

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 04-0439	Issue Date: MAY 14 2004	CBL: 040 F009001
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Location of Construction: 305 Commercial St	Owner Name: Baxter Place Associates	Owner Address: 305 Commercial St CITY OF PORTLAND	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Commercial	Zone: B3
Past Use: Baxter Place: Visitor's Bureau	Proposed Use: Baxter Place Space A: Change of, Use to Exercise Studio (personal studio)	Permit Fee:	Cost of Work: \$0.00
Proposed Project Description: Change Use of Space A to Exercise Studio		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: B Type: 3 BOCA 1999
		Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) <input checked="" type="checkbox"/> Y-3	
		Action: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied	
		Signature: <i>[Signature]</i>	Date: 4/29/04

Permit Taken By: kwd	Date Applied For: 04/21/2004	Zoning Approval		
<ol style="list-style-type: none"> This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. Building permits do not include plumbing, septic or electrical work. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work.. 		Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland - <i>sum change use</i> <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>4/2</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approvec <input type="checkbox"/> Denied Date:	Historic Preservation <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input checked="" type="checkbox"/> Requires Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied TO D.A 4/29/04 Date:
		D. Andrews 3/4/04		

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

DISPLAY THIS CARD ON FRONT OF WORK
CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

BUILDING DEPARTMENT

PERMIT

Permit Number: 040439

PERMIT ISSUED
MAY 14 2004
CITY OF PORTLAND

is to certify that Baxter Place Associates

as permission to Change Use of Space A to Exercise Studio

r 305 Commercial St

040 F009001

rovided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is altered or occupied. CLOSED-IN. HOURS NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

ire Dept. [Signature]

Health Dept. _____

Appeal Board _____

Other _____
Department Name

[Signature]
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

CITY OF PORTLAND
DEPARTMENT OF PLANNING & URBAN DEVELOPMENT
 389 Congress Street
 Portland, Maine 04101

INVOICE FOR PERMIT FEES

Application No: 4-0439	Applicant: Baxter Place Associates	1
Project Name: Change Use of Space A to Exercise	Location: 305 Commercial St	
CBL: 040 F009001	Development Type:	
Invoice Date: 04/20/2004		

Previous Balance	-	Payment Received	-	Current Fees	=	Total Due		Payment Due Date
\$0.00		\$0.00		\$127.00		\$30.00		On Receipt,

First Billing

Previous Balance	\$0.00
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Fee Description	Qty	Fee Charge
Change of Use First \$1000	1	\$30.00
Sign Permit Historic District	1	\$65.00
Signs sq. feet	16	\$32.00
		\$127.00
Total Current Fees:	+	\$127.00
Amount Due Now:		\$127.00

 Detach and remit with payment

Bill to: Baxter Place Associates
 305 Commercial St
 Portland ,ME 04101

CBL 040 F009001
Application No: 4-0439
Invoice Date: 04/20/2004
Invoice No: 13836
Total Amt Due: \$30.00
Payment Amount:

Make checks payable to the **City of Portland**, ATTN: Karen Dunfey, 3rd Floor, 389 Congress Street, Portland, ME 04101

City of Portland, Maine - Building or Use Permit
389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 04-0439	Date Applied For: 04/21/2004	CBL: 040 F009001
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Location of Construction: 305 Commercial St	Owner Name: Baxter Place Associates	Owner Address: 305 Commercial St	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Tenant/Buyer's Name	Phone:	Permit Type: Change of Use - Commercial	

Proposed Use: Baxter Place Space A: Change of Use to Exercise Studio & sign	Proposed Project Description: Change Use of Space A to Exercise Studio and sign permit
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<p>Dept: Zoning Status: Approved with Conditions Reviewer: Marge Schmuckal Approval Date: 04/29/2004</p> <p>Note: 04/28/04 back to Karen - the attached application is for a sign permit - this does also need a change of use permit first - is this both? 4/29/04 Karen stated that Mike Nugent would allow a change of use and sign permit all on one permit - I am assuming that all the required fees have been paid for both permits</p> <p>1) This property is located within a PAD (Pedestrian Activities District) and as such all existing windows shall not be blocked or closed in without a separate review.</p> <p>2) ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within a Historic District.</p> <p>3) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work. This permit is for the change of use to a personal service, exercise studio, and a sign permit.</p>	<p>Dept: Building Status: Pending Reviewer: Approval Date:</p> <p>Note: Ok to Issue: <input type="checkbox"/></p>
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497

