

SIGNAGE

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 545 Congress St ZONE: B3

OWNER: Leasee - City of Portland Police, Leasor

APPLICANT: Portland Police Dept.

ASSESSOR NO.: \_\_\_\_\_

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

MULTI TENANT LOT? YES X NO \_\_\_\_\_

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

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

BLDG. WALL SIGN? YES X NO \_\_\_\_\_ DIMENSIONS 66"x53"x6 Awning  
(attached to bldg)

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

LIST ALL EXISTING SIGNAGE AND THEIR DIMENSIONS: \_\_\_\_\_

none current

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

BLDG FRONTAGE (FEET) 87'3"

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

HEIGHT OF AWNING: 7 1/2' bottom

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

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.

INFORMATION REQUIREMENTS FOR SIGN PERMIT APPLICATION

APPLICANTS FOR A SIGN PERMIT WILL BE ASKED TO SUBMIT THE FOLLOWING INFORMATION TO THE CODE ENFORCEMENT OFFICE:

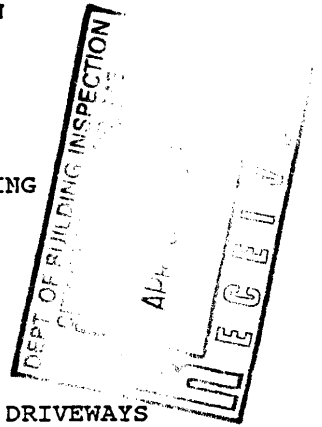
1. PROOF OF INSURANCE
2. LETTER OF PERMISSION FROM THE OWNER
3. A SKETCH PLAN OF THE LOT, INDICATING LOCATION OF BUILDINGS, DRIVEWAYS AND ANY ABUTTING STREETS OR RIGHT OF WAYS. LENGTHS OF BUILDING FRONTAGES AND STREET FRONTAGES SHOULD BE NOTED (SEE ATTACHED)
4. INDICATE ON THE PLAN ALL EXISTING AND PROPOSED SIGNS
5. COMPUTATION OF THE FOLLOWING:
  - A) SIGN AREA OF EACH EXISTING AND PROPOSED BUILDING SIGN
  - B) SIGN AREA HEIGHT AND SETBACK OF EACH EXISTING AND PROPOSED FREESTANDING SIGN

A SKETCH OF ANY PROPOSED SIGN(S), INDICATING DIMENSIONS, MATERIALS, SOURCE OF ILLUMINATION AND CONSTRUCTION METHOD (SEE ATTACHED)

*- Certificate of Necessity*

FEE FOR PERMIT - \$25.00 PLUS \$0.20 PER SQUARE FOOT

**NOTE:** ONCE A SKETCH PLAN HAS BEEN FILED FOR A PROPERTY, THE CODE ENFORCEMENT OFFICE WILL KEEP A RECORD OF THE PLAN SO THAT A NEW SKETCH PLAN WILL NOT BE REQUIRED FOR LATER CHANGES TO SIGNAGE ON THE PROPERTY. IN SUCH AN INSTANCE, APPLICANTS WILL ONLY BE REQUIRED TO SUBMIT INFORMATION APPLICABLE TO THE NEW SIGNS.





