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April 18, 2016

Ms. Christina Stacey  
Zoning Specialist  
Inspections Division  
City of Portland  
389 Congress Street  
Portland, ME 04101

Dear Ms. Stacey:

RE: 2 Portland Square Sign Permit Waiver Request - 038 B002001  
Tenant: Casco Bay EyeCare, PA, LLC  
Owner: North River IV, LLC

I understand that our awning permit application is being held up because the small amount of “signage” (17.2 sq ft) that is proposed for the edges of each of the two awnings. I believe that the awnings without the signage meet all the criteria and that we would be approved under the current guidelines. Although we have previously applied and been approved for a sign on Union Street It is my understanding that a permit for an additional “projecting” sign (double sided) with lighting would be approved for the Fore Street face of our building if we made such a request in lieu of the proposed awnings.

We are requesting a waiver and approval of our permit application as submitted. The unlit awnings that we are proposing for the Fore Street side of the building meet the awning requirements, the size and proportions are appropriate to the neighborhood (as they are the exact size, shape and color as the four other neighboring tenants). Additionally we are proposing less signage than would be approved if we were to install an additional lit “projecting” sign.

Please let me know if you need any further information from us in order to approve a waiver for these replacement awnings.

Sincerely,

A handwritten signature in black ink that reads 'Rebecca R. Darling'.

Rebecca R. Darling  
Group Administrator

[www.cascobayeye.com](http://www.cascobayeye.com)

*Business Correspondence*  
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