040439

Signage/Awning Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: 305 COMMERCIAL ST. PORTLAND, ME

Total Square Footage of Proposed Structure <u>16</u>	Square Footage of Lot
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Tax Assessor's Chart, Block & Lot Chart# <u>040</u> Block# <u>7</u> Lot# <u>009</u>	Owner: <u>KAREN WALKER</u> <u>DIRIGO MANAGEMENT</u>	Telephone: <u>871-1080</u>
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Lessee/Buyer's Name (If Applicable) <u>KAREN WALKER</u> <u>DIRIGO MANAGEMENT</u>	Applicant name, address & telephone: <u>CYNTHIA GLIDDEN</u> <u>22 DEERING ST</u> <u>PORTLAND, ME 04101</u> <u>774-0833</u>	Total s.f. of signage x <u>2.00</u> \$1.00 per s.f. plus \$30.00 Total Fee: <u>\$72.00</u> Awning Fee = Cost Of Work: \$ Total Fee: \$ <u>97.00</u>
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Current use: COMMERCIAL RETAIL Historic

If the location is currently vacant, what was prior use: _____

Approximately how long has it been vacant: _____

Proposed use: PILATES STUDIO (EXERCISE)

Project description: _____

Contractor's name, address & telephone: PLEASE ALSO CALL: PILATES TRAVEL PLACE 828-3737

Who should we contact when the permit is ready: THE SIGNAGE

Mailing address: 299 FOREST AVE.
PORTLAND, ME 04101

We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: 976-7700

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT. WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

I hereby certify that 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: <u>CYNTHIA GLIDDEN</u>	Date: <u>4/7/03</u>
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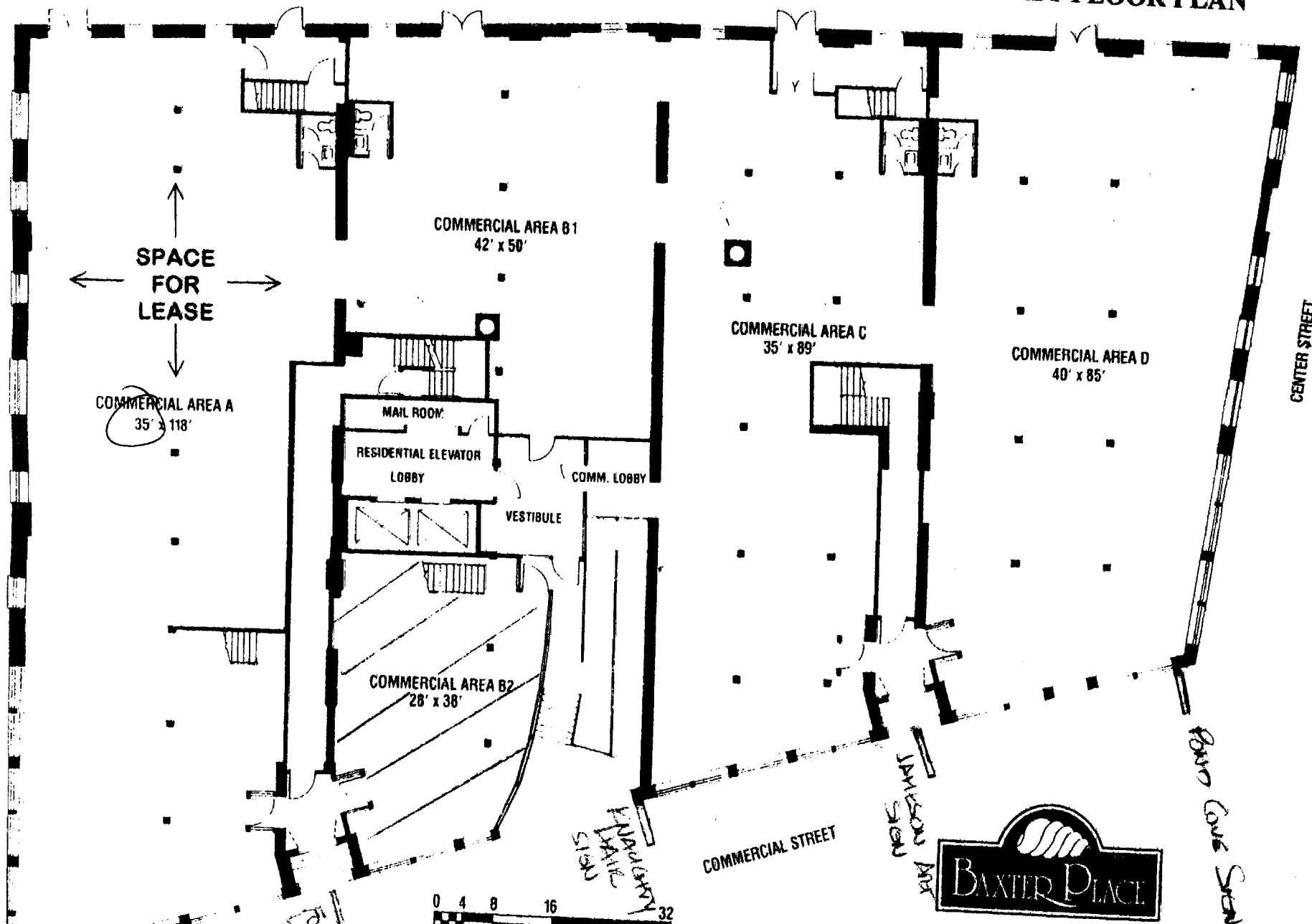
APR 20 2004

