



Permitting and Inspections Department  
 Michael A. Russell, MS, Director

### Signage /Awning Permit Application

Project Address: 613 Congress St Portland Tax Assessor's CBL: \_\_\_\_\_  
 Chart # \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_

Owner Name: Crostone, LLC Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: 142 High St Portland ME 04101 Email: ryan@southernmainerentals.com

Lessee (if applicable): Publication Studio / Support Solutions Phone: (207) 771-7909 ext 101

Address: 613 Congress St Portland Email: smiller@supportolutions.org

Contractor Name: Shawn Brewer Phone: (207) 212-6971

Address: 613 Congress St Email: Shawnbrewerart@gmail.com

**Building Information:**

Exterior Length of façade of tenant space (ft): 14 ft Height of exterior façade (ft): 7 ft  
 Lot frontage on street (ft): 14 ft This is a (select one):  Single Tenant Lot  Multi-Tenant Lot  
 If multi-tenant, this is a (select one):  Ground floor unit  Upper story unit  
 Current specific use: \_\_\_\_\_ If vacant, prior use: Yoga studio  
 Proposed use: art studio community support program

**Information on EXISTING signs that will remain:**

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only:		Dimensions of awning or sign (include length, width, and height, as applicable)	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)
	Is there any symbol/lettering on awning? (Y/N - If Y, list the dimensions of the messaging)	Is awning backlit? (Y/N)			

**Information on PROPOSED signs:**

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only:		Dimensions of awning or sign (include length, width, and height, as applicable)	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)
	Is there any symbol/lettering on awning? (Y/N - If Y, list the dimensions of the messaging)	Is awning backlit? (Y/N)			
<u>Attached to building</u>	<u>lettering 12 ft</u>	<u>N/A</u>	<u>length 14 ft, width 12 ft, height 2 ft</u>	<u>7 ft</u>	<u>N/A</u>

Please be sure to submit all information outlined in the Sign/Awning Application Checklist with your application.

The Permitting and Inspections Department may request additional information prior to the issuance of a permit. For further information, visit us online at [www.portlandmaine.gov/1728/Permitting-Inspections](http://www.portlandmaine.gov/1728/Permitting-Inspections).

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: Scott Mill Date: 2/10/17

Portland, Maine



Yes. Life's good here.

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## Signage /Awning Permit Application Checklist

All of the following information shall be submitted:

- Signage/Awning Permit Application form
- Certificate of Liability listing the City as an 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.
- A copy of the signed lease or letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage.
- A plan showing the specific locations of all existing and proposed signs:
  - o For freestanding signs: the plan shall depict lot lines, buildings, driveways, abutting streets or rights of way, lengths of street frontages, and setbacks from freestanding signs to the nearest lot line.
  - o For all other signs and awnings: the plan shall depict buildings, driveways, abutting streets or rights of way, and building façade dimensions. Photos or other documentation similar to a drawn plan are acceptable, provided that all required information is included.
- A drawing or photo of the proposed sign showing content, all dimensions, materials, source of illumination, details of anchoring and installation (e.g., attachment specifications, footing details for freestanding signs, etc.).
- Certificate of flammability is required for awnings, canopies or banners.
- A UL Classification Mark, found on the product, is required for illuminated signs at the time of final inspection.
- Photos of existing signage.



To Whom it May Concern

The signage requested by Scott Miller and Creative Trails to put signage on 613 Congress St displaying "Publication Studio" is approved. Please let us know if you have any questions or concerns.

Ryan Priest  
c/o Crostone, LLC

A handwritten signature in black ink, appearing to read "Ryan Priest", written over the typed name.

Ryan Priest, President  
Southern Maine Rentals, LLC  
91 Auburn St STE 1075  
Portland, ME 04103  
Office: 207-776-4598



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**FAST TRACK ELIGIBLE PROJECTS  
SCHEDULE C**

**Type of Work:**

- One/two family garage, addition, or dormer with stamped plans
- Home occupation other than day care
- Commercial sign or awning
- Commercial exterior propane tank
- Retaining walls higher than 4 feet with stamped plans by a structural engineer
- Site work only (with approved site plan or does not trigger site plan review)

Zone: B3

- Shoreland zone?  Yes  No
- Stream protection zone?  Yes  No
- Historic district?  Yes  No
- Flood zone (if known)?  Yes  No

This information may be found on the city's online map portal at <http://click.portlandmaine.gov/gisportal/>

1. Setbacks to project:

- a. Front
- b. Rear
- c. Left side
- d. Right side
- e. Side street
- f. Other structures (for pools only)

Proposed Project

Ordinance Requirement

2/4	2/4

- 2. Lot coverage or impervious surface coverage (total after project):
- 3. Landscaped open space (R-6 zone only):
- 4. Height of structure:

I certify that:

- I have sufficient right, title and interest in the property.
- I will schedule my inspections, and the inspector may require changes to my structure if it does not meet local ordinances and state regulations.

