



DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND BUILDING PERMIT



This is to certify that the City of Portland (Sarah Plummer) Located At 370 STEVENS AVE

Job ID: 2012-04-3727-SE

CBL: 175- B-001-001

has permission to Install a Temporary Tent and 8 by 12 foot Stage (Green Neighbor Family Festival)
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
the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured
before this building or part thereof is lathed or otherwise
closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner
before this building or part thereof is occupied. If a
certificate of occupancy is required, it must be

Fire Prevention Officer

Code Enforcement Officer / Plan Reviewer

04/19/2012

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

1. Location/ Set-up
2. Final inspection/ Tent and Stage Removal

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



PORTLAND MAINE

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

Acting Director of Planning and Urban Development
Gregory Mitchell

Job ID: 2012-04-3727-SE

Located At: 370 STEVENS AVE

CBL: 175- B-001-001

Conditions of Approval:

Fire

1. Installation shall comply with City Code Chapter 10.
2. Tents shall have an approved fire resistant rating and maintain 10' between stake lines.
3. No smoking or open flame allowed within 10'.
4. Provide at least one 2A:10 BC fire extinguisher.

Building

1. This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.
2. A separate Electrical permit is required for temporary power, or lighting.

City of Portland, Maine - Building or Use Permit Application

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

| | | | |
|--|--|---|---|
| Job No: 2012-04-3727-SE | Date Applied: 4/9/2012 | CBL: 175-B-001-001 | |
| Location of Construction: 370 STEVENS AVE | Owner Name: CITY OF PORTLAND | Owner Address: 389 CONGRESS ST, PORTLAND, ME 04101 | Phone: |
| Business Name: | Contractor Name: A+ Party Rental | Contractor Address: 10 Washington Ave., Scarborough, ME 04074 | Phone: 883-4472 |
| Lessee/Buyer's Name: Green Neighbor Family Festival - Sara Plummer | Phone: 892-4700 or 310-1644 (c) | Permit Type: SP EVT - Special Event | Zone: R-5 |
| Past Use: School - Deering High School | Proposed Use: Same: School - to install tent and stage 8' x 12' - Set-up and break-down on Saturday April 21, 2012 | Cost of Work: | CEO District: |
| | | Fire Dept: <input checked="" type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>Capt. Brian 4/16/12</i> | Inspection: Use Group: Type: <i>Temp.</i> <i>MURK</i> Signature: <i>[Signature]</i> |
| Proposed Project Description: Stagging Set-up & Breakdown 4/21/2012 | | Pedestrian Activities District (P.A.D.) | |
| Permit Taken By: Lannie | | Zoning Approval | |

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
2. Building Permits do not include plumbing, septic or electrical work.
3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.

| Special Zone or Reviews | Zoning Appeal | Historic Preservation |
|--|--|---|
| <input type="checkbox"/> Shoreland | <input type="checkbox"/> Variance | <input type="checkbox"/> Not in Dist or Landmark |
| <input type="checkbox"/> Wetlands | <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Does not Require Review |
| <input type="checkbox"/> Flood Zone | <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Requires Review |
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Interpretation | <input type="checkbox"/> Approved |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Approved | <input checked="" type="checkbox"/> Approved w/Conditions |
| <input type="checkbox"/> Maj <input type="checkbox"/> Min <input checked="" type="checkbox"/> MM | <input type="checkbox"/> Denied | <input type="checkbox"/> Denied |
| Date: <i>4/10/12</i> | Date: | 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 appication 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 |



Tent/Canopy or Temporary Event Staging Permit Application

R-5

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/Park of Installation: Front lawn of Deering High School, 370 Stevens Ave., Portland, ME 04103 | | |
| Date of Set up/Event Saturday, April 21, 2012 | | Date of Breakdown/ End of Event Saturday, April 21, 2012 |
| Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 175 B 1 | Property Owner: City of Portland | Telephone: |
| Lessee/Buyer's Name (If Applicable) | Applicant name, address & telephone: Sarah Plummer 35 Main St., Suite 3, Windham ME 04062 office: 207.892.4700 cell: 207.310.1644 | Fee: \$30.00 |

The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.

