

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

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

**PERMIT ISSUED**

Permit No: 02-1164	Issue Date: OCT 24 2002	CBL: 111 C005001
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Location of Construction: 415 Forest Ave	Owner Name: University Credit Union	Owner Address: 391 Forest Ave	Phone: 906
Business Name:	Contractor Name: Applicant - <i>Cayenna</i>	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone: <i>B2b</i>

Past Use: Retail Spaces	Proposed Use: Retail Spaces	Permit Fee: \$159.25	Cost of Work: \$159.25	CEO District: 2
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FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>B</i> Type: <i>AVA</i> <i>10/23/02</i> Signature: <i>[Signature]</i>
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Proposed Project Description:  
Erect 5 Signs with a total of 129.25 Square Footage

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)  
Action:  Approved  Approved w/Conditions  Denied  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Taken By: <i>gad</i>	Date Applied For: 10/10/2002	<b>Zoning Approval</b>	
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<ol style="list-style-type: none"> <li>This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</li> <li>Building permits do not include plumbing, septic or electrical work.</li> <li>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..</li> </ol>	<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <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>10/15/02</i>	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____	<b>Historic Preservation</b> <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: <i>[Signature]</i>
	<i>Not Approved The A frame</i>		

**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 _____	

02-1164

THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE PERMIT IS ISSUED

# Signage 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>415 Forest Avenue</u>		
Total Square Footage of Proposed Structure <u>7,865</u>	Square Footage of Lot <u>19,950</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>111</u> Block# <u>C</u> Lot# <u>005</u>	Owner: <u>University Credit Union</u>	Telephone: <u>772-1906</u>
Lessee/Buyer's Name (if Applicable) <u>Thressa J. Willett</u>	Applicant name, address & telephone: <u>Cayenna</u> <u>415 Forest Avenue</u> <u>879-7300</u> <u>Portland, ME 04101</u>	Total s.f. of signage <u>129.25</u> 1.00 per s.f. \$ <u>129.25</u> , plus \$30.00 base fee Fee: \$ <u>159.25</u>
Current use: <u>see below</u>		
If the location is currently vacant, what was prior use: <u>Flower Shop</u>		
Approximately how long has it been vacant: <u>I moved in day after Flower Shop moved out</u> <u>10/1/02</u>		
Proposed use: <u>retail clothing &amp; shoes</u>		
Project description: <u>Erect 5 signs</u> <u>129.25 sq ft of signage</u>		
Contractor's name, address & telephone:		
Who should we contact when the permit is ready: <u>Thressa Willett</u> <u>xx</u>		
Mailing address: <u>415 Forest Avenue</u> <u>Portland, ME 04101</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 \$50.00 fee if any work starts before the permit is picked up. Phone: <u>879-7300</u> <u>xx</u> <u>call</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>Thressa Willett</u>	Date: <u>10-9-2002</u>	DEPT. OF BUILDING INSPECTION CITY OF PORTLAND, ME RECEIVED OCT 10 2002
This is NOT a permit, you may not commence ANY work until the permit is issued. If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4 <sup>th</sup> floor of City Hall		

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

# CITY OF PORTLAND

PERMIT ISSUED

Please Read Application And Notes, If Any, Attached

BUILDING DEPARTMENT

Permit Number: 021462002

CITY OF PORTLAND

This is to certify that University Credit Union/Applicant  
has permission to Erect 5 Signs with a total of 25 Square Footage — NO "A" FRAME (SEE  
AT 415 Forest Ave 111 C005001 COND APPROV

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 when permission is procured before this building or part thereof is leased or otherwise disposed-in. **48 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

*[Signature]*  
Director - Building & Inspection Services  
10/23/02

**PENALTY FOR REMOVING THIS CARD**

**SIGNAGE PRE-APPLICATION**

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 415 Forest Avenue, Portland ME 04101 ZONE: B2b