Initials  
SM  
SM

Project Address: 613 Congress St Portland, ME

Print Name: Scott Miller Date: 3/9/17

**Notice:** The following activities under this schedule may require Site Plan review by the Planning & Urban Development Department:

- Commercial structural expansions, including concrete or other impervious pads
- Residential or commercial retaining walls
- Site work located in the shoreland zone or site work, such as grading, filling or clearing which requires Site Plan Review.

For more information, please contact [planning@portlandmaine.gov](mailto:planning@portlandmaine.gov) or (207)874-8719.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/15/2017

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.

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.

PRODUCER: USI Insurance Services LLC-CL, 75 John Roberts Road, Building C, South Portland, ME 04106, 855 874-0123. CONTACT NAME, PHONE (A/C, No, Ext): 855 874-0123, FAX (A/C, No): 877-775-0110. INSURER(S) AFFORDING COVERAGE: INSURER A: Hanover Insurance Company, NAIC #: 22292.

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liab, and Property.

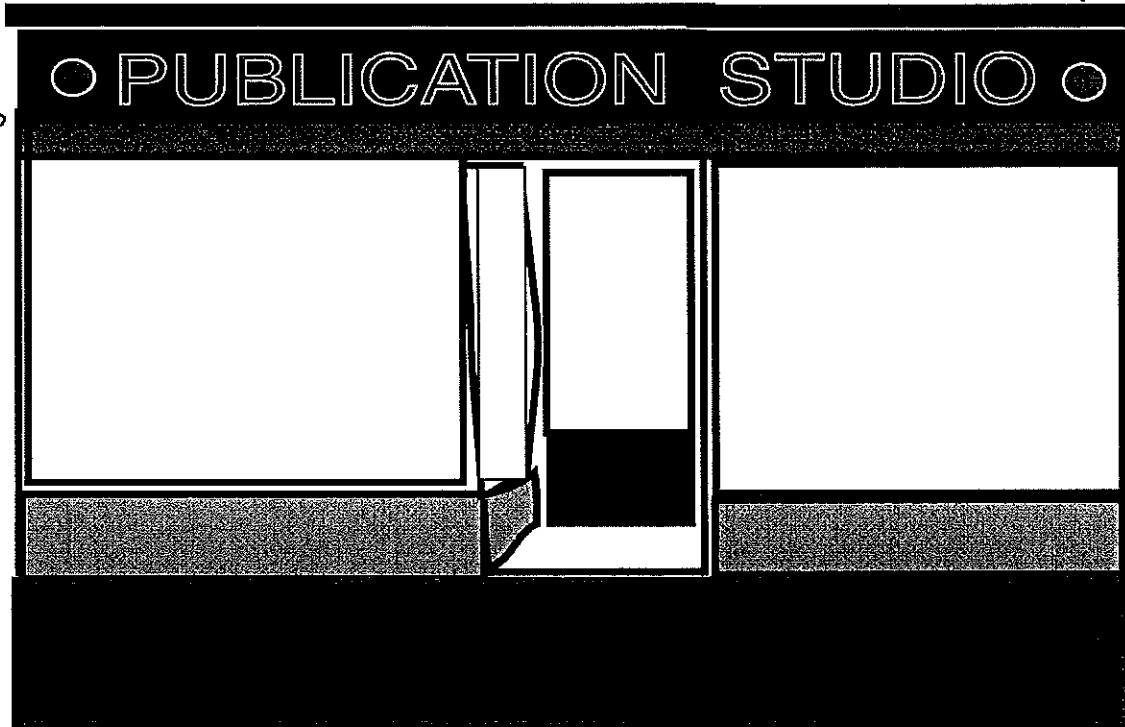
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) RE: Sign Permit for 613 Congress St, Portland ME 04101. The General Liability policy includes an automatic Additional Insured endorsement that provides Additional Insured status to The City of Portland, only when there is a written contract that requires such status, and only with regard to work performed on behalf of the named insured.

