

## Jeff Glidden

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**From:** Tammy Munson <tmm@portlandmaine.gov>  
**Sent:** Thursday, May 26, 2016 2:50 PM  
**To:** Karrie Reiter  
**Cc:** Jeff Levine  
**Subject:** Re: SIGN Permitting - 713 Congress Street

Jeff said Preservation is all set so I don't think you need to fill out any forms for them.

On Thu, May 26, 2016 at 2:49 PM, Karrie Reiter <[Karrie.Reiter@coastsign.com](mailto:Karrie.Reiter@coastsign.com)> wrote:

Thanks Jeff. I spoke with Lauree in Inspections and found the forms we will need to submit. Except for the Historic District form. Tammy could you please assist with this form?

Thank you,

**Karrie Reiter**  
Project Manager

[karrie.reiter@coastsign.com](mailto:karrie.reiter@coastsign.com)  
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**From:** Jeff Levine [<mailto:jlevine@portlandmaine.gov>]  
**Sent:** Thursday, May 26, 2016 11:44 AM  
**To:** Karrie Reiter; Tammy Munson  
**Subject:** Re: SIGN Permitting - 713 Congress Street

Preservation is all set. You can speak to Inspections to find out how to apply for the sign permit. I have attached Tammy Munson from Inspections on this email to connect the two of you.

Jeff Levine, AICP  
Director  
Planning & Urban Development Department  
389 Congress Street 4th Floor  
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[@portlandplan](mailto:jeff@portlandplan)

On Thu, May 26, 2016 at 2:33 PM, Karrie Reiter <[Karrie.Reiter@coastsign.com](mailto:Karrie.Reiter@coastsign.com)> wrote:

Hi Jeff,

Attached is our sign plan. Again we aren't changing any structure pieces; only the faces.

How long will the review and formal permitting take? What would be the permit fee? Will I still need to go to the city to submit the application during your help in sending to the preservation staff?

Thank you,

**Karrie Reiter**  
Project Manager

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**From:** Jeff Levine [mailto:[jlevine@portlandmaine.gov](mailto:jlevine@portlandmaine.gov)]  
**Sent:** Thursday, May 26, 2016 7:15 AM  
**To:** Karrie Reiter  
**Subject:** Re: SIGN Permitting - 713 Congress Street

You would need a sign permit from Inspections. That review would mostly involve looking at the zoning and, as you are in a district, historic preservation.

It's a good idea to get your plan to us ahead of time so we can make sure there won't be any issues. You can email a plan to me and I can forward it to our preservation staff.

best,

Jeff

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On Wed, May 25, 2016 at 4:31 PM, Karrie Reiter <[Karrie.Reiter@coastsign.com](mailto:Karrie.Reiter@coastsign.com)> wrote:

Hello,

I have a location at 713 Congress Street that we are updating the existing signage for the store. There is 1 existing projecting sign and 1 existing wall cabinet. We aren't doing anything to the structure of the signs; only refacing both signs and painting the cabinets. Does this need to proceed through permitting for new faces only?

Thank you,

**Karrie Reiter**  
Project Manager

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Tammy M Munson  
Director of Inspections  
City of Portland