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

CK 3448

FIRST FLOOR PLAN

EXHIBIT "A"



SPACE FOR LEASE

COMMERCIAL AREA A
35' x 118'

COMMERCIAL AREA B1
42' x 50'

COMMERCIAL AREA C
35' x 89'

COMMERCIAL AREA D
40' x 85'

COMMERCIAL AREA B2
28' x 38'

MAIL ROOM

RESIDENTIAL ELEVATOR
LOBBY

COMM. LOBBY

VESTIBULE

FOUNDRY LANE

PIANTE'S BAXTER PLACE SIGN

FOUNDRY SIGN

FOUNDRY SIGN

COMMERCIAL STREET

IMPERSON SIGN

BAXTER PLACE SIGN

CENTER STREET

0 4 8 16 32

Scale in feet.
Note: Dimensions are approximate.





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3/2/04

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3/2/04



file://C:\WINDOWS\TEMP\Baxter%20#5.JPG

3/2/04

SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 305 COMMERCIAL ST. ZONE: B3

CBL: _____

SINGLE TENANT LOT? YES _____ NO MULTI TENANT LOT? YES NO _____
MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES _____ NO

INFORMATION ON PROPOSED SIGN(S):

FREESTANDING(e.g., pole) SIGN? YES _____ NO DIMENSIONS PROPOSED: _____

BLDG. WALL SIGN? (attached to bldg) YES NO _____ DIMENSIONS PROPOSED: 4' x 4'

40" x 48"
3.33 x 4 = 13.32
16 SF
35 x 2 = 70' MAX

INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S):

FREESTANDING(e.g., pole) SIGN? YES _____ NO DIMENSIONS: _____

BLDG. WALL SIGN(attached to bldg) ? YES _____ NO DIMENSIONS: 16 SF

AWNING? YES _____ NO DIMENSIONS: _____

LOT FRONTAGE (FEET): APPROX 100'

TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET): 35' Sharon Bldg plan

AWNING YES _____ NO IS AWNING BACKLIT? YES _____ NO

HEIGHT OF AWNING: _____ LENGTH OF AWNING: _____ DEPTH: _____

IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? YES _____ NO _____

IF YES, TOTAL S.F. OF PANELS WITH COMMUNICATIONS/MESSAGE/TRADEMARK/SYMBOL? _____ s.f.

A SITE SKETCH AND BUILDING SKETCH SHOWING EXACTLY WHERE EXISTING AND NEW SIGNAGE IS LOCATED MUST BE PROVIDED. SKETCHES AND/OR PICTURES OF PROPOSED SIGNAGE ARE ALSO REQUIRED.

SIGNATURE OF APPLICANT: _____ DATE: _____

***** FOR OFFICE USE ONLY *****

Empty rectangular box for office use only.



**DIRIGO
MANAGEMENT
COMPANY**

Memo

To: Cindy Glidden, Pilates Baxter Place
From: Karen Walker, Senior Property Manager
Date: 4/2/04
Subject: Signage

City of Portland and the Landlord approves the signage request to allow an exterior sign to be located at the corner of Commercial Street and Foundry Lane at Baxter Place.

