


**City of Portland, Maine – Building or Use Permit Application** 389 Congress Street, 04101, Tel: (207) 874-8703, FAX: 874-8716

Location of Construction: 1945 Congress St		Owner: The Portland Lodge #188 BPOE of USA	Phone:	Permit No: <b>971194</b>
Owner Address: SAA Ptld, ME 04102		Lessee/Buyer's Name:	Phone: 774-8840 - Fred	<div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>PERMIT ISSUED</b>    <b>CITY OF PORTLAND</b> </div>
Contractor Name: Sign Designs		Address: 743 Broadway So. Portland, ME 04106	BusinessName: 799-2000	
Past Use:  Function Hall Fraternal Organization	Proposed Use:  Same	<b>COST OF WORK:</b> \$ _____ <b>PERMIT FEE:</b> \$ 35.00		Zone: <b>R-2</b> CBL: 216-A-006 Zoning Approval: <i>OK with conditions 10/31/97</i> <b>Special Zone or Reviews:</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan maj <input type="checkbox"/> minor <input type="checkbox"/> mm <input type="checkbox"/>
Proposed Project Description:  Erect Signage 30 Sq Ft		<b>INSPECTION:</b> Use Group: _____ Type: _____ Signature: <i>[Signature]</i>		
		<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b> Action: Approved <input type="checkbox"/> Approved with Conditions: <input type="checkbox"/> Denied: <input type="checkbox"/> Signature: _____ Date: _____		
Permit Taken By: Mary Gresik		Date Applied For: 24 October 1997		

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

**PERMIT ISSUED WITH REQUIREMENTS**

**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 application 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 provisions of the code(s) applicable to such permit

SIGNATURE OF APPLICANT: *Fred Leone* Fred Leone ADDRESS: \_\_\_\_\_ DATE: 24 October 1997 PHONE: \_\_\_\_\_

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE \_\_\_\_\_ PHONE: \_\_\_\_\_

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

**Zoning Appeal**

Variance  
 Miscellaneous  
 Conditional Use  
 Interpretation  
 Approved  
 Denied

**Historic Preservation**

Not in District or Landmark  
 Does Not Require Review  
 Requires Review

**Action:**

Approved  
 Approved with Conditions  
 Denied

Date: 10/24/97  
*[Signature]*

CEO DISTRICT 4  
*A. Powers*

**City of Portland, Maine – Building or Use Permit Application** 389 Congress Street, 04101, Tel: (207) 874-8703, FAX: 874-8716

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Owner Address: SAA Fld, ME 04102		Lessee/Buyer's Name:		Phone: 774-8840 - Fred		BusinessName: Fred	
Contractor Name: Sign Designs		Address: 743 Broadway So. Portland, ME 04106		Phone: 799-2000		<div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>PERMIT ISSUED</b>                  Permit Issued:  <b>NOV - 5 1997</b>  <b>CITY OF PORTLAND</b> </div>	
Past Use: Function Hall Fraternal Organization		Proposed Use: Same		<b>COST OF WORK:</b> \$ <b>FIRE DEPT.</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied Signature:		<b>PERMIT FEE:</b> \$ 35.00 <b>INSPECTION:</b> Use Group: Type: Signature:	
Proposed Project Description: Erect Signage 30 Sq Ft				<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b> Action: Approved <input type="checkbox"/> Approved with Conditions: <input type="checkbox"/> Denied <input type="checkbox"/> Signature: Date:			
Permit Taken By: Marty Gresika		Date Applied For: 24 October 1997					

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**Zone:** R-2 **CBL:** 216-A-006

**Zoning Approval:**  
 OK w/PA completion 10/21/97

**Special Zone or Reviews:**

Shoreland  
 Wetland  
 Flood Zone  
 Subdivision  
 Site Plan maj  minor  mm

**Zoning Appeal**

Variance  
 Miscellaneous  
 Conditional Use  
 Interpretation  
 Approved  
 Denied