# LEAVITT & PARRIS, INC.

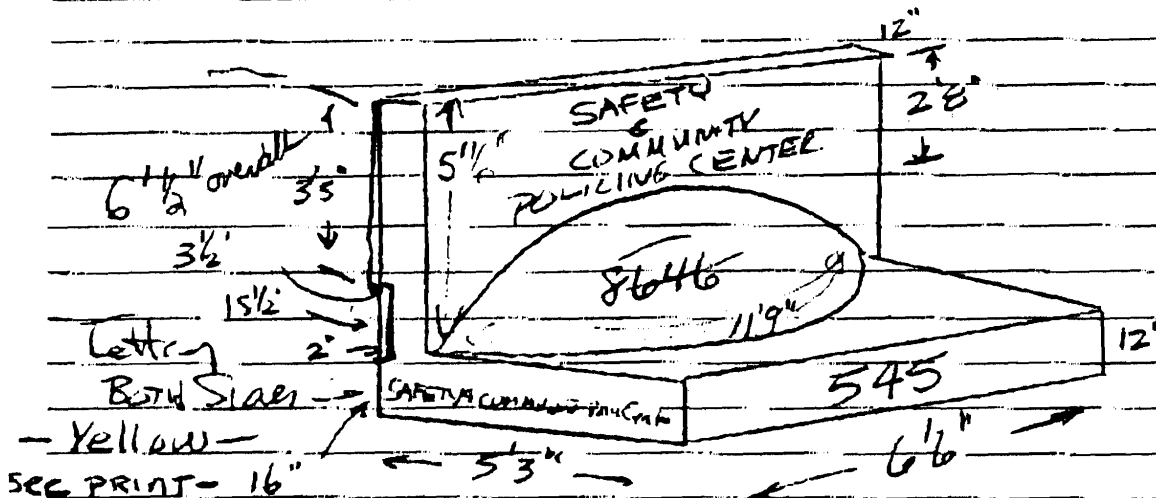
(207) 797-0100

1-800-833-6679 IN MAINE

W.O. NO 4066 A

CUSTOMER'S ORDER NO.		PHONE 772-1371	FAX JOB PHONE 772-8379	DATE OF ORDER 4-4-97
BILL TO CREATIVE MARKETING TRENDS		CONTACT PERSON		
ADDRESS 507 Ocean House Rd.		SITE PERSON		
CITY CAZ ELIZABETH, ME.	STATE ME.	ZIP 04107-2613		
JOB NAME AND LOCATION 545 CONYER ST. 057 COIN		PATTERN NO. 8601 Canvas / 8646 Canvas		

SET UP DAY AND DATE 4-30-97	TAKE DOWN DAY AND DATE
DESCRIPTION OF WORK 1-Stationary Awning - Complete	CUSTOMER PICK-UP YES / NO

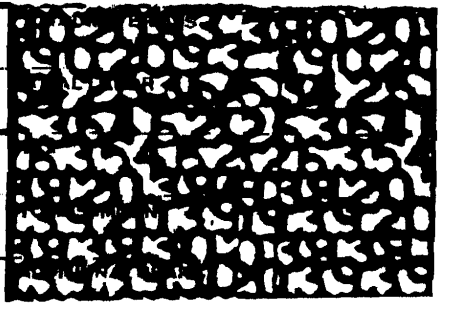


Sign area on Awning = 23.5 <sup>40</sup> 10hrs

JACK ROD     ROPE TRACK     EGG CRATE     LIGHTS 4' \_\_\_\_\_ OR 8' \_\_\_\_\_  
 STC LADDER     EXT. LADDER     POST PINS     SURFACE \_\_\_\_\_ GRAPHICS

