



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov*

Jeff Levine, AICP, Director  
Director of Planning and Urban Development

Tammy Munson  
Director, Inspections Division

## **Electronic Signature and Fee Payment Confirmation**

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid-in full** to the Inspections Office, City of Portland Maine by method noted below:



Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.



Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.



I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: lisa.preble@tpl.org

*Lisa Preble*  
*The Trust for*  
*Public Land*

*O. Mgr.*

Date:

*4/30/13*

I have provided digital copies and sent them on:

Date:

*4/30/13*

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means ie; a thumb drive or CD to the office.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/29/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Clark Insurance P O BOX 3543 Portland, ME 04104	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(207) 774-6257</b>	FAX (A/C, No): <b>(207) 774-2994</b>
	<b>E-MAIL ADDRESS:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A : Acadia</b>		<b>31325</b>
<b>INSURED</b>  Maine Bay Canvas Inc 53 Industrial Park Way Portland, ME 04104		
<b>INSURER B :</b>		
<b>INSURER C :</b>		
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<b>GENERAL LIABILITY</b>	X		TBD-PKG	5/1/2013	5/1/2014	EACH OCCURRENCE	\$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 250,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$ 1,000,000	
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000	
							PRODUCTS - COMP/OP AGG	\$ 2,000,000	
								\$	
A	<b>AUTOMOBILE LIABILITY</b>			TBD-BA	5/1/2013	5/1/2014	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (PER ACCIDENT)	\$	
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						\$		
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			TBD-CU	5/1/2013	5/1/2014	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$ 1,000,000	
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 1,000							\$	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>		N/A	TBD-WC	5/1/2013	5/1/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS	OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						Y/N <input type="checkbox"/>	E.L. EACH ACCIDENT	\$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
								E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
The Trust for Public Land & the City of Portland are additional insureds with regards to the insureds ongoing operations if required by written contract.

**CERTIFICATE HOLDER**

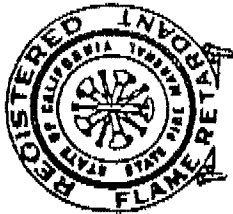
**CANCELLATION**

Trust for Public Land 30 Danforth St Portland, ME 04101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

# Certificate of Flame Resistance

REGISTERED  
FABRIC  
NUMBER

F53501



issued by

**TOPTEC, INC.**

1905 N.E. Main Street  
Simpsonville, SC 29681

Date Manufactured

03/09/05

*This is to certify that the materials described  
are inherently flame retardant.*

Name MAINE BAY CANVAS

Address 53 INDUSTRIAL WAY

City PORTLAND

State

ME

04103

Zip

**Certification is hereby made that:**

The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPAI84, ULC109, MVSS302.

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of item certified: EXPANDABLE END 30x30 BLACKOUT WHITE

**The Flame Retardant Process Used WILL NOT Be Removed By Washing.**  
**TOPTEC, INC.**

*Phedon E. Colclough Jr.*

Name of Production Superintendent

MODEL TX303005E

SERIAL # 251746BE



**Lisa Preble - Canco Woods Closing Celebration Event**

**From:** Lisa Preble  
**To:** lcw@portlandmaine.gov  
**Date:** 3/26/2013 3:39 PM  
**Subject:** Canco Woods Closing Celebration Event

*Verbal approval, Larry. See email response 3/27/13 attached.*

Dear Larry,

Thanks so much for agreeing to run our Canco Woods Celebration event by the appropriate City officials.

This will be a low key, family event on Sunday, May 5 from 2 - 4 p.m. We'll have refreshments (no alcohol), a short speaking program, and site walks. Our plan is to place a 20 x 30 frame tent on the easement at the Torrey Street end (dig safe will be notified). If this is an issue, we can go with a weighted tent. We're expecting Cheryl Leeman to attend and speak.

I plan to ask the Portland Police Department if parking along Torrey Street will be problematic; it is not posted. If an issue, our back up is to use the Cheverus High School lot with permission from the Headmaster.

Let me know if we can answer any further questions. We'd like to have written permission on file by way of an email.

Best,  
~ Lisa

Lisa Preble  
Office Manager  
The Trust for Public Land  
30 Danforth Street, Suite 106  
Portland, ME 04101  
P: (207) 772-7424, Ext 5  
F: (207) 772-7420

**The Trust for Public Land**  
Celebrating 40 years of creating parks and conserving land for people  
[tpl.org](http://tpl.org)

*City Hall  
Parking Division  
called Michelle  
3/27 9:30 am  
Street parking  
on Torrey Street  
and surrounding  
is fine, per  
Michelle.*

**Lisa Preble - Re: Fwd: Canco Woods Closing Celebration Event - May 5...! ???**

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**From:** "Lawrence Walden" <LCW@portlandmaine.gov>  
**To:** <Lisa.Preble@tpl.org>  
**Date:** 3/27/2013 10:59 AM  
**Subject:** Re: Fwd: Canco Woods Closing Celebration Event - May 5...! ???

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Lisa:

Read Ted's message below, and contact him @ 'PS', that is, Department of Public Services, at 874-8826, if you have any questions. INSP must be the City inspection department, 3rd floor, City Hall.

Larry

>>> Ted Musgrave 3/27/2013 10:51 am >>>

hi all -

FYI - the March of Dimes Walk happens on Sun May 5.. it's a morning walk (800+ walkers)... around Back Cove.. but they start + end at Cheverus HS... (they should be wrapped up and out of there at 2pm or so) - so if parking is needed there, that should be able to work (permission and contract from Chev) for an event like this (similar to the opening of a PT trail) we would not typically go through the PS Event Office permit process... but instead just advise organizer to procure the necessary licenses and permits.. (TENT + refreshments) i.e. no permit fees, sec dep, or insurance needed on file at the PS Event Office. (INSP requires a cert of INS for the tent permit)

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.