

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

BUILDING DEPARTMENT

PERMIT

Please Read Application And Notes, If Any, Attached

PERMIT ISSUED
Permit Number: 050873
JUL 18 2005
CITY OF PORTLAND

This is to certify that KEITER TIMOTHY S & KAREN E HAMMILL INC /Sign Design Inc

has permission to Add small sign to side of building

AT 140 WILLIAM ST

081 B011001

provided 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 closed-in. 24 HOUR NOTICE IS REQUIRED.

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

OTHER REQUIRED APPROVALS

Fire Dept.
Health Dept.
Appeal Board
Other Department Name

Handwritten signature and date 7/15/05
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

Location of Construction: 140 WILLIAM ST		Owner Name: KEITER TIMOTHY S & KAY E H		Owner Address: 140 WILLIAM ST		Permit No: 05-0873		Issued: <b>PERMIT ISSUED</b> JUL 18 2005		B.L. #: 081 B01001	
Business Name: Sign Design Inc		Contractor Name: Sign Design Inc		Contractor Address: PO Box 207 Westport		Phone: 562600		City of Portland		Permit Type: Signs - Permanent	
Past Use: Single Family Home with a home occupation for a Lawyer's office - see permit #05-0369		Proposed Use: Single Family Home w/home occupation / Add small sign to side of building		Permit Fee: \$34.00		Cost of Work: \$34.00		CEO District: 2		FIRE DEPT: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied Signature: N/A	
Lessee/Buyer's Name: Add small sign to side of building		Phone: Add small sign to side of building		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____		INSPECTION: Use Group: U Type: Sign IBC 2003 Signature: _____		Zoning Approval		Zoning Appeal	
Permit Taken By: Idobson		Date Applied For: 06/22/2005		Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan late: _____		Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: _____					

**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	

**City of Portland, Maine - Building or Use Permit**

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

<b>Permit No:</b> 05-0873	<b>Date Applied For:</b> 06/22/2005	<b>CBL:</b> 081 B011001
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<b>Location of Construction:</b> 140 WILLIAM ST	<b>Owner Name:</b> KEITER TIMOTHY S & KAY E H	<b>Owner Address:</b> 140 WILLIAM ST	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> Sign Design Inc	<b>Contractor Address:</b> PO Box 207 Westbrook	<b>Phone</b> (207) 856-2600
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Signs - Permanent	
<b>Proposed Use:</b> Single Family Home w/home occupation / Add small sign to side of building		<b>Proposed Project Description:</b> Add small sign to side of building	

**Dept:** Building**Status:** Approved with Conditions**Reviewer:** Tammy Munson**Approval Date:** 07/15/2005**Note:****Ok to Issue:** 

1) Signage Installation to comply with Chapter 31 of the IBC 2003 building code.

# 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: <u>140 William Street, Portland, ME 04101</u>		
Total Square Footage of Proposed <del>Structure</del> <sup>USE</sup> <u>446.5</u>	Square Footage of Lot <u>3,937</u> (EXCLUDING DETACHED GARAGE)	
Tax Assessor's Chart, Block & Lot Chart# <u>B1</u> Block# <u>B</u> Lot# <u>11</u>	Owner: <u>Timothy Keiter</u> <u>KAY HAMLIN</u>	Telephone: <u>207-774-5100</u>
Lessee/Buyer's Name (If Applicable) <u>N/A</u>	Applicant name, address & telephone: <u>Timothy S. Keiter</u> <u>Keiter &amp; Associates, P.A.</u> <u>140 William St.</u> <u>P.O. Box 7332</u> <u>Portland ME 04112-7332</u>	Total s.f. of signage x \$2.00 per s.f. plus \$30.00/\$65.00 for H.D. signage = Total Fee: \$ _____ Awning Fee = Cost Of Work: \$ <u>4</u> Total Fee: \$ _____
Current use: _____	If the location is currently vacant, what was prior use: _____	DEPT. OF BUILDING INSPECTION CITY OF PORTLAND, ME MAY 20 2005 <b>RECEIVED</b>
Approximately how long has it been vacant: _____	Proposed use: _____	
Project description: _____		
Contractor's name, address & telephone: <u>Sign Design Inc., P.O. Box 207, Westbrook, ME 04098</u> <u>856-2600</u>		
Whom should we contact when the permit is ready: <u>Timothy Keiter 207-774-5100</u>		
Mailing address: <u>PO Box 7332</u> <u>Portland ME 04112-7332</u>		
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: <u>774-5100</u>		