**PERMIT ISSUED  
WITH REQUIREMENTS**

**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 application 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 provisions of the code(s) applicable to such permit

24 October 1997

SIGNATURE OF APPLICANT: Fred Leone ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE \_\_\_\_\_ PHONE: \_\_\_\_\_

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

**CEO DISTRICT** 4

A. Powers

COMMENTS

3/17/05 - all work has been completed and meets permit conditions. Jon M

Closeout

CBC # 216-A-6  
permit # 97-1194

	Type	Inspection Record	Date
Foundation:	_____	_____	_____
Framing:	_____	_____	_____
Plumbing:	_____	_____	_____
Final:	_____	_____	_____
Other:	_____	_____	_____

LAND USE - ZONING REPORT

ADDRESS: 1945 Congress St DATE: 10/31/97

REASON FOR PERMIT: erect exterior signage

BUILDING OWNER: ELKS Club C-B-L: 216-A-6

PERMIT APPLICANT: Fred Leone

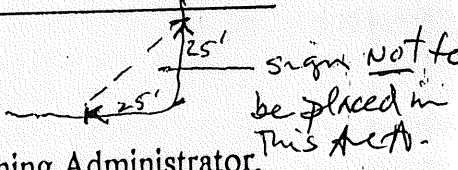
APPROVED: with conditions DENIED: \_\_\_\_\_

#9 #10

CONDITION(S) OF APPROVAL

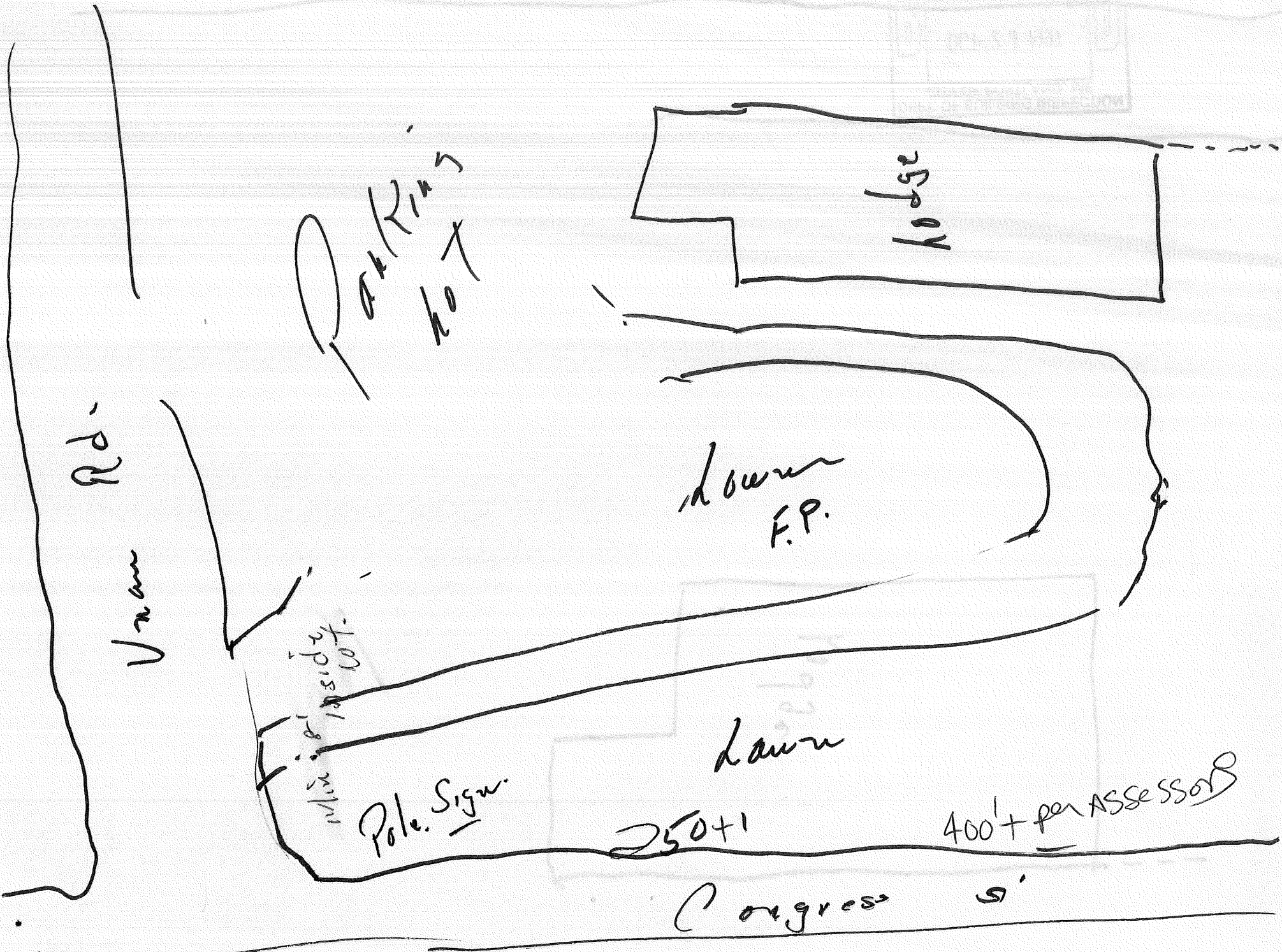
1. During its existence, all aspects of the Home Occupation criteria, Section 14-410, shall be maintained.
2. The footprint of the existing \_\_\_\_\_ shall not be increased during maintenance reconstruction.
3. All the conditions placed on the original, previously approved, permit issued on \_\_\_\_\_ are still in effect for this amendment.
4. Your present structure is legally nonconforming as to rear and side setbacks. If you were to demolish the building on your own volition, you will not be able to maintain these same setbacks. Instead you would need to meet the zoning setbacks set forth in today's ordinances. In order to preserve these legally non-conforming setbacks, you may only rebuild the garage in place and in phases.
5. This property shall remain a single family dwelling. Any change of use shall require a separate permit application for review and approval.
6. Our records indicate that this property has a legal use of \_\_\_\_\_ units. Any change in this approved use shall require a separate permit application for review and approval.
7. Separate permits shall be required for any signage.
8. Separate permits shall be required for future decks and/or garage.
9. Other requirements of condition sign shall be no higher than 8' from grade!