OWNER: University Credit Union

APPLICANT: Theresa J. Willett dba Cayenna

ASSESSOR NO. \_\_\_\_\_

PLEASE CIRCLE APPROPRIATE ANSWER

SINGLE TENANT LOT? YES  NO  MULTI-TENANT LOT? YES  NO

FREESTANDING SIGN? (ex. Pole Sign) YES  NO  DIMENSIONS 60" HEIGHT 27"

MORE THAN ONE SIGN? YES  NO  DIMENSIONS 5 ft HEIGHT 6 ft

SIGN ATTACHED TO BLDG.? YES  NO  DIMENSIONS 5 ft x 10 ft

MORE THAN ONE SIGN? YES  NO  DIMENSIONS 4 ft x 8 ft

AWNING: YES  NO  IS AWNING BACKLIT? YES  NO  HEIGHT OFF SIDEWALK \_\_\_\_\_

IS THERE ANY MESSAGE, TRADEMARK OR SYMBOL ON IT? \_\_\_\_\_

\* see attached

on Ext. Pole sign

LIST ALL EXISTING SIGNAGE AND THEIR DIMENSIONS:

Dancing Elephant ①  $4 \times 6 = 24^{\#}$  ④  $16'' \times 22'' = 1.33 \times 1.03 = 2.4339^{\#}$

②  $4 \times 6 = 24^{\#}$  ⑤  $27'' \times 60'' = 2.25 \times 5 = 11.25^{\#}$

③  $12'' \times 20'' = 1.66^{\#}$

\* see attached for existing pole sign

\*\*\* TENANT BLDG. FRONTAGE (IN FEET): 105 feet

\*\*\* REQUIRED INFORMATION

AREA FOR COMPUTATION

YOU SHALL PROVIDE:

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

SIGNATURE OF APPLICANT: Theresa J. Willett DATE: 10/9/2002



October 7, 2002

Cayenna  
Attn: Thressa Willette  
415 Forest Avenue  
Portland, ME 04101

Thressa,

I have reviewed your signage plan for the exterior of 415 Forest Avenue in Portland and acting as landlord for University Credit Union, hereby approve the plan. Our approval is subject to applicable zoning and permitting requirements. Please provide me with the appropriate documentation from the City of Portland, prior to signage installation. In addition, please contact me as soon as you have finalized your design so that we can update the shared tenant sign with your information.

Respectfully,

A handwritten signature in black ink, appearing to read 'Joseph Gervais'.

Joseph Gervais  
Senior Vice President / Southern Division

## UNIVERSITY CREDIT UNION

Tel 207-581-1458  
Tel 207-772-1906

Rangeley Road, University of Maine, Orono, Maine 04469-5779  
391 Forest Avenue, Portland, Maine 04101-2001  
[www.ucu.maine.edu](http://www.ucu.maine.edu)

Fax 207-581-1452  
Fax 207-772-1852

Application ID Number: 2-1164

Delete Save Close

Department: Building Status: Approved with Conditions

Reviewer: Mike Nugent

Comments:

Approval Date: 10/23/2002

OK to Issue Permit Name: Mike Nugent Given On Date: 10/16/2002

Conditions Section: Add New Condition From Add New Condition Delete Condition

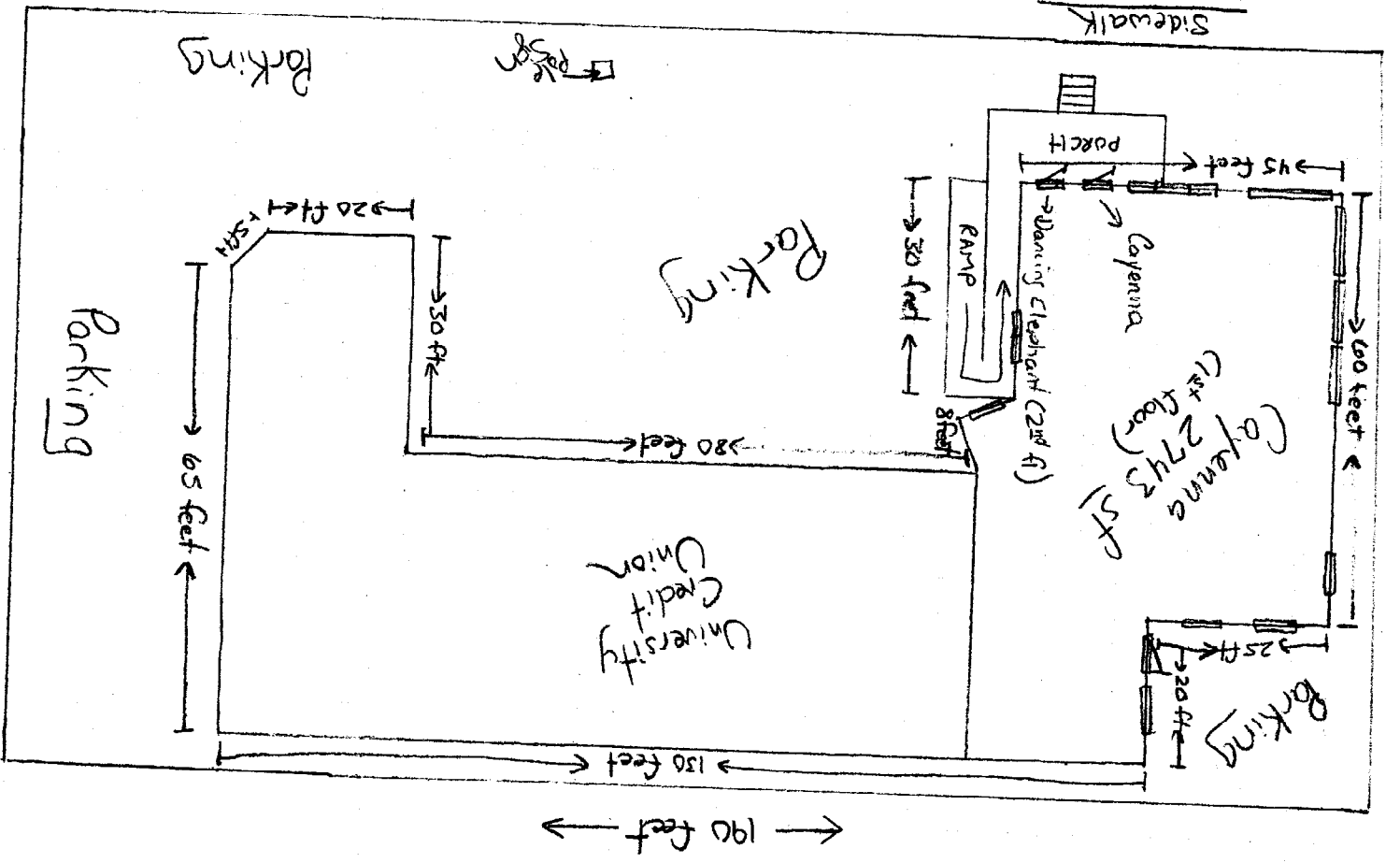
The "A" Frame sign cannot be erected as it is on private property and subject to review by Marge Schunckel prior to issuance.