1. Certificate of Flammability
2. Letter of approval from property owner.
If the City is owner, attach a completed copy of Application to Use City Park & Recreation Space from Parks & Recreation (756-8275).
3. Company name of installer (contact info).
4. Plot Plan showing the following:
Tent/Canopy or temporary event staging locations, including dimensions, exits and entrances of proposed and existing, parking and existing building locations. If this is temporary staging, you will need to include product information. (Applicant may call Parks & Recreation for maps of Portland's Parks @ 756-8275).
5. If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00

RECEIVED

APR 09 2012

Dept. of Building Inspections

Who should we contact when permit is ready: _____
Address: above Telephone: _____

Please submit all of the information outlined in the Tent/Canopy and Event Staging Permit Application as one package. Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information visit us on-line at www.portlandmaine.gov, stop by the Building Inspections office, room 315 City Hall or call 874-8703.

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:

Sarah Plummer

Date:

4/3/12

This is not a permit; you may not commence ANY work until the permit is issued.

Temporary Staging Information: Green Neighbor Family Fest
Deering High School Front Lawn, April 21, 2012, 9:30 a.m.—2:00 p.m.

Installer & Contact Info.:

A+ Party Rental
10 Washington Ave.
Scarborough, ME 04074
207-883-4472

Stage Dimensions: 8' x 12' with 15" legs
Stage comes in 4' x 4' sections

Parking for the event will be behind DHS on Access Rd. and on surrounding streets. We have worked with Public Services & Parks & Rec. to secure approval for this parking plan. Parking on Stevens Ave in front of DHS will be closed to increase visibility and to allow for those putting on festival activities to unload and load.

Plot plan:

Note:
Not to
scale



Temporary Staging Product

Information sent by

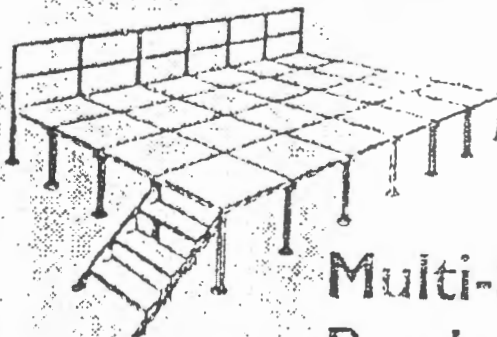
A+ Party Rental



A Member of the plettac Group

125 Taylor Parkway
Archbold, OH 43502-9309

Ph (419) 445-8915 or (800) 537-0540
Fax (419) 445-0367, www.biljax.com



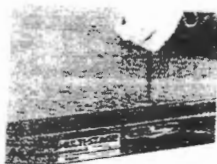
Multi-Stage Products

Sizes available for the Multi-Stage decks include the popular 4' square section, a 2' x 4' section and a 45° corner section. Standard decks include a 3/4" AC exterior plywood stained in gray enclosed in a steel frame edge protector. Other deck options are available.



4' Deck Section

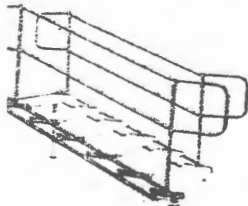
CAPACITY 150 PSF
(732kg per sq. meter)



Standard on all decks is the original cam lock feature which firmly fastens stage sections together from the top of the stage platform. Cam lock holes are neatly plugged with a cap to fill the surface.

OPTIONS

Adjustable stair packages come complete with stair step stringers, stair stringer extensions, hand aluminum stair planks. These stair packages offer easy access to the stage platform area and can be adjusted to fit various stage heights within the package range.



The new Ultra-Stair decreases set up time and labor. Multiple units are available for platform heights from 24". The units, with detachable handrails, fold flat for storage and ease in shipment.

Package Sizes Available:
12'-18" Stage Ht. Pkg.
2'-3' Stage Ht. Pkg.
3'-4' Stage Ht. Pkg.
4'-6' Stage Ht. Pkg.





CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT
PUBLIC PARK & SPACE APPLICATION (3 pages)
 134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101
 207-756-8275 ~ Fax 207-756-8279
 tvn@portlandmaine.gov

For uses of city property, there are typically: 1. fees charged for use of the area
2. a security deposit required 3. insurance required
(There may be fees due and applications required from other City Departments)

| | | | | | | | |
|-----------------------------|----------------------------------|--------------------------|--|--------------|--------------|------------|-------|
| TODAY'S DATE | 3/20/12 | ORGANIZATION NAME | Cumberland County Soil & Water Conservation District | | | | |
| ORGANIZATION ADDRESS | 35 Main Street, Suite 3 | CITY | Windham | STATE | ME | ZIP | 04062 |
| CONTACT NAME(S) | Sarah Plummer | | TITLE Education Coordinator | | | | |
| HOME # | WORK 207-892-4700 | CELL | 207-310-1644 | FAX | 207-892-4773 | | |
| EMAIL | sarah-plummer@cumberlandswcd.org | | EMAIL | | | | |

| | | | | | |
|---|--|--|-------------------------------|---|---|
| PARK AREA OR PUBLIC SPACE REQUESTED | Leland Street, Presumpscot Park (for Urban Runoff 5K) Deering High School front lawn (for Green Neighbor Family Fest) | | | | |
| EVENT DAY & DATE(S) | Saturday, April 21, 2012 | | RAIN DAY & DATE(S) | N/A | |
| EVENT START TIME (i.e. set-up start time) | 7:00 a.m. | EVENT END TIME (i.e. when event cleanup is complete) | 4:00 p.m. | ACTUAL START & END TIME OF EVENT | Race: 9:00-11:00 a.m. Festival: 9:30-2:30 p.m. |

| EVENT NAME | EXPECTED ATTENDANCE |
|----------------------------|---------------------|
| Urban Runoff 5K | 400 (race) |
| Green Neighbor Family Fest | 1,000 (festival) |

DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail.

Urban Runoff 5K Description: This race is a NEW RACE to be followed by the Green Neighbor Family Fest, taking place at the Deering High School area on Sat., April 21, 2012. The race and festival are being coordinated by the Cumberland County Soil & Water Conservation District with assistance from the city's Public Services Dept. (Stormwater Program) to raise community awareness about watershed & water quality issues. 300 - 400 runners are expected.

Race organizers would like to close off a section of street (Leland Street) for the finish line, and limit vehicle access to the Parking Lot on Leland Street (see attached start and finish area map). (Race designed by Erik Boucher, race director – phone: 207-210-8655)

Route: This is a 3.1 mile run (see attached course map).

Runners assemble for race on the dirt road off Ludlow St (near the small pond) and in the area between the Little League Field and Memorial Stadium. At 9:00 am runners take off down the dirt road to Ludlow, take a right onto Ludlow Street, then Left on Candlewyck Rd., then Right on Starlight Rd., then Right on Warwick St., Left on Glen Haven Rd. West, Right on Woodvale St., Get onto Evergreen Cemetery Trail, and Exit trail onto College St. inside UNE Campus, then Right on Stevens Ave., then Right on New St., Left on Leland St., and Finish on Leland St. near Access Rd. to Presumpscot Park.

Section of Leland Street closed to traffic is: Ludlow St. up to W. Concord Street (8 a.m. – 11 a.m.).

In order to hold the race, Ludlow Street would need traffic held back while the runners round the corner from the Dirt Road Starting Line (9 a.m. – 9:05 a.m.). The finish line area also needs to be closed to traffic: Leland Street from Ludlow St. up to W. Concord Street. Time frame: 8 a.m. – 11 a.m.

Race intersections would be staffed by volunteers (to hold back traffic if necessary.... And to let vehicles through intermittently when space allows). Barricades would be used at the Finish Line intersections where traffic is detoured. Some "No Parking" Signs may be needed for the UNE and Evergreen Cemetery side of Stevens Avenue.

