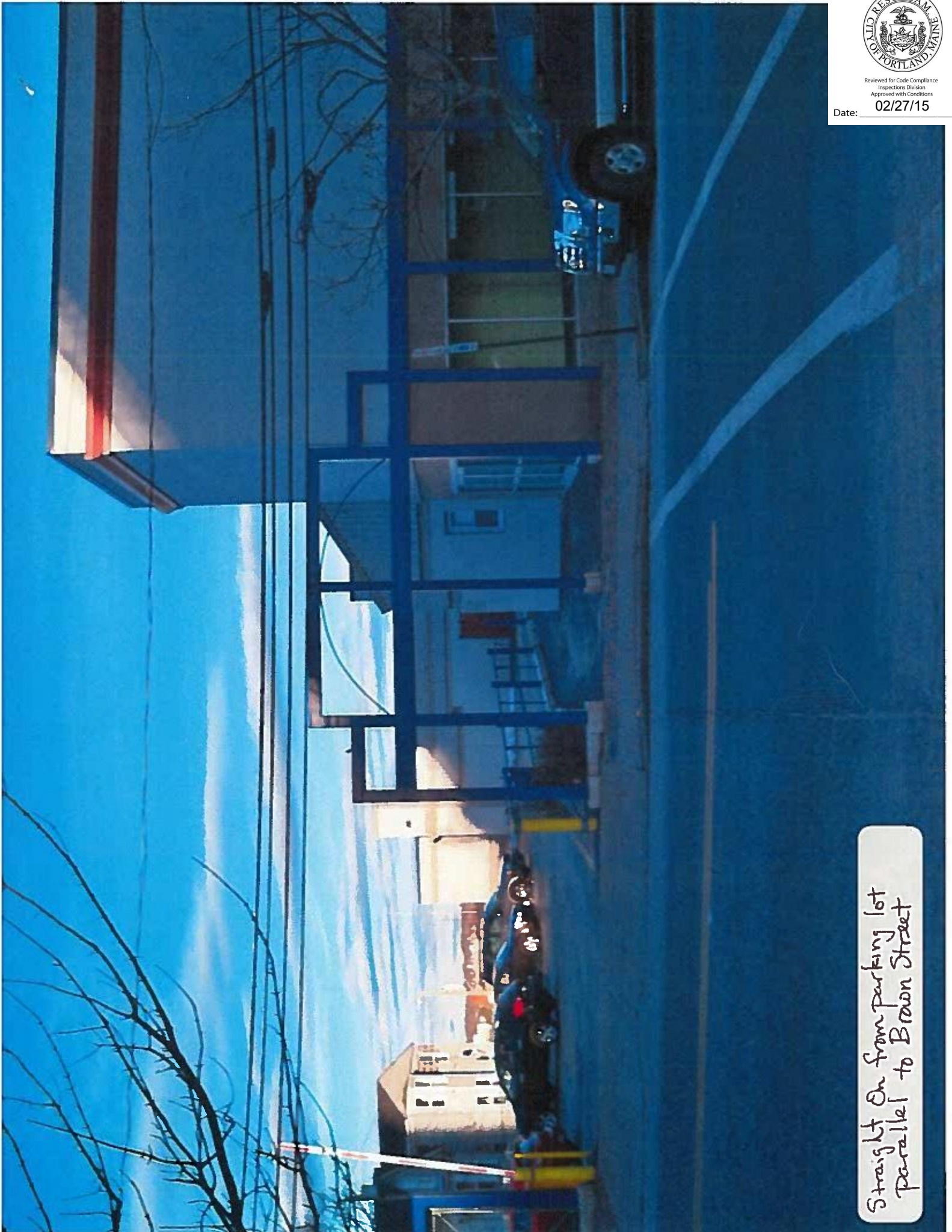


Copyright 2011 Esri. All rights reserved. Fri Dec 19 2014 10:49:11 AM.