Landlord understands the sign is double-faced rectangular with black background and white lettering and pale green trim. The same type of protruding bracket that holds the other signs currently attached to the Baxter Place building will hold this sign. The sign will be spaced from the other signs exactly as the other current signs are spaced and hung at the same height.

If you have questions please give me a call.

Sincerely,

Karen Walker

Agent for the Landlord



• Page 1
Individual Member

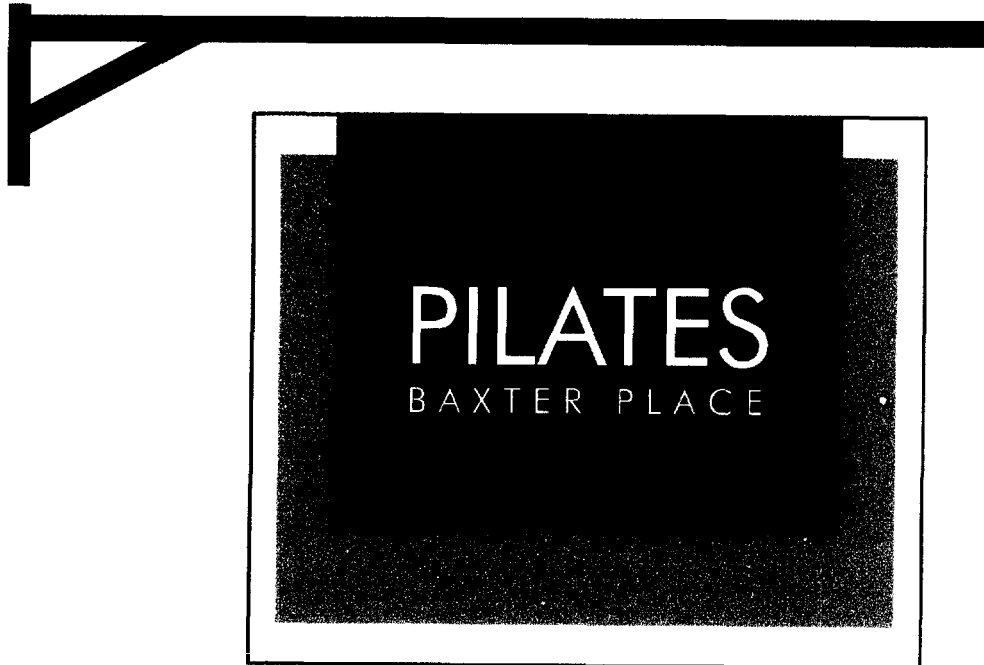


ONE CITY CENTER, PORTLAND, MAINE 04101-4009
TEL (207) 871-1080 • FAX (207) 871-7189
E-MAIL: info@dirigoineir.com
WEB SITE: www.dirigumgmt.com