Green Neighbor Family Fest Description: The Green Neighbor Family Fest (GNFF) serves as the City of Portland's kickoff event to the Greener Neighborhoods Cleaner Streams Program, part of the City's Capisic Brook restoration effort. The goal of the GNFF is to raise awareness of the Capisic Brook watershed and impacts to it, and provide attendees an opportunity to celebrate Earth Day. Many local organizations will offer children's environmental activities about water or other conservation topics (forestry, energy, waste, etc.). Tables/canopies will be set up on the front lawn of Deering High School for these activities. Live entertainment will be provided, including a children's singer/songwriter, storyteller, and stage show. A small stage (8' x 12') will be set up on the DHS front lawn for these performances. Children can also participate in the "Pollution Solution Recreational Obstacle Course," to be set up on the playground and proximate land between DHS and Longfellow Elementary School (map attached).

| | | |
|-------------------------------------|------------------------|--|
| IS THERE A REGISTRATION FEE? | Yes, for the race only | |
| IF YES, HOW MUCH? | FEE | Race: \$15 pre-registration/\$20 day-of registration Festival: FREE |
| | STUDENT FEE | N/A |

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? Athletes & festival attendees will be presented with a parking plan that encourages them to first ride their bicycle and also to carpool as much as possible. Some cars will be allowed to park on the Access Rd off Leland if space is available. Otherwise participants will be allowed to park on nearby neighborhood streets including the following: Ludlow St, Edgeworth Ave, Westminster Ave, Columbia Rd, Rosemont Ave, Hillis St, Caldwell St, Marlow St, and Stevens Ave. A free bike valet parking area will be set up next to the Deering High School buildings.

PLEASE CHECK OFF AND ANSWER:

PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

| | | X-YES | X-NO | X-NOT SURE |
|---|---|-------|------|------------|
| * | Are you setting up a canopy(s) ? (canopy is 10x10 size) How many: 5 to 10 DEERING HIGH SCHOOL FRONT YARD | YES - | | |
| * | Do you wish to set up a tent(s) ? (a canopy or tent larger than 10x10 needs to be | | NO | |
| * | Will you be setting up tables and/or chairs ? How many tables: ~40 chairs: ~20 | YES | | |
| * | Are other items or equipment being placed on City property? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List: stage for music | YES | | |
| * | Will there be refreshments at the event? YES Do you wish to sell food ? YES (If so, you will need approval from Recreation) List food and drink: PREPACKAGED SNACKS AND BOTTLED DRINKS A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged). PLEASE give the Clerk's Office at least a 2-week notice. | YES | | |
| * | Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)? If so, you will need approval from Recreation, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell: T-SHIRTS & WATER BOTTLES | YES | | |
| * | Are you setting up a PA (sound) system ? YES Are you planning on having Amplified Music ? YES If so, your event requires a concert license from the City Clerk's Office. (Just voice - i.e. Press Conference, would not require the license because it is not music). For amplified music/speech, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am - 1:15pm, and 1 hour between 5pm - 8pm). | YES | | |
| * | Will your event require electricity ? Electricity is available at some of the parks & squares | | NO | |
| * | Are you planning on bringing a Grill for a Barbecue ? | | NO | |
| * | Will the event require reserved parking spaces / parking meters ? How many? 20 "No Parking" signs may be purchased at Public Services, 55 Portland Street. | YES | | |
| * | Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: 6 BARRICADES A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service. | YES | | |
| * | Will your event require street closures ? (Please be specific under "Description of Event") | YES | | |
| * | Will your event require Police assistance ? An event such as a road race, march in the street, or parade would typically require police assistance. | | NO | |
| * | Will your event require Fire/EMS assistance ? (For a large walk/race, it is recommended.) | | NO | |
| * | Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned? (Some of the parks already have porta-restrooms. Event participants may use these, but a \$25 fee is assessed for events where attendance is 150 or more.) | | NO | |
| * | Do you wish to have a banner over the street to advertise your event? (Banners hung | | NO | |