10. The sign shall not be placed within an area of a triangle formed by the lines extending 25' each from the curb corner.



Marge Schmuckal

Marge Schmuckal, Zoning Administrator,  
Asst. Chief of Code Enforcement



Rd.

Vacant

Parking lot

Lodge

Lawn F.P.

Mini inside lot

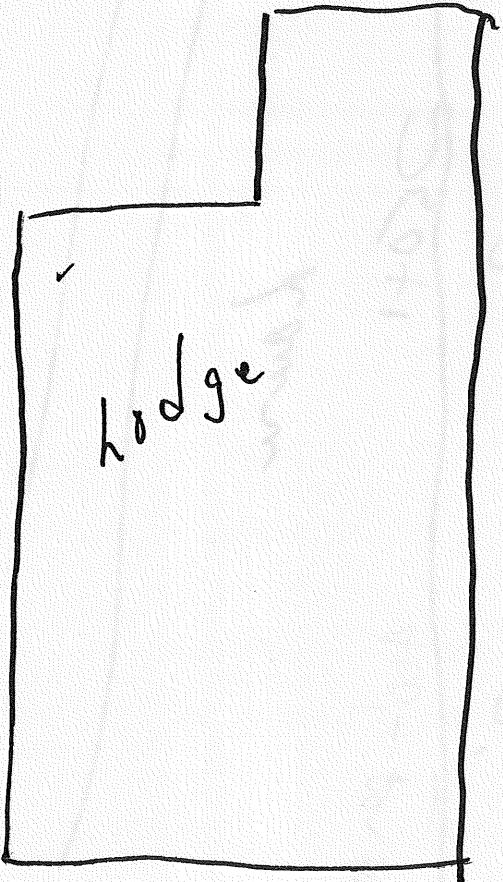
Pole Sign.

