

*City of Portland  
Planning & Urban Development Dept./Inspections Division  
389 Congress St. Rm 315  
Portland, ME 04101*

**446 Forest Ave, Norway Savings Bank:**

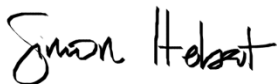
Norway Savings Bank is seeking permission to provide a temporary office trailer to operate out of as well as a temporary ATM on the property. The office trailer will be provided by William Scotsman – Specifications and Details are enclosed (ADA Bathroom) – and located in parking spaces 15-20, as shown on the site plan. Underground electric and data will be run from the existing structure’s circuit to the temporary office trailer. The trailer possesses a self-contained septic-holding tank as well as potable water, both of which will be serviced weekly. An ADA/IBC compliant ramp/stair and trailer skirting will also be provided by William Scotsman for the trailer. Access to the trailer will be from the parking lot side with entrance to the ramp away from the parking lot entrance. Lastly, the trailer has an occupancy load of five people.

The temporary ATM will be a 6638 NCR SelfServ ATM positioned on the island along the existing bank drive-thru. Power and data will run, exposed, along the underside of the existing awning to the ATM. The machine will be secured to the island with rebar pins and anchors. Anti-theft bollards will also be placed on either side of the machine.

Included in the application is the following:

1. The Commercial Interior/Change of Use Application and Checklist
2. Administrative Authorization Application
3. Construction Documents for the portable trailer.
  - a. Purchase Order
  - b. Floor Plan
  - c. Elevations
  - d. ADA/IBC Ramp info
4. Temporary ATM Specifications
5. Application Fees

Kindest Regards,



Simon Hebert