CUSTOMER PRINT NAME	DATE
CUSTOMER SIGNATURE	DATE

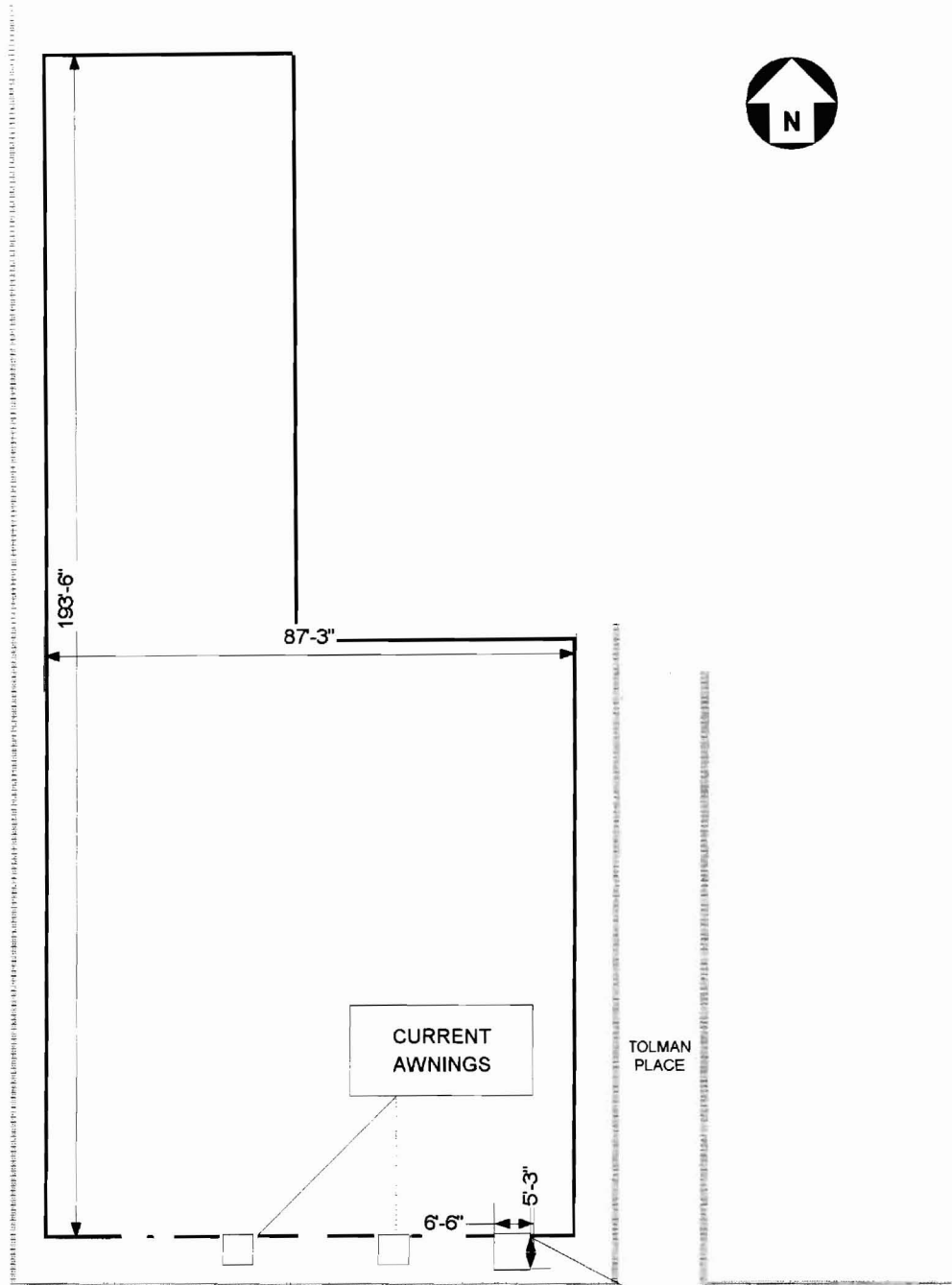
SPECIAL INSTRUCTIONS AND MISC  
 MAKE SAME AS OLD FRAME



Scale: 1 in = 30ft. 0in.