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>Timothy S. Keiter</u>	Date: <u>May 24, 2005</u>
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**This is NOT a permit, you "may not commence ANY work until the permit is issued.**

# CHECKLIST FOR SIGN/AWNING APPLICATION

- N/A Certificate of Liability listing the City as 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. Amount must equal \$400,000.00.
- Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.
- A sketch plan of lot, indicating location of buildings, driveways, and any abutting streets or rights of way, lengths of building frontages, street frontages, and all existing setbacks. Indicate on the plan all existing and proposed signs with their dimensions and specific locations. Be sure to include distance from the ground and building facade dimensions for any signage attached to a building.
- A sketch or photo of any proposed sign(s) indicating *content, dimensions, materials, source of illumination, and construction method, as well as specifics of installation/attachment.*
- N/A Certificate of Flammability required for awning or canopy at time of application.
- N/A UL# required for lighted signs at the time of Final Inspection. Failure to provide this information will invalidate the Sign Permit.
- Pre-Application Questionnaire completed and attached. Photos of existing signage attached.

↑  
NONE

**Permit Fee for signage or awning-with-signage:  
\$30.00 plus \$2.00 per square foot of sign.**

**Permit Fee for awning-without-signage is based on cost of work:  
\$30.00 for the first \$1,000.00, plus \$9.00 for each additional \$1,000.00.**

**Base Application Fee for any Historic District signage is \$65.00 instead of \$30.00**

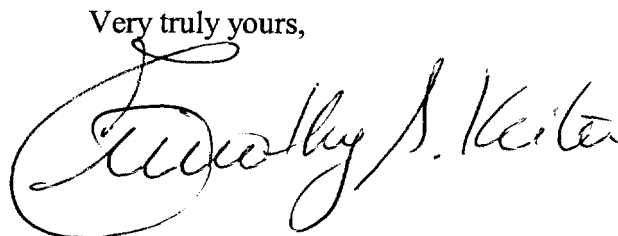
**TIMOTHY S. KEITER**  
**140 WILLIAM STREET**  
**PORTLAND, MAINE 04103**  
**(207) 761-5953**  
**tkeiter@keiterandassociates.com**

May 24, 2005

To Whom it May Concern:

This letter will confirm that Keiter & Associates, P.A., has permission from me, as owner of 140 William Street, Portland, Maine, to install any sign for its business in compliance with zoning requirements. This letter will also confirm that the space occupied by Keiter & Associates, P.A. includes something over half of the first floor frontage of the building; the tenant is allocated the entire frontage for signage purposes.

Very truly yours,

A handwritten signature in black ink that reads "Timothy S. Keiter". The signature is written in a cursive style with a large, looping initial "T".

TSK:

**INSPECTION OF PREMISES**

I HEREBY CERTIFY TO Douglas Title Co.  
Bath Savings Institution and its Title Insurer

140 William Street  
Portland, Maine

Job Number: 382-47  
Inspection Date: 02-23-05  
Scale: 1" = 40'