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- ② Inset over main entrance way is approximately 6' 7" in diameter - silkscreened stupa logo on acrylic



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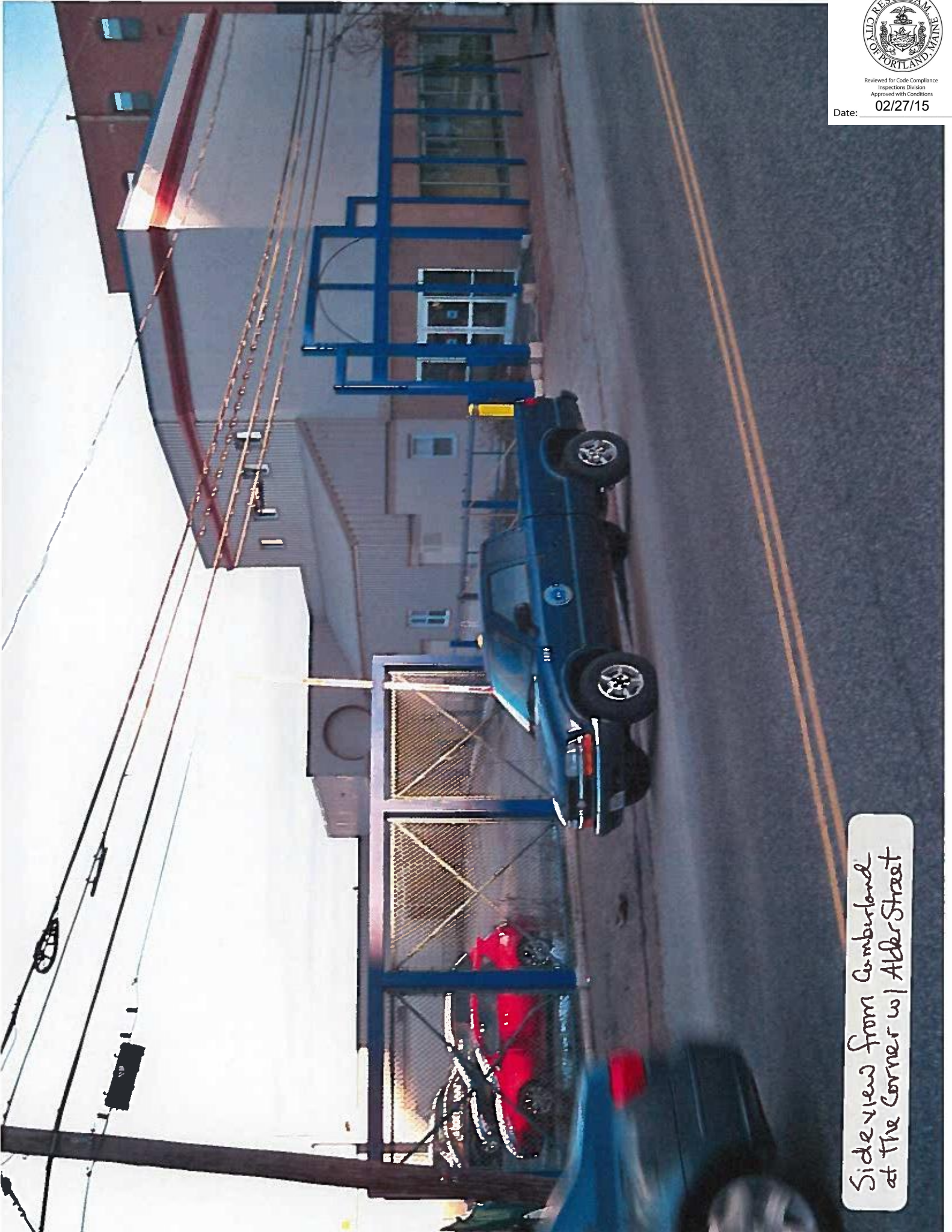


Straight On from parking lot  
Parallel to Brown Street



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Side view from Cumberland  
at the corner w/ Alder Street





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Inspections Division  
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View down Cumberland Ave  
in direction of City Hall