CERTIFICATE HOLDER: The City of Portland, 389 Congress St, Portland, ME 04101. CANCELLATION: 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: [Signature]

613 Congress St

14 ft

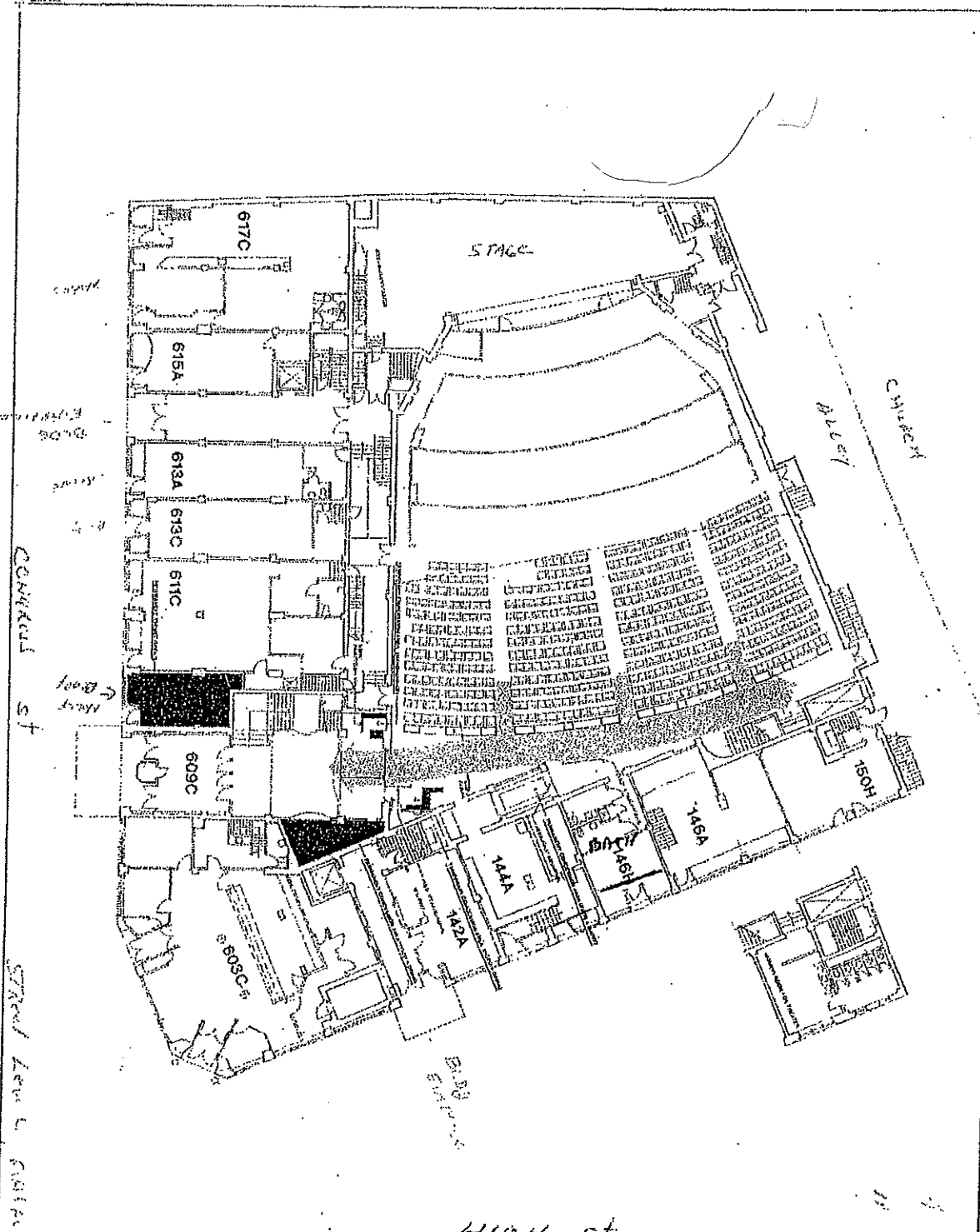
7 ft



metal  
letter  
cutouts  
screwed into  
wood surface

letters are  
1 ft in height  
fitting the  
space proportions

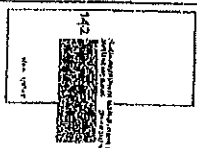
Country Club



HIGH st

CONVENT st

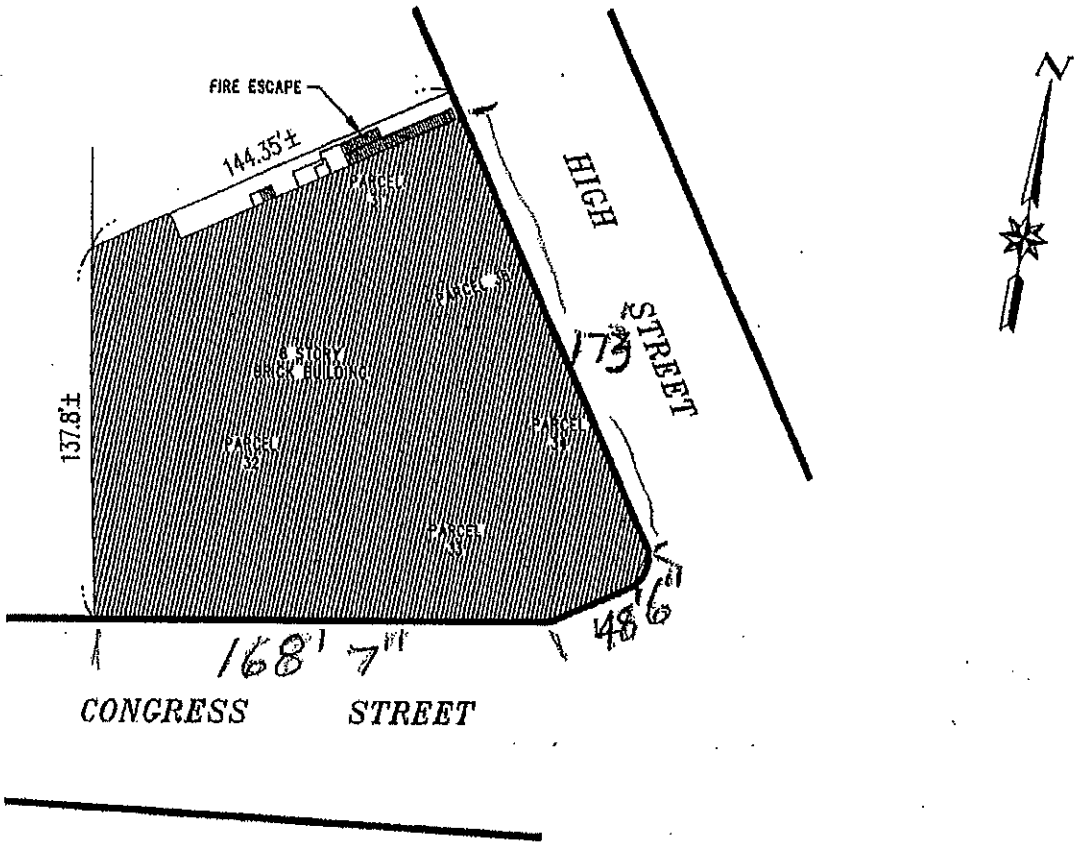
STREET LIGHT



C

(C)

603-607 CONGRESS STREET, PORTLAND, ME



**MORTGAGE LENDER  
USE ONLY**

THIS IS NOT A BOUNDARY SURVEY.

THIS IS THE RESULT OF TAPE MEASUREMENT, NOT THE RESULT OF AN INSTRUMENT SURVEY AND IS CERTIFIED TO THE TITLE INSURANCE COMPANY AND ABOVE LISTED ATTORNEY AND LENDER.

THERE ARE NO DEEDED EASEMENTS IN THE ABOVE REFERENCED DEED OR ENCROACHMENTS WITH RESPECT TO BUILDINGS SITUATED ON THIS LOT EXCEPT AS SHOWN.

THE LOCATION OF THE DWELLING SHOWN DOES NOT FALL WITHIN A SPECIAL FLOOD HAZARD ZONE.

THE LOCATION OF THE DWELLING AS SHOWN HEREON WAS IN COMPLIANCE WITH THE LOCAL ZONING LAWS IN EFFECT WHEN CONSTRUCTED (WITH RESPECT TO STRUCTURAL SETBACK REQUIREMENTS ONLY).

