



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.

Location/Address: <u>Cross Insurance Arena, 1 Civic Center Square, Portland</u>		
Tax Assessor's Chart/Block/Lot (CBL) Chart: <u>038</u> Block: <u>D015</u> Lot: <u>001</u>	OWNER Name/Address: Name: <u>Cumberland County Rec. Ctr. (207) 775-3481 x-0</u> Address: <u>1 Civic Center Square (Location: 82 FREE ST.)</u> <u>Portland, ME 04101</u>	Telephone: E-Mail:
LEASEE/BUYER Info (if Applicable)	CONTRACTOR Name: _____ Address: _____ Phone: _____ E-Mail: _____	Total S.F. signage \$ _____ (Sq Ft = ___ x \$2.00) SF + \$30 Fee: \$ <u>30</u> Historic (\$75): \$ _____ Awning Fee: \$ _____
Awning Fee = Cost of Work: \$ _____ (\$25/first \$1000; \$15 each additional \$1000) TOTAL FEE: \$ _____		

Who should we contact when the permit is ready: Name: Sharon Roberts Phone: (207) 874-1000
 Address: One Canal Plaza, Suite 300, Portland, ME 04101 E-Mail: sroberts@unitedwaygp.org

Tenant/allocated building space frontage (in feet): Length: 60' Height: 5.5'
 Lot frontage (in feet): _____ Single Tenant or Multi-Tenant Lot: _____

Current Specific Use: _____
 If vacant, what was prior use: _____
 Proposed Use: Install a 60' x 5.5' (330 SF) temporary wall banner for United Way of Greater Portland

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: 60' x 5.5'

Proposed Awning: YES NO If yes, is awning backlit? YES NO
 Height of awning _____ Length of awning _____ Depth 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:
 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: _____ 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, 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: Sharon Roberts Date: 7/27/16

This is NOT a permit; you may not commence ANY work until the permit is issued