



# PORTLAND MAINE

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*Lee Urban- Director of Planning and Development  
Marge Schmuckal, Zoning Administrator*

June 12, 2007

Lesley Gaudreau  
West 351 Salon  
351 Forest Avenue  
Portland, ME 04101

RE: 351 Forest Avenue – 112 D001 – B-2 – awnings

Dear Ms. Gaudreau,

In reviewing your application to replace your existing hanging sign with a new hanging sign at your business at 351 Forest Avenue, it came to my attention that you also have signage on the awnings over your windows and door. In checking our records, I found your original application (permit # 00-1311) for the existing sign, but I could not find any record of a permit to install the awnings with signage. Since there is no record of a permit, the awnings are illegal.

Section 14-369.5, Table 2.13 of the ordinance specifies the size and amount of signs that a business can have in the B-2 zone for a multi-tenant lot. An individual tenant is allowed one building sign. Since each awning has the logo for your business, they are considered two separate signs.

You have thirty days from the date of this letter to apply for a permit after the fact for the two awnings. As part of the application, you need to include the square footage of the logo on one of the awnings. You also need to indicate which logo is being removed, since you can only have a logo on one awning. If we do not receive a signage/awning permit application within thirty days, you will have to remove the awnings. I have enclosed a signage/awning permit application.

Please feel free to call me at 874-8709 if you have any questions.

Yours Truly,

Ann B. Machado  
Zoning Specialist  
(207) 874-8709