Lawn

250+1

400' + per ASSESSOR'S

Congress 5'



DEPT. OF BUILDING INSPECTION  
CITY OF PORTLAND, ME  
OCT 24 1997  
RECEIVED

SIGNAGE APPLICATION

ADDRESS: 1945 Congress St.

OWNER: Portland Lodge of Elks #188

APPLICANT: Same

ASSESSORS NO.: 216-A-6

*Free Standing Sign  
Street Frontage > 250  
50' max Allowed - 30' show  
8' max height - maintain  
setback see triangle  
rule*

*R-2A  
max height*

→ SINGLE TENANT LOT? YES:  NO:

→ MULTI-TENANT LOT? YES:  NO:

FREESTANDING SIGN? YES:  NO:

DIMENSIONS: 5' x 6' - 30'

MORE THAN ONE SIGN? DIMENSIONS: \_\_\_\_\_

BLDG. WALL SIGN? YES:  NO:

DIMENSIONS: \_\_\_\_\_

MORE THAN ONE SIGN? DIMENSIONS: \_\_\_\_\_

LIST ALL EXISTING SIGNAGE, INCLUDING THEIR DIMENSIONS: \_\_\_\_\_

→ LOT FRONTAGE (IN FEET): 270'

→ BLDG FRONTAGE (IN FEET): \_\_\_\_\_

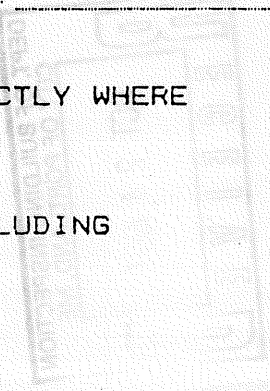
AWNING? YES:  NO:  IS AWNING BACKLIT? YES:  NO:

HEIGHT OF AWNING: \_\_\_\_\_

IS THERE ANY COMM. MESSAGE, TRADEMARK, OR SYMBOL ON IT? \_\_\_\_\_

PLEASE PROVIDE A SITE SKETCH AND A BUILDING SKETCH, SHOWING EXACTLY WHERE  
EXISTING AND NEW SIGNAGE IS LOCATED.

WE WILL NEED SKETCHES AND/OR PICTURES OF THE PROPOSED SIGNS INCLUDING  
STRUCTURAL COMPONENTS.





*NO taller than 8'*

PROPERTY OF

**Sign Design, Inc.**

Customer: \_\_\_\_\_

Project: \_\_\_\_\_

Date: 07-03-97

Approved: \_\_\_\_\_



Table 2.2

## Institutional Uses in Residential Zones

(Regulations apply to institutions permitted as conditional uses in residential zoning districts. Such uses may include, but are not necessarily limited to, churches, schools, private clubs, fraternal organizations and hospitals.)

### Freestanding

	Street Frontage < 100'	Street Frontage 100' to 250'	Street Frontage > 250'
- Area	15 sq. ft.	25 sq. ft.	50 sq. ft.
- Height	6 ft.	8 ft.	8 ft.
- Setback	5 ft.	5 ft.	5 ft.
- # Freestanding signs per lot	1/st. frontage (a)(b)	1/st. frontage (a)(b)	1/st. frontage (a)(b)

(a) Lots fronting on two or more streets are allowed one freestanding sign for each frontage. However, the area of each sign shall correspond to the length of the applicable frontage. Freestanding signs shall be positioned such that they are not readily concurrently visible.

(b) Where one lot contains more than one affiliated use, each use shall be allowed one sign per street frontage.

Note: Pertinent directional information shall, to the extent possible, be included on the principal freestanding sign. Additional directional signs shall be allowed only in the event that necessary information cannot fit reasonably within the permitted sign area. The size of additional signs shall be the minimum necessary to achieve the informational objective.