INSURANCE CERTIFICATE INFORMATION

| | | | | |
|--|--|-----|--|--|
| * | Will your event require liability Insurance? (For an event such as a walkathon, race, festival, press conference, concert, etc., the city requires insurance coverage - general liability. The City of Portland needs to be named as additional insured in regards to the event activities on that date). If your event has been approved for serving food, Product Liability is also required, in addition to General Liability. | YES | | |
| ♦ If you answered yes, please have "City of Portland, Maine" listed as additional insured on the certificate (minimum coverage: \$400,000) and have your insurance company fax a copy to Recreation: 207-756-8279 or e-mail to: tvm@portlandmaine.gov | | | | |

RECREATION POLICIES**ELECTRICITY**

All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you **not use** electricity, unless all connections and equipment are covered and protected from the elements.

BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills. Barbecuing must first be approved by Recreation and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You must bring a fire extinguisher with you to the grilling area.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. Some of Portland's parks already have portable restrooms (*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords, *Entrance to Dyer's Flat – beside Payson Park, *Deering Oaks Park – near the Playground, *East End Beach). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Recreation). The restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (Associated Septic, 207-799-1980, M-F) to request and pay for a cleaning.

TRASH

All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove all trash. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). The area will be checked following your event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

Portland Recreation has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets. \$10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

TOBACCO FREE ZONES

By city ordinance, smoking is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information along to participants / spectators at the event.

NOTIFICATION

Please keep a copy of this permit on site at all times. City staff may require proof of permit.

REVOCABLE PERMIT

- ♦ The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- ♦ The City reserves the unconditional right to revoke or revise an issued permit.

| | | | | |
|---|----------------------|----|-------------|---------|
| I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES | TYPE INITIALS | SP | DATE | 3/22/12 |
|---|----------------------|----|-------------|---------|

ASSUMPTION OF RISK & LIABILITY

Users of the area agree to accept the grounds in an "as is" condition and shall be responsible for all risk and liability in using the park/public space area for the said event. By returning this form, (should permission be granted to use city property), the above parties agree to indemnify and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.

| | | | | |
|---|----------------------|----|-------------|---------|
| I have read the Assumption of Risk & Liability Agreement | TYPE INITIALS | SP | DATE | 3/22/12 |
|---|----------------------|----|-------------|---------|

CREDIT CARD INFORMATION

| | | | | |
|---|--|--|-------------------|--|
| Visa or MasterCard Number | | | Exp Date (Mon/Yr) | |
| CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED | | | | |

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

◆ Please make out security deposit checks separate from permit fees.

TOTAL AMOUNT(S) DUE TO RECREATION (Please make all security deposit checks out separately)

| | | | |
|---|----------------------------|--|------------|
| Permit Fee for use of area: \$40 first hr. plus \$35 each additional hr. (i.e. a 3 hour event totals \$110) If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable) Number of Hours of Use: 9 | N/A city dept co-sponsored | Vest, Barricade, Cone Deposit: \$10 per/item | \$??? |
| Electricity: \$5per/hr | \$ | Public Space / Park Security Deposit: \$100 | \$ 100 due |
| Key Deposit: \$50 per key | \$ | Other (Porta-Restroom User Fee, etc.) | \$ |

FOR OFFICE USE ONLY

| | | | | | | | |
|------------------------|-----------|----------------------|-----|----------------------|-----------|------------------|-------------|
| DATE REC'D APPLICATION | 3-22-2012 | DATE REC'D INSURANCE | DUE | PERMIT FEE AMT REC'D | \$ N/A | SECURITY DEPOSIT | \$ 100 DUE |
| PAYMENT TYPE | | | | | | | |
| VISA | \$ | MC | \$ | CK # | CK AMOUNT | \$ | CASH AMT \$ |

From: Sonia Bean
To: Lannie Dobson
CC: Doug Roncarati
Date: 4/9/2012 8:43 AM
Subject: Fee Waivers for Urban Runoff

I am writing on behalf of Mark Rees, City Manager. He has approved the waiver of fees for the Urban Runoff.

Sonia Bean
Senior Administrative Assistant
Executive Department
City of Portland
(207) 874-8689