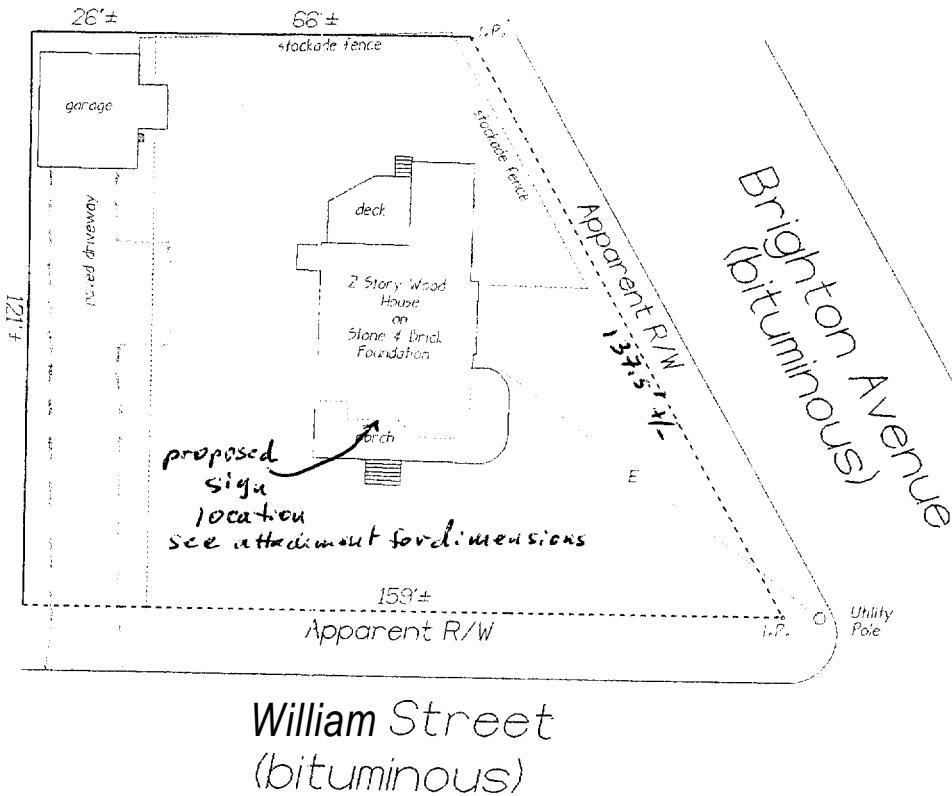
The monumentation is ~~not~~ in harmony with current deed description.

The building setbacks are ~~not~~ in conformity with town zoning requirements. "Grandfathered"

The dwelling does not appear to fall within the special flood hazard zone as delineated by the Federal Emergency Management Agency.

The land does not appear to fall within the special flood hazard zone as indicated on community-panel# 230051 0013 B

BUYER: Timothy Keifer &  
Kay E. Hamlin  
SELLER: Susan N. Bissonnette



porch is approximately 39" above the ground  
sign is proposed to be +/- 78" above the porch floor  
Building facade is approximately 32 feet

THIS PROPERTY IS SUBJECT TO ALL RIGHTS AND EASEMENTS OF RECORD. THOSE THAT ARE EVIDENT ARE SHOWN. THIS PLAN MIGHT NOT REVEAL CONFLICTS WITH ABUTTING DEEDS.

**Bruce R. Bowman**  
INCORPORATED  
199 John Small Road  
Chebeague Island, Maine 04017  
Phone: (207) 846-1663  
Fax: (207) 846-1664



PLAN BOOK 8 PAGE 67 LOT ± 20,21,22  
DEED BOOK 12050 PAGE 129 COUNTY Cumberland

THIS PLAN IS NOT FOR RECORDING Drawn by: *[Signature]*

# SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

PLEASE COMPLETE ALL INFORMATION

ADDRESS: 140 William Street, Portland, ME ZONE: R3

CBL: \_\_\_\_\_

SINGLE TENANT LOT? <sup>Owner + Home occupation</sup> YES  NO \_\_\_\_\_ MULTI TENANT LOT? YES \_\_\_\_\_ NO \_\_\_\_\_  
MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES \_\_\_\_\_ NO

## TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET):

Length: 32' Height: 1st Floor / entire frontage for signage purposes  
*only 2# permitted for a home occupation*

## INFORMATION ON PROPOSED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES \_\_\_\_\_ NO  DIMENSIONS PROPOSED: \_\_\_\_\_  
BLDG. WALL SIGN? (attached to bldg) YES  NO \_\_\_\_\_ DIMENSIONS PROPOSED: 9" x 28" = 252# - 144

## INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES \_\_\_\_\_ NO  DIMENSIONS: 1.75#  
BLDG. WALL SIGN (attached to bldg)? YES \_\_\_\_\_ NO  DIMENSIONS: \_\_\_\_\_  
AWNING? YES \_\_\_\_\_ NO  DIMENSIONS: \_\_\_\_\_

LOT FRONTAGE (FEET): 1/2 159 Feet on William St. > total frontage 1/2 296.5  
1/2 337.5 feet on Brighton Av

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 \_\_\_\_\_

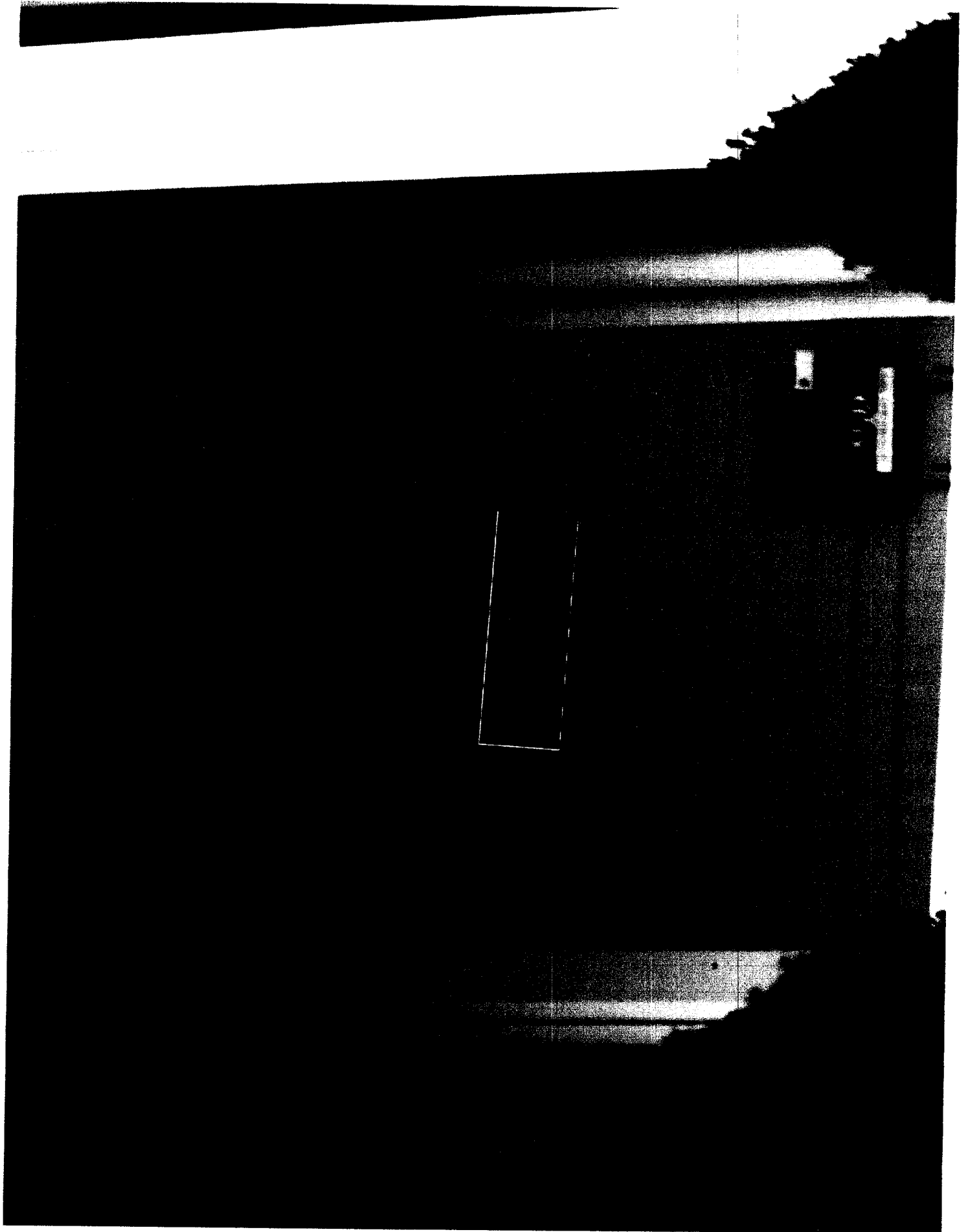
IF YES, TOTAL S.F. OF PANELS WITH COMMUNICATIONS/MESSAGE/TRADEMARK/SYMBOL? \_\_\_\_\_ s.f.