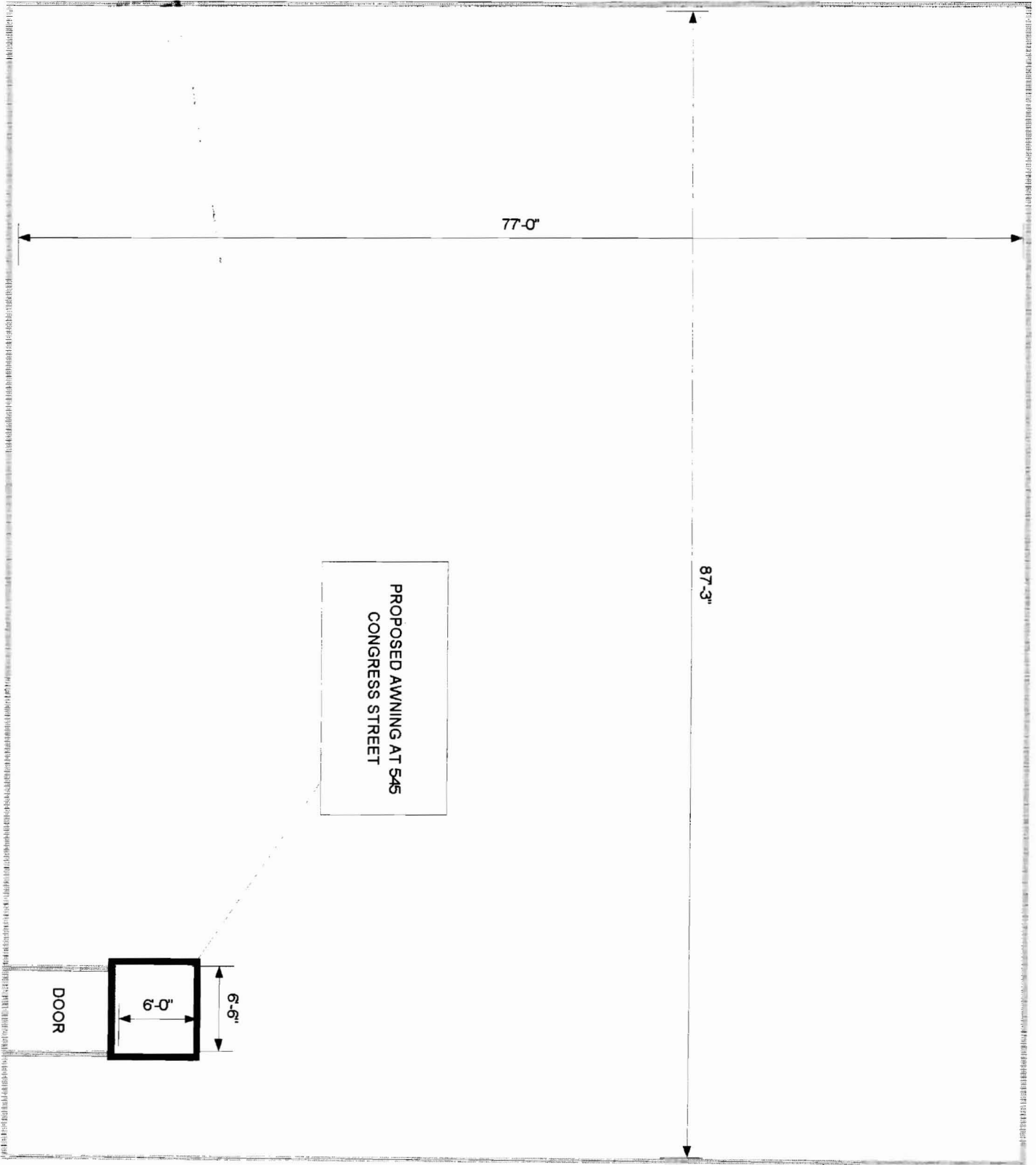
OAK STREET



TOLMAN PLACE

CONGRESS STREET

545 CONGRESS STREET (PROPOSED AWNING)



STREET LEVEL AVIATION



**DIRIGO  
MANAGEMENT  
COMPANY**

April 24, 1997

Mark N. Dion, Deputy Chief  
The City of Portland Police Department  
545 Congress Street  
Portland, Maine 04101

RE: Awning

Dear Mark,

Mary has asked that I confirm in writing our agreement with you concerning the awning located at 545 Congress Street in Portland. HEGA Realty Trust (Phil Kubiak) has agreed to your proposed awning cover changes as shown on the display board created by Christine Morgan. In addition, you have agreed to restore the awning cover to its original building colors if and when the Portland Police Department decides to vacate the premises.

If you have any questions, please do not hesitate to call me.

Very truly yours,

Peter S. Skapinsky, CPM



*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)

# Certificate of Flame Resistance



REGISTERED APPLICATION CONCERN No.

F-368

ISSUED BY

Unitex East  
One Wholesale Way  
Cranston, RI 02920

Date work performed

This is to certify that the materials described on the reverse side hereof have been flame-retardant treated (or are inherently nonflammable).

FOR Leavitt & Parris AT 256 Read Street  
CITY Portland STATE ME 04103

Certification is hereby made that: (Check "a" or "b")

(a) The articles described on the reverse side of this Certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of chemical used \_\_\_\_\_ Chem. Reg. No. \_\_\_\_\_

Method of application \_\_\_\_\_

(b) The articles described on the reverse side hereof are made from a flame-resistant fabric registered and approved by the State Fire Marshal for such use.

Trade name of flame-resistant fabric used SB8601/60 Artic Blu firesist Reg. No. F-368

The Flame Retardant Process Used will not Be Removed By Washing  
(will or will not)

Name of Applicator

By

Title

We hereby certify this to be a true copy of the original "CERTIFICATE OF FLAME RESISTANCE" issued to us, "original copy" of which has been filed with the California State Fire Marshal.

Signed

D. Kehoe

By

Unitex East