### Building Signs (a)

- Maximum permitted sign area	na
- % of wall area on which sign is to be placed	5%
- # building signs permitted per lot	1/bldg. face (b)

(a) Building signs shall be reviewed for compliance with sign standard(s) included in site plan ordinance and shall under no circumstances be internally illuminated.

(b) One sign is allowed per building face provided such signs are not readily concurrently visible.



743 Broadway, South Portland, ME 04106  
207-799-2000 \* FAX: 207-799-9544  
1-800-849-9037

**Sign Contractors**

*A Full Service Sign Company*

July 7, 1997

Fred Leone  
731 Washington Ave.  
Portland, ME 04103

RE: Elks Club sign

Dear Fred,

Here is an idea of what your sign could look like. Please excuse the elk it was the best we had in our computer.

The sign cabinet will be built from an extruded aluminum frame system with an air dried enamel finish. The sign will be internally illuminated with high output fluorescent lamps and a cold starting ballast. The sign will bear the (UL) Underwriter's Laboratory label as required by State of Maine law.

The sign faces will be built with break resistant polycarbonate (lexan) material with approved artwork and graphics in 3M high performance vinyl.

The sign face will also have plastic letter tracking and changeable letters. There will be a 300 font set of letters and telescoping change arm included.

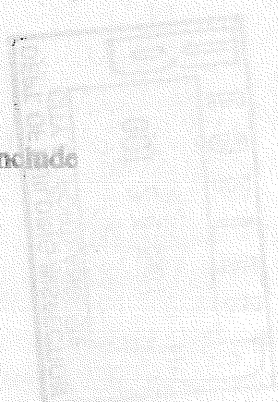
Fred this package would be about \$4,700.00.

This includes excavation, concrete, pole, sign, letters, materials, tax and labor. It does not include providing power to the sign.

If you would like further info please call and thanks for the opportunity.

Very Sincerely Yours,

Eric A. Moynihan





745 Broadway, South Portland, ME 04106  
207-799-2000 \* FAX: 207-799-9544  
1-800-949-9037

**Sign Contractors**

**A Full Service Sign Company**

FACSIMILE COVER SHEET

DATE: 7/7

TIME: 11:30

TO: FRED LEONE

FAX NUMBER CALLED:

ELKS Club Fx 773-3582

RE: Sign

FROM: ERIC MOYNIHAN

GENERAL MANAGER

NUMBER OF PAGES TO FOLLOW: \_\_\_\_\_

MESSAGE: Please understand that this is just a first idea. We can show you ways to cut costs or become more elaborate if you wish. Thank you.

ANY TROUBLE WITH THIS TRANSMISSION PLEASE CALL (207) 799-2000.

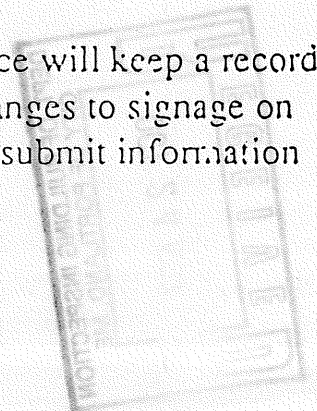
The information contained in this communication is confidential and is intended only for the use of the addressee. Unauthorized use, disclosure, distribution, or copying is strictly prohibited. If you receive this communication in error, please notify us by telephone as soon as possible at (207) 799-2000 so that we may arrange for the retrieval of the documents at no cost to you.