TOTAL P. 01

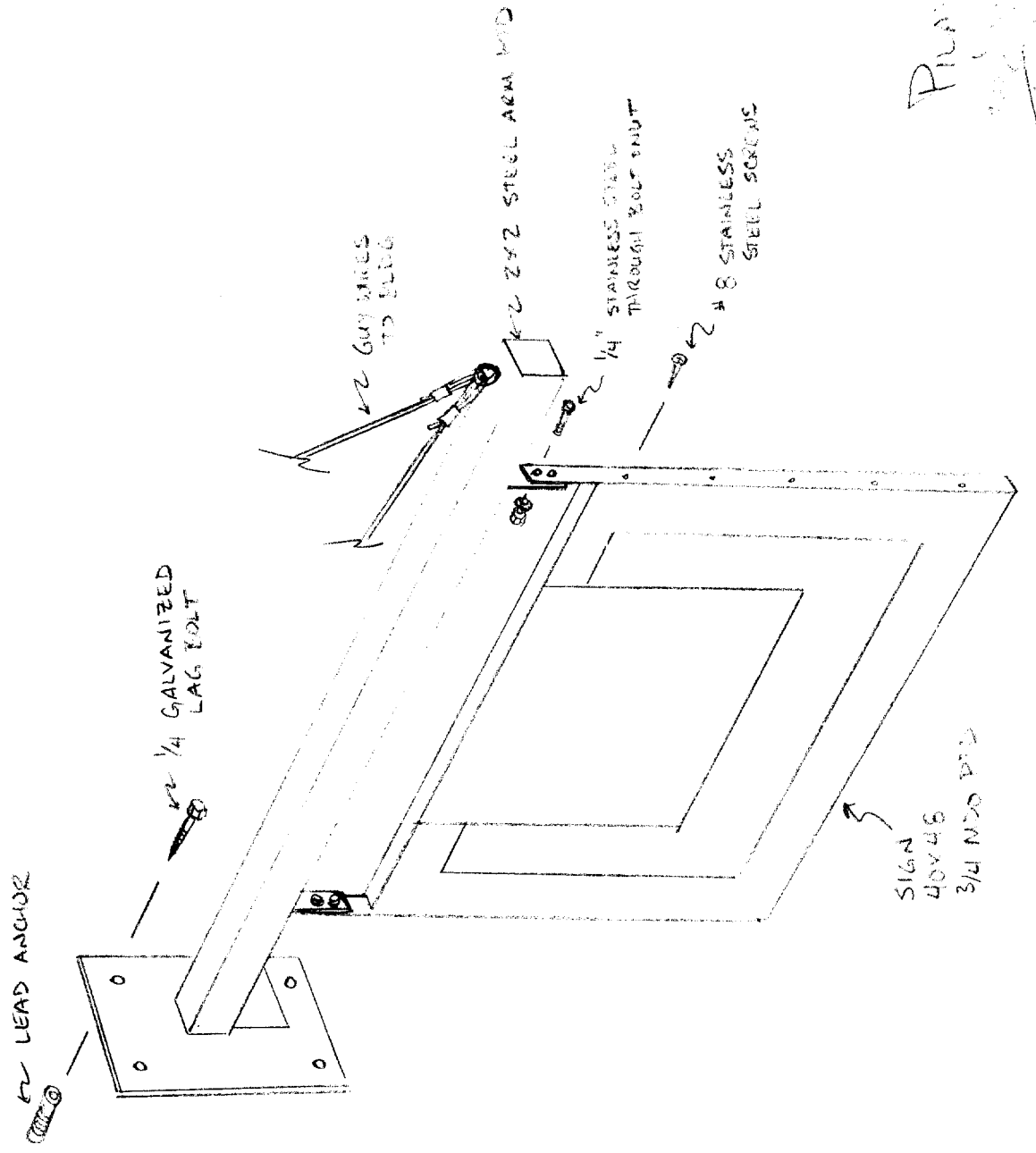
ACORD CERTIFICATE OF LIABILITY INSURANCE					DATE (MM/DD/YY) 4/16/2004
PRODUCER Sports & Fitness Insurance Cor. 212 Key Dr., Suite A Madison, MS 39110 P:601-898-8464 F:601-853-6141			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW		
INSURED CYNTHIA GLIDDEN 22 DEERING ST PORTLAND ME 04101			INSURERS AFFORDING COVERAGE INSURER A Sumitomo Marine & Fire Ins. Co INSURER B INSURER C INSURER D INSURER E		
COVERAGES					
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 AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE MM/DD/YY	POLICY EXPIRATION DATE MM/DD/YY	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR AGGREGATE LIMIT APPLIES PER PROJECT <input checked="" type="checkbox"/> LOC	PKG-3500009-10746	11/3/2003	11/3/2004	EACH OCCURRENCE \$ 2,000,000 FIRE DAMAGE (Any one fire) \$ 100,000 MED EXP (Any one person) \$ Excluded (PERSONAL AOV INJURY) \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP OF AGG \$ 1,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Each accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) 3 PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY ANY AUTO				OTHER THAN AUTO ONLY EA ACC AGG \$
	EXCESS LIABILITY OCCUR CLAIMS MME DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ DEDUCTIBLE \$ RETENTION \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTHER \$ EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$
A	OTHER SPCL FRM RCV THEFT	FIR-5007950	11/3/2003	11/3/2004	Contents 510,000 Sign 3800
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Certificate holder is named additional insured as their interest may appear					
CERTIFICATE HOLDER <input checked="" type="checkbox"/> ADDITIONAL INSURED INSURER LETTER A			CANCELLATION		
CITY OF PORTLAND 389 CONGRESS ST PORTLAND, ME 04101			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Sharon A. Simpson</i>		

GREEN ON
TRIM WILL BE
"CHASTE FERN"
SHOWN ON
SWATCH



(1) 3/4" MDO
40x48
Painted "Chaste Fern"
and white
Black aluminum with
white vinyl

EMAILED PROOF 4/7 am



PUNNET
 10/1/2000



EST #
1016