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

SIGNATURE OF APPLICANT: [Signature] DATE: May 24, 2005

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





This Design Is The Property Of:

**Sign Design Inc.**

306 Warren Ave. Portland, ME  
Phone: 207-856-2600 Fax: 207-856-7600

9" Tall X 28" Long Bronze Plaque, Type A/Blind Mount  
Single Line Edge, Brown Pebble Texture

**LAW OFFICES OF  
Keiter and Associates, P.A.**

Times Bold Text: 1 7/8" Text Height First Line  
1 1/2" Text Height Second Line

Customer: Keiter & Assoc.  
Job Name: keiter comp 2  
Date: 6-20-05  
Approval:

LAW OFFICE OF  
KEITER & ASSOCIATES, P.A.  
P. O. BOX 7332  
PORTLAND, MAINE 04112  
(207)774-5100 FAX (207)774-5199  
sender's email: [krobertson@keiterandassociates.com](mailto:krobertson@keiterandassociates.com)

June 20, 2005

Department of Buildings & Inspections  
Room 315 - City Hall  
City of Portland  
389 Congress Street  
Portland, Maine 04101

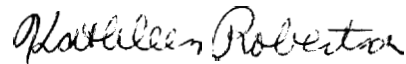
Dear Sir or Madam:

I am requesting a permit to allow the placement of a sign on the building located at 140 William Street in Portland.

Also enclosed is a check for \$34.00 in payment of the sign permit application fee.

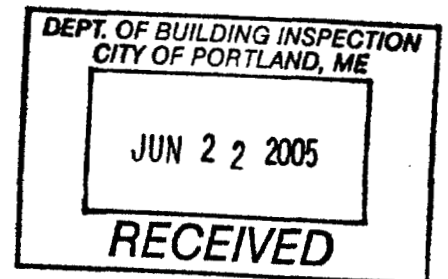
Please do not hesitate to contact me if you have any questions or concerns. Many thanks for your assistance!

Very truly yours,



Kathleen M. Robertson

Enclosures



**City of Portland, Maine - Building or Use Permit**

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

Permit No: 05-0369	Date Applied For: 04/08/2005	CBL: 081 B011001
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Location of Construction: 140 William St	Owner Name: Timothy Keiter/ Kay Hamlin	Owner Address: 140 William St	Phone: 207-774-5 100
Business Name:	Contractor Name:	Contractor Address:	Phone:

*[Handwritten scribbles and lines]*

Occupation

**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 04/12/2005  
**Note:** **Ok to Issue:**

- 1) This property shall remain a single family dwelling with a home occupation. Any future change of use shall require a separate permit application for review and approval. The removal of the second dwelling unit as requested will extinguish any legal nonconformity or "grandfathered" rights to such a use in the future.
- 2) Separate permits shall be required for future decks, sheds, pools, and/or garages.
- 3) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
- 4) During its existence, all aspects of the Home Occupations criteria, Section 14-410, shall be maintained.
- 5) Separate permits shall be required for any new signage under the home occupation guidelines.

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Tammy Munson      **Approval Date:** 04/15/2005  
**Note:** **Ok to Issue:**

- 1) The basement is NOT approved as habitable space. File storage only. A code compliant 2nd means of egress must be installed in order to change the use of this space.
- 2) Separate permits are required for any electrical, plumbing, or heating.
- 3) Separate Permits shall be required for any new signage.
- 4) This is a Change of Use ONLY permit. It does NOT authorize any construction activities.

*Permit showing change*