



Signage / Awning Permit Application



If you or the property owner owes real estate or personal property taxes or any other charges on any property, payment arrangement **MUST** be made before permits are accepted.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 05/17/13

Planner: Jeanie Bourke

Location/Address:		
Tax Assessor's Chart/Block/Lot (CBL) Chart: _____ Block: _____ Lot: _____ 197-A2 A002 Page/Book 16695/1190	OWNER Name/Address: Name: <u>Italian Heritage Center</u> Address: <u>40 Westland Ave</u> <u>Portland, Maine 04102</u>	Telephone: <u>207 318-9567</u> E-Mail: <u>heritagecenter.com</u>
LEASEE/BUYER Info (if Applicable) <u>Italian Heritage Center</u>	CONTRACTOR Name: <u>Italian Heritage Center</u> Address: <u>40 Westland Ave</u> <u>Portland, Maine</u> Phone: <u>772-2500</u> E-Mail: <u>same</u>	Total S.F. signage \$ <u>64.</u> (Sq Ft = <u>32</u> x \$2.00) SF + \$30 Fee: \$ <u>30</u> Historic (\$75): \$ <u>-</u> Awning Fee: \$ <u>-</u> TOTAL FEE: \$ <u>94.00</u>
Awning Fee = Cost of Work: \$ _____ (\$30 first \$1000; \$10 each additional \$1000)		

Who should we contact when the permit is ready: Name: Frank Reali Phone: 207 318-9567
 Address: 40 Westland Avenue, Portland, Maine 04102 E-Mail: president@italianheritagecenter.com

Tenant/allocated building space frontage (in feet): Length: N/A Height: N/A
 Lot frontage (in feet): _____ Single Tenant or Multi-Tenant Lot: _____

Current Specific Use: vacant
 If vacant, what was prior use: vacant lot
 Proposed Use: Signage

Information on proposed sign(s)
 Freestanding (e.g. pole) sign? YES NO Dimensions proposed: 32 (sf); Height from grade: 16 sf
 BLDG Wall Sign (attached to bldg.)? YES NO Dimensions proposed: _____ sf height

Proposed Awning: N/A YES NO If yes, is awning backlit? YES NO
 Height of awning _____ Length of awning _____ Depth of awning _____
 Is there any communication, message, trademark or symbol on it? YES NO
 If yes, total square footage of panels with communication, message, trademark or symbol on it: _____ sf

Information on existing and previously permitted signage:
 Freestanding (e.g. pole) sign? YES NO Dimensions proposed: _____ ft X _____ ft; Height from grade: _____
 BLDG Wall Sign (attached to bldg.)? YES NO Dimensions proposed: _____ ft X _____ ft
 Awning? YES NO total sq ft of panels with communication on it: _____ sf

A site sketch and building sketch showing exactly where existing and proposed signage is located **MUST** be provided.
 Sketches and/or pictures of proposed signage and existing building are also required.

Please submit all information outlined in the Sign/Awning Application Checklist. Failure to do so may result in the 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 207-874-8703.

I hereby certify 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.

(I.H.C. President)
 Signature of Applicant: Frank Reali Date: 4/7/2013



PORTLAND MA

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



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 05/17/13

Planner: Jeanie Bourke

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: 
(I.H.C. president)

Date: 4/7/2013

I have provided digital copies and sent them on:

Date: 4/7/2013

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

Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 05/17/13

Planner: Jeanie Bourke

Open Fol

- Inbox
- New Message
- Folders
- Search
- Fetch Mail
- Mail
- Dynamic Mail
- Mobile Mail
- Filters
- Calendar
- Notes
- Tasks
- Address Book
- Options
- Help

Inbox: B-1 Zone sign allowances (1 of 39)

Mark as: Move Copy This message to Back to Inbox

Delete Reply Forward Redirect View Thread Blacklist Whitelist Message Source Save as Print Headers

Date: Thu, 17 Jan 2013 17:06:09 -0500 [05:06:09 PM EST]

From: Marge Schmuckal <MES@portlandmaine.gov>

To: president@italianheritagecenter.com

Subject: B-1 Zone sign allowances

Hi Frankie Reali,
Your wife requested that I send you the regulations for the B-1 zone in which the property that you may be purchasing is located.

FREESTANDING SIGNS:

- Maximum Area: 32 sq. ft.
- Maximum Height 16 ft
- Minimum setback 5 ft
- # of freestanding signs permitted per lot = 1

I hope this helps you,
Marge Schmuckal
Zoning Administrator

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.

Delete Reply Forward Redirect View Thread Blacklist Whitelist Message Source Save as Print Headers

Mark as: Move Copy This message to Back to Inbox

We are looking for a sign with these specifications

F.R.



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Open Fo

Date: 05/17/13

Planner: Jeanie Bourke

Inbox: Sign Insurance (5 of 50)

Mark as: Move Copy This message to [Back to Inbox](#)

[Delete](#) [Reply](#) [Forward](#) [Redirect](#) [View Thread](#) [Blacklist](#) [Whitelist](#) [Message Source](#) [Save as](#) [Print Headers](#)

Date: Mon, 14 Jan 2013 17:16:37 +0000 [01/14/2013 12:16:37 PM EST]**From:** Jodi Odlin <jodlin@CrossAgency.com> **To:** 'president@italianheritagecenter.com' <president@italianheritagecenter.com> **Subject:** Sign Insurance

Frank

To follow up on our discussion today, should the Italian Heritage Center purchase land to place a sign the impact in terms of liability would be small. The policy will be endorsed to reflect the address of the land.

The cost to cover the sign would depend on the value of the sign. Once you have decided what type of sign you will install and the value, please let me know and I will have this quoted.

Thank you

Jodi Odlin
Senior Account Manager
Cross Insurance
PO Box 567
Portland, ME 04112-0567
p) (207) 221-8557
f) (207) 828-8902

Please "Like" us on Facebook!

Please note coverage cannot be bound nor changed using this e-mail system.

This electronic transmission contains information from Cross Insurance which may be confidential or privileged. The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please delete it and notify us by telephone (207) 780-1677 Ext. 112 or by electronic mail jodlin@crossagency.com<<mailto:jodlin@crossagency.com>> immediately.

Although this e-mail and any attachment are believed to be free of any virus or other defects, it is the responsibility of the recipient to ensure that it is virus-free and no responsibility is accepted by the sender for any loss or damage arising if such a virus or defect exists.

"Desmond & Payne, Inc. dba Cross Insurance - Portland is legally organized as a Maine business corporation and is separately and locally managed and operated as a wholly owned subsidiary of Cross Financial Corp., Bangor, ME."

[Delete](#) [Reply](#) [Forward](#) [Redirect](#) [View Thread](#) [Blacklist](#) [Whitelist](#) [Message Source](#) [Save as](#) [Print Headers](#)

Mark as: Move Copy This message to [Back to Inbox](#)