Create Date: 10/11/2002 By: god Update Date: 10/23/2002 By: mjn

415 FOREST AVENUE

Forest Ave Frontage = 45 feet  
Deerfield Road Frontage = 60 feet

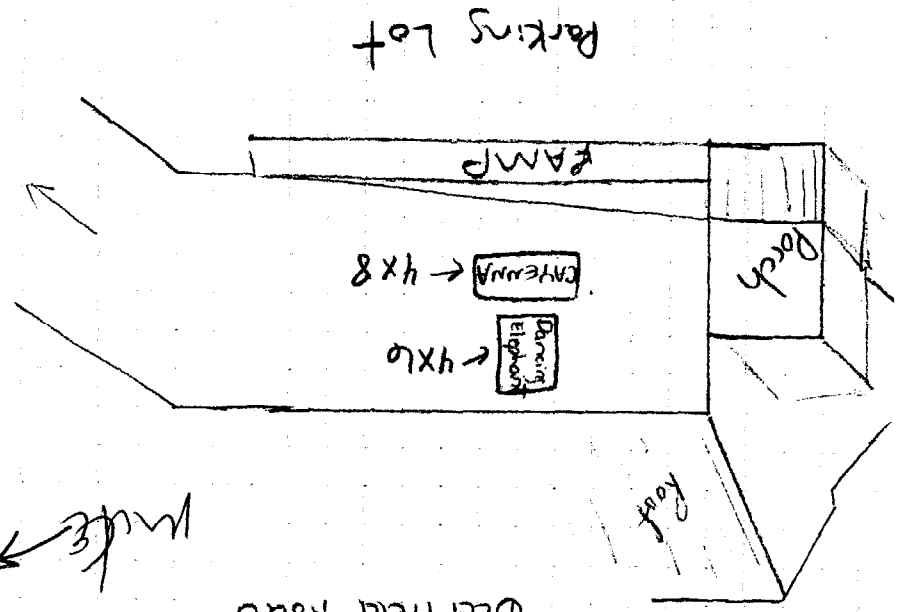
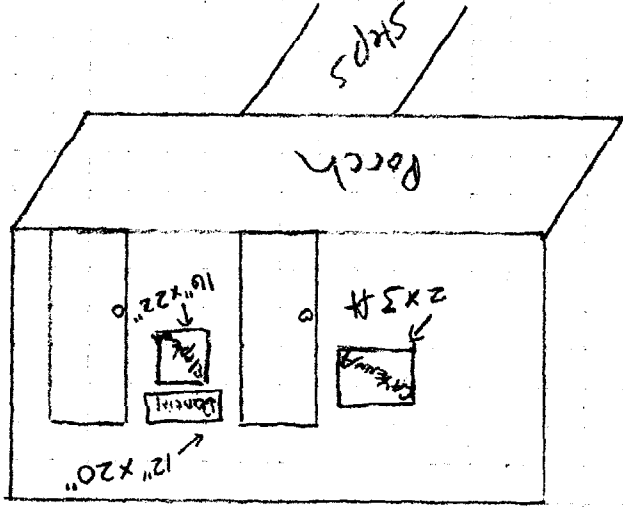
Forest Avenue →