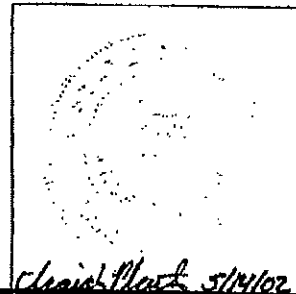
PARCEL NUMBERS FROM ASSESSOR'S MAP.

SURVEYING ENGINEERING LAND PLANNING  
**Northeast Civil Solutions**

INCORPORATED

153 US ROUTE 1, SCARBOROUGH, MAINE 04074

60' 0 60' 120'  
tel (207) 883-1000 fax (207) 883-1001 e-mail ncs@mains.rr.com  
(800) 882-2227



*David Clark 5/14/02*

GENERAL NOTES: (1) The declaration made above are on the basis of my knowledge, information, and belief as the result of a mortgage inspection tape survey made to the normal standard of care of professional land surveyors practicing in Maine. (2) Declarations are made to the above named client only as of this date. (3) This plan was not made for recording purposes, for use in preparing deed descriptions or for constructions. (4) Verifications of property line dimensions, building offsets, fences, or lot configuration may be accomplished only by an accurate instrument survey.



OLD STORY That is going to be replaced.

The best of the



PUBLICATION STUDIO

615 CONGRESS ST.

PUBLICATION STUDIO

GRAPHIC DESIGN

PUBLICATION STUDIO