# Information Requirements for Sign Permit Application

Applicants for a sign permit will be asked to submit the following information to the Building Inspection Office:

- 1) Proof of insurance ✓
- 2) Letter of permission from the owner
- 3) A sketch plan of the lot, indicating location of buildings, driveways, and any abutting streets or right of ways. Lengths of building frontages and street frontages should be noted (see attached)
- 4) Indication on plan of all existing and proposed signs
- 5) Computation of the following:
  - a) The sign area of each existing and proposed building sign
  - b) The sign area, height and setback of each existing and proposed freestanding sign
- 6) A sketch of any proposed sign(s), indicating dimensions, materials, source of illumination and construction method (see attached)
- 7) Fee remains the same - \$25.00 plus .20 per sq. ft.
- 8) U.L. # AZ - 695903

Note: Once a sketch plan has been filed for a property, the Inspections Office will keep a record of the plan so that a new sketch plan will not be required for later changes to signage on the property. In such an instance, applicants will only be required to submit information applicable to the new signs





Sedgwick

Sedgwick James of California, Inc.

PO Box 7601, San Francisco, California 94120-7601

Telephone 415 983-5600. Facsimile 415 398-1841

October 4, 1996

Mr. Louis D. Germani  
Portland Lodge Of Elks  
1945 Congress St.  
Portland, ME 04102

RE: BPOE "Property Plus" Program  
Certificate No. 05MO21726SCA\188  
Policy Term: November 15, 1996 to November 15, 1997

Dear Mr. Germani:

We are pleased to enclose the Certificate of Coverage for the renewal of your Lodge's coverages under the BPOE Property Plus Program.

Once again, Property Plus provides a significant savings and many additional coverages.

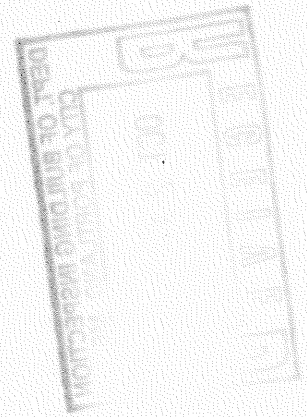
Upon enrollment in the program, your Lodge was sent a program booklet describing coverages, claim reporting procedures, and tips on loss prevention and safety. If you would like another copy of the booklet, please call us.

An invoice for your renewal assessment is enclosed. Payment should be mailed to Sedgwick James in the enclosed envelope.

Please review the Certificate of Coverage. It is the goal of the Property Plus Service Team to provide the very best service. If you have any questions, or if there is any other way we can serve you, please contact us at 1-800-421-ELKS/3557.

Sincerely,

Kathleen Williams  
Elks Service Team



# BENEVOLENT AND PROTECTIVE ORDER OF ELKS PROPERTY "PLUS"

Insured by Aetna Casualty and Surety Company Policy No. 05MO21726SCA

## CERTIFICATE OF COVERAGE

**PARTICIPANT:** PORTLAND LODGE OF ELKS      Certificate No. 188  
 1945 CONGRESS ST.  
 PORTLAND, ME 04102

**Effective Date:** From 11/15/96 To 11/15/97 12:01 A.M.

**Grand Lodge Assessment:** \$ 3,897.00

Loc #	Location of Property	Description
1	1945 CONGRESS STREET, PORTLAND, ME	ELKS LODGE

LOC# 1	Amount of Insurance	Deductible
BUILDING 1		
BLDG - ELKS LODGE	\$1,103,000	\$1,000
BUS PERSONAL PROPERTY	\$85,000	\$1,000

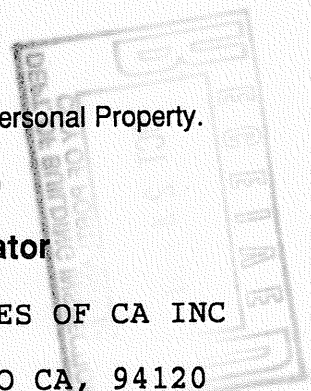
"All-Risks" of Direct Physical Loss or Damage, excluding Earthquake and Flood, on Real & Personal Property.  
 Replacement Cost Coverage Applies.  
 (Please see following pages for a further description of coverages and limits provided to you.)