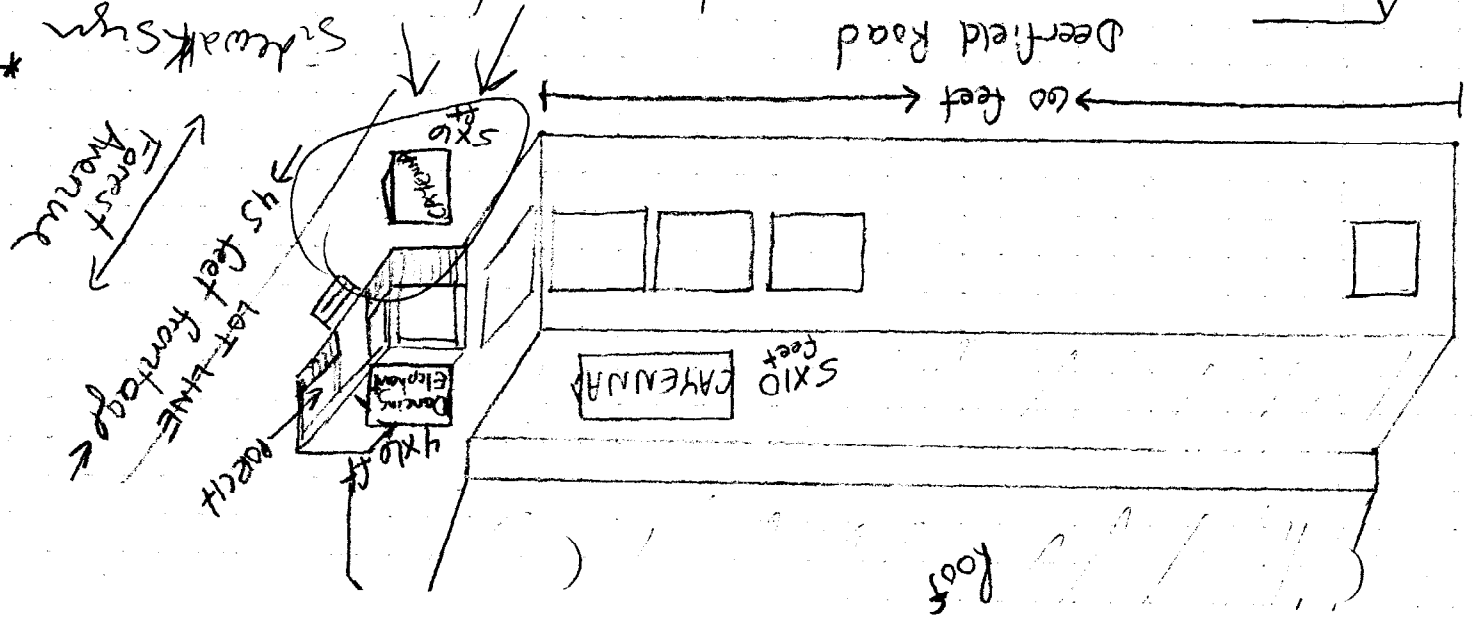
Belmeade Road ← 105 feet →

Lot Lines  
□ = 5 feet

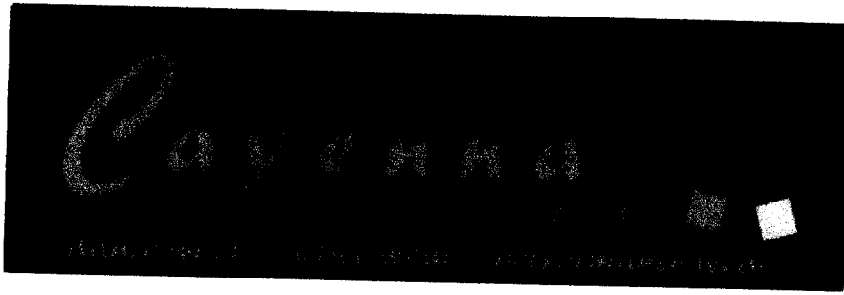
190 feet →



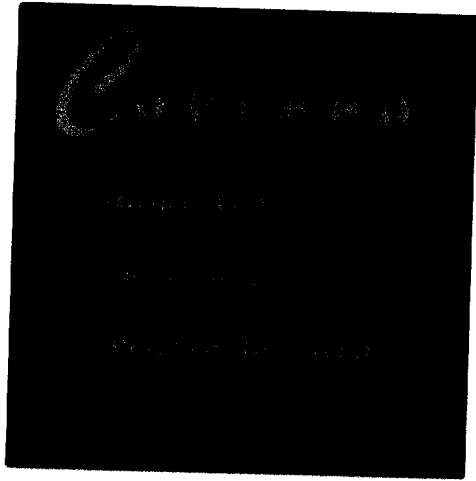
\* Dancing Elephant Signs are existing  
 \* Cayenna Signs are proposed  
 make → looks like old sign  
 what the old sign  
 old. signs  
 sidewalk sign



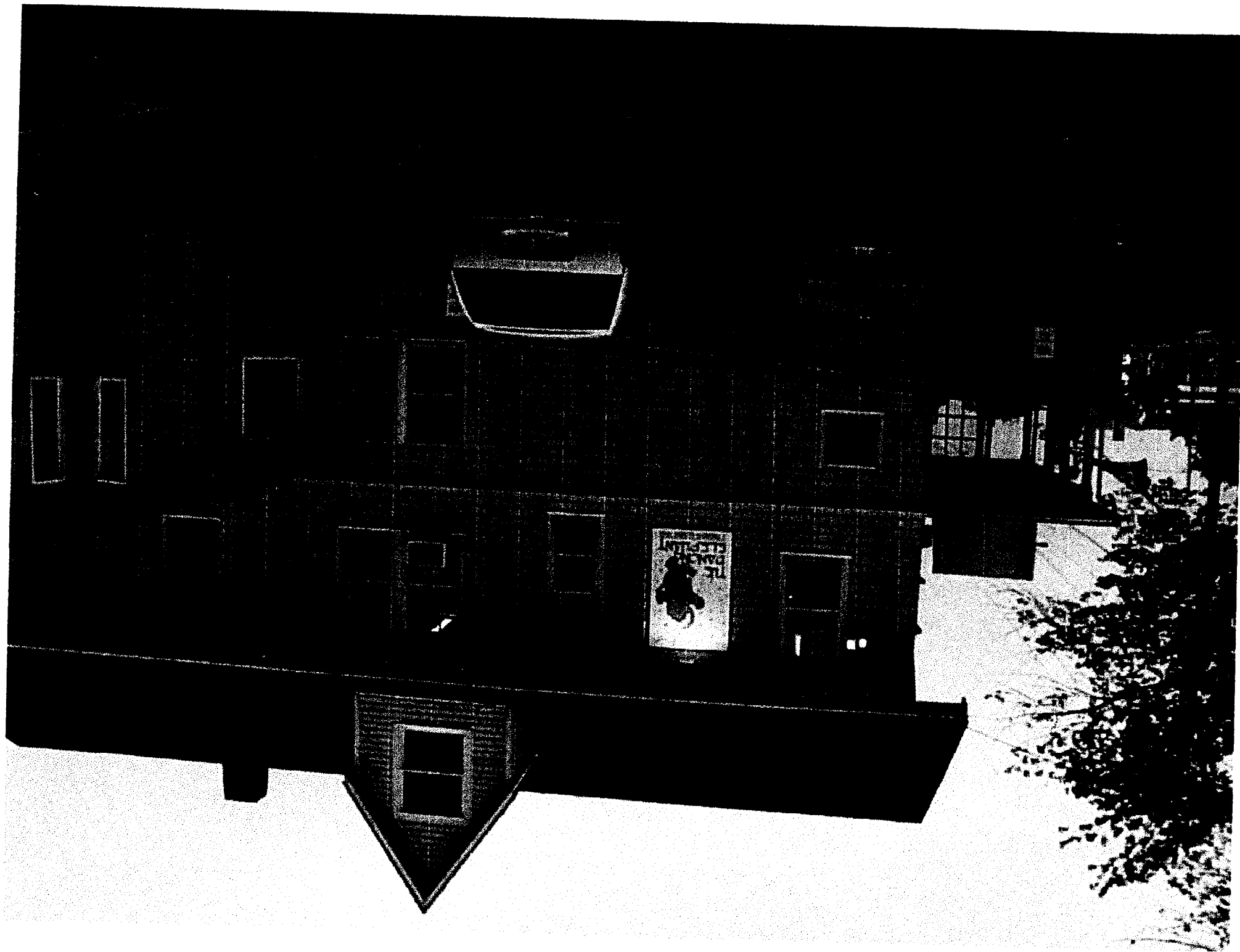


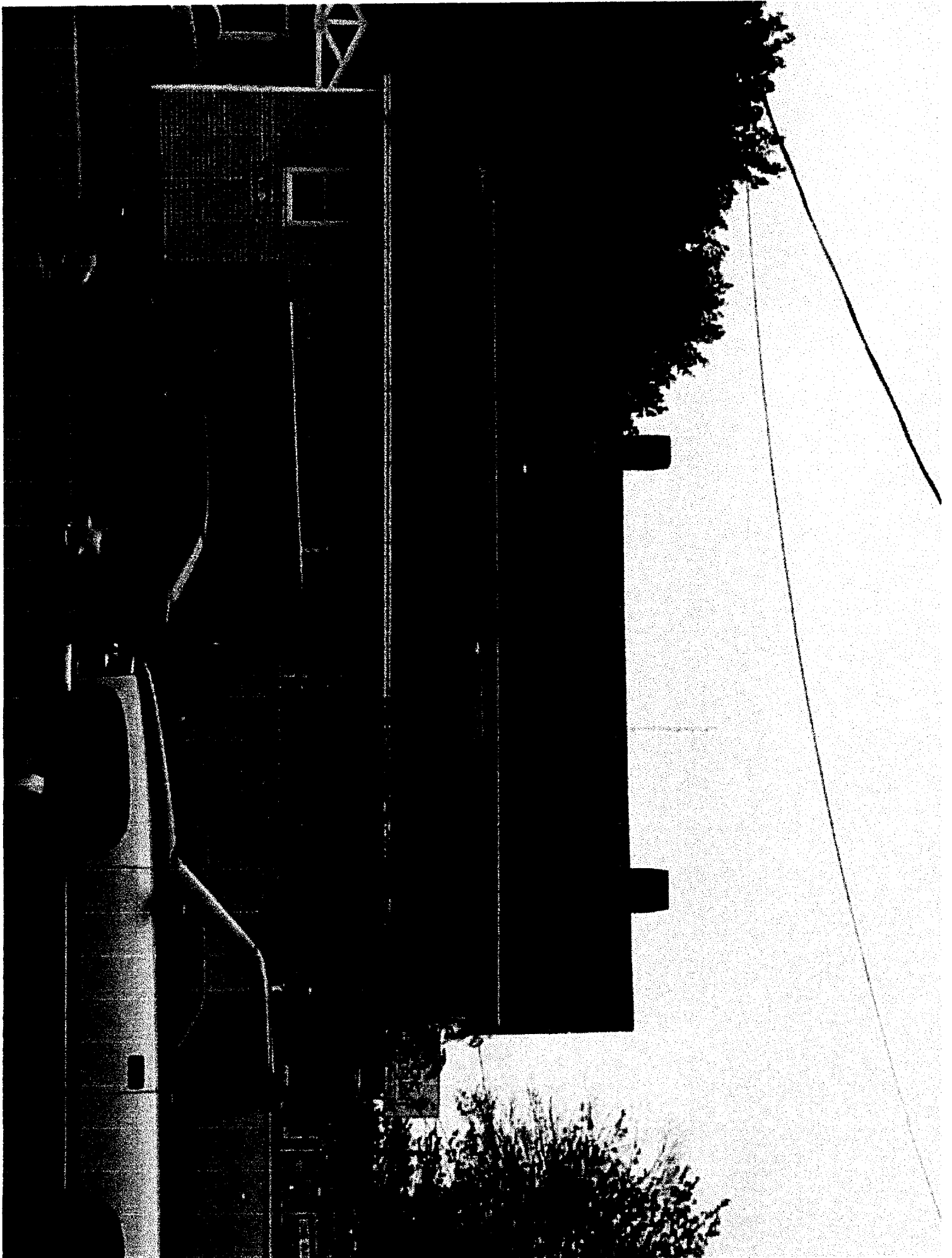


5x10 & 4x8 Design



5x6 & 2x3 Design







*Gran*



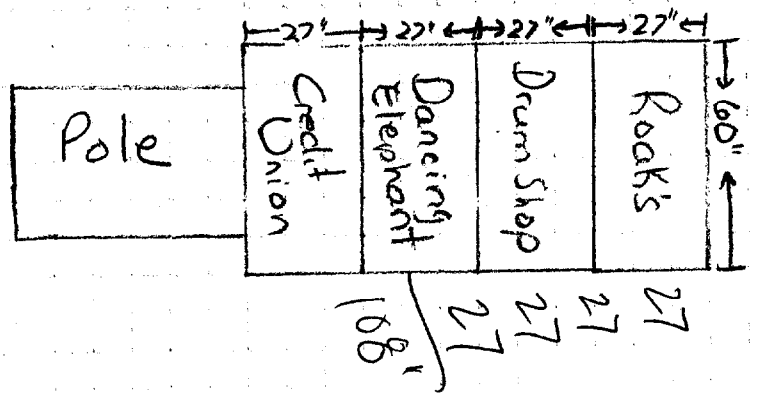
# 415 Forest Avenue

## Proposed Signage

- ① 5 x 10 = 50 sf - toward Deerfield (feet)
  - ② 5 x 6 = 30 sf - sidewalk sign -
  - ③ 4 x 8 = 32 sf - toward park's
  - ④ 2 x 3 = 6 sf - by park's steps
  - ⑤ 27" x 60" = 11.25 sf - Pole sign
- 129.25 square feet