**Mortgagee/Loss Payee**

ATLANTIC BANK  
 100 FODEN ROAD  
 SOUTH PORTLAND, ME 04106

**Administrator**

SEDGWICK JAMES OF CA INC  
 P O BOX 7601  
 SAN FRANCISCO CA, 94120  
 1-800-421-ELKS(3557)



# PROPERTY "PLUS" COVERAGE SUMMARY

Below is a summary of Property Coverages and Limits of insurance provided. Your Certificate of Coverage will indicate your building, personal property, other limits and coverages provided to you.

Please refer to the Program Guide for a further description of all coverages, limitations and exclusions.

**PARTICIPANT:      PORTLAND LODGE OF ELKS                      Certificate No. 188**

	Limits	Deductible *
<u>PROP "PLUS" COV SUMM</u>		
<u>PROPERTY "PLUS" COVERAGE</u>		
ALL-RISK EXCLUDING EARTHQUAKE AND FLOOD		
BUSINESS INCOME	\$150,000	
FINE ARTS	\$10,000	\$250
FOOD SPOILAGE	\$10,000	\$250
EXTERIOR GLASS		\$0
PERSONAL EFFECTS	\$15,000	\$50
ACCOUNTS RECEIVABLE	\$15,000	
BUILDINGS UNDER CONST	\$100,000	
H'WARE/S'WARE/EXE	\$15,000	
EXT SIGNS & GLASS	\$10,000	\$250
NEWLY ACQUIRED PROP	\$250,000	
POLLUTANT CLEAN-UP	\$10,000	
PERS PROP OFF PREMIS	\$10,000	
TREES, PLANTS, SHRUBS	\$10,000	
VAL PAPERS & RECORDS	\$15,000	

## CRIME

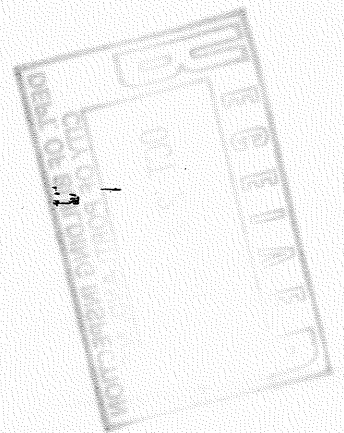
### PLAN 1

A	EMPLOYEE DISHONESTY BLANKET	\$150,000	\$0
B	FORGERY OR ALTERATION	\$50,000	\$250
C	THEFT, DISAPPEARANCE & DESTRUCTION		
	SEC. 1-INSIDE THE PREMISES	\$10,000	\$0
	SEC. 2-OUTSIDE THE PREMISES	\$10,000	\$0

## BOILER & MACHINERY

BOILER AND MACHINERY

NOT COVERED



Unless a deductible amount is shown, deductible for your Building or Personal Property applies.



SEDGWICK JAMES OF CA, INC  
 P O BOX 7601  
 SAN FRANCISCO, CA 94120  
 1-800-421-3557

PAGE 1	INVOICE DATE 10/04/96	INVOICE NO. 385029
CUSTOMER NO. ELKS 188	ACCOUNT EXECUTIVE KATHLEEN WILLIAM	
PRODUCER MARC HABERMAN		

PORTLAND LODGE OF ELKS  
 1945 CONGRESS ST.  
 PORTLAND ME 04102

REMIT TO:  
 Sedgwick James of California, Inc  
 BPUE Property Plus Program  
 P.O. Box 60000 FILE 72598  
 San Francisco, CA 94160-2598

REF # 15331

INSURANCE COMPANY AETNA CAS & SUR CO		POLICY TYPE PROP "PLUS" COVERAGE	
NAME INSURED PORTLAND LODGE OF ELKS		POLICY NUMBER 05MD21726SCA	EFFECTIVE DATE 11/15/96
		EXPIRATION DATE 11/15/97	
TRANSACTION EFFECTIVE 11-15-96	TRANSACTION RENEW POL	AMOUNT 3,897.00	
TERMS: PREMIUMS ARE DUE AS OF THE TRANSACTION EFFECTIVE DATE OR UPON RECEIPT OF THIS INVOICE.		TOTAL AMOUNT	3,897.00

CUSTOMER COPY