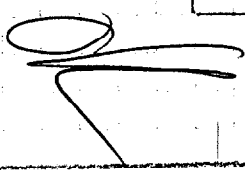
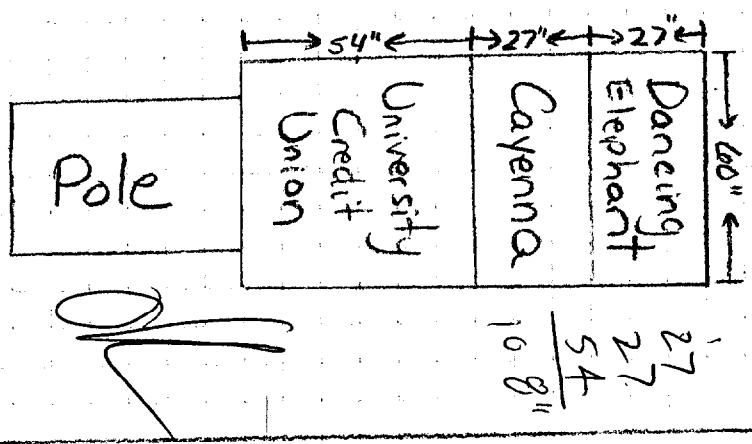
45 feet Forest Ave frontage  
 60 feet Deerfield Road frontage

Existing



Note:  
 Drum Shop & Rocks  
 are gone  
 (moved & retired)

New (proposed)



## INSURANCE BINDER

The Company indicated below certifies that the insurance afforded by the policy or policies numbered and described below is in force as of the effective date of this certificate. This Certificate of Insurance does not amend, extend, or otherwise alter the Terms and Conditions of Insurance coverage contained in any policy or policies numbered and described below.

**CERTIFICATE HOLDER:/ Co-Insured**  
**City Of Portland**  
**Congress St**  
**Portland, Me 04101**

**Insured's Name and Address:**  
**Thressa Willett DBA**  
**Cayenna Dance & Active Wear**  
**415 Forest Ave**  
**Portland Me 40101**

TYPE OF INSURANCE	POLICY NUMBER AND ISSUING COMPANY	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS OF LIABILITY (*Limits At Inception)
<b>GENERAL LIABILITY</b> x Premises-Operations x Products-Completed Operations  x Personal & Advertising Injury x Fire Legal Liability x Medical Expense	<b>041243172</b> <b>Zurich U S Small Business</b>	<b>10/01/02</b>	<b>10/01/03</b>	General Aggregate* \$2,000,000 Pr. Comp. Op. Gag* \$ 2,000,000 Each Occurrence \$ 1,000,000 Any One Fire or Explosion \$50,000 Any One Person \$10,000
<b>EXCESS LIABILITY</b>				Each Occurrence Aggregate
<b>WORKERS' COMPENSATION</b>				<b>STATUTORY LIMITS</b> Bodily Injury by accident Each Accident Bodily Injury by Disease Bodily Injury by Disease Policy Limit
<b>Employers' Liability</b>				\$

Should any of the above described policies be canceled before the expiration date, the insurance company will endeavor to mail written notice to the above named certificate holder, but failure to mail such notice shall impose no obligation or liability upon the company, its agents, or representatives.

**Property 415 Forest Ave, Portland, Me.**

Countersigned at: Portland Maine

Authorized Representative:

**Philip O'Hearn Agency**  
**Nationwide Insurance**  
**1087 Forest Ave.**  
**Portland, ME 04103**