



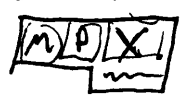
Signage/Awning Permit Application

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.

2013 00197

Location/Address of Construction: <u>2301 Congress St.</u>		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>238 A A 004</u>	Owner: <u>MPX Robert Willis</u>	Telephone: <u>619-6922</u>
Lessee/Buyer's Name (If Applicable) <u>MPX Robert Willis</u>	Contractor name, address & telephone: <u>Sign Concepts LLC 75 Bishop St. Portland ME 04103</u>	Total s.f. of signage x \$2.00 <u>36</u> Per s.f. plus \$30.00/\$65.00 For H.D. signage = Total Fee: \$ <u>102.00</u> Awning Fee = cost of work _____ Total Fee: \$ <u>102.00</u>
Who should we contact when the permit is ready: <u>Ron Nevers</u> phone: <u>699-2920</u>		
Tenant/allocated building space frontage (feet): Length: <u>150</u> Height: <u>16'6"</u> Lot Frontage (feet) <u>?</u> Single Tenant or Multi-Tenant Lot <u>Multi</u>		
Current Specific use: <u>offices & printing company</u> If vacant, what was prior use: <u>same</u> Proposed Use: <u>same</u>		
Information on proposed sign(s): Freestanding (e.g., pole) sign? Yes ___ No <input checked="" type="checkbox"/> Dimensions proposed: _____ Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No ___ Dimensions proposed: <u>4x9'6"</u>		
Proposed awning? Yes ___ No <input checked="" type="checkbox"/> Is awning backlit? Yes ___ No ___ Height of awning: _____ Length of awning: _____ Depth: _____ Is there any communication, message, trademark or symbol on it? Yes ___ No ___ If yes, total s.f. of panels w/communications, message, trademark or symbol: _____ s.f.		
Information on existing and previously permitted sign(s): Freestanding (e.g., pole) sign? Yes ___ No <input checked="" type="checkbox"/> Dimensions: _____ Bldg. wall sign? (attached to bldg) Yes ___ No <input checked="" type="checkbox"/> Dimensions: _____ Awning? Yes ___ No <input checked="" type="checkbox"/> Sq. ft. area of awning w/communication: _____		
A site sketch and building sketch showing exactly where existing and new signage is located must be provided. Sketches and/or pictures of proposed signage and existing building are also required.		

Comm: Printing company



Please submit all of the information outlined in the Sign/Awning Application Checklist. Failure to do so may 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: <u>Ron Nevers</u>	Date: <u>1/29/13</u>
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This is not a permit; you may not commence ANY work until the permit is issued.

MAX
Building
2301 Congress St.

BAYS

PARKING

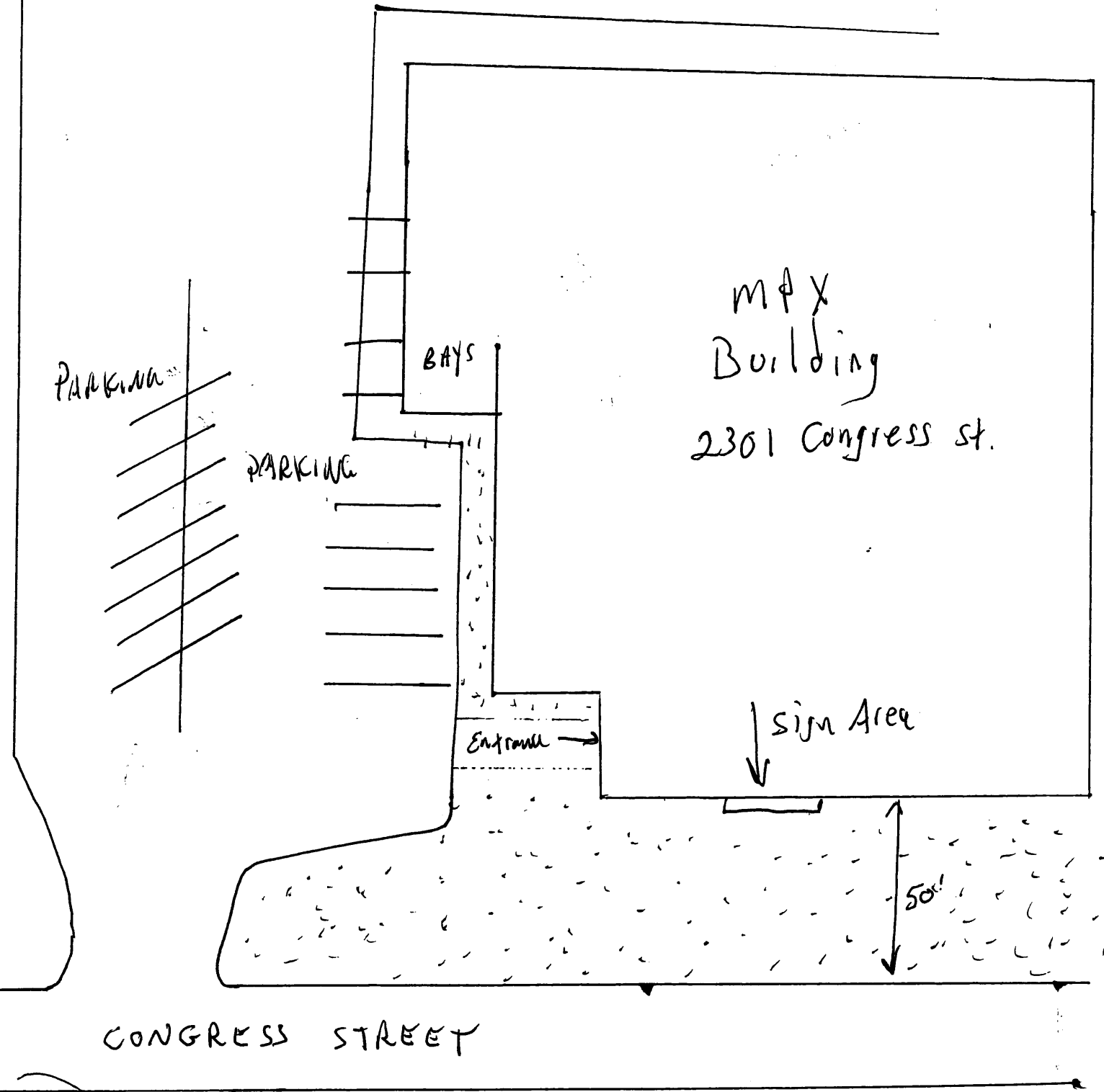
PARKING

Entrance →

↓ sign Area

50'

CONGRESS STREET





Details Delivered

January 28, 2013

Dear City of Portland Code Office,

This letter serves as permission to Sign Concepts LLC, a Portland based commercial sign company to fabricate and install a channel LED sign on the front wall of our 2301 Congress Street building as show in the attached drawing. IT is also to verify that we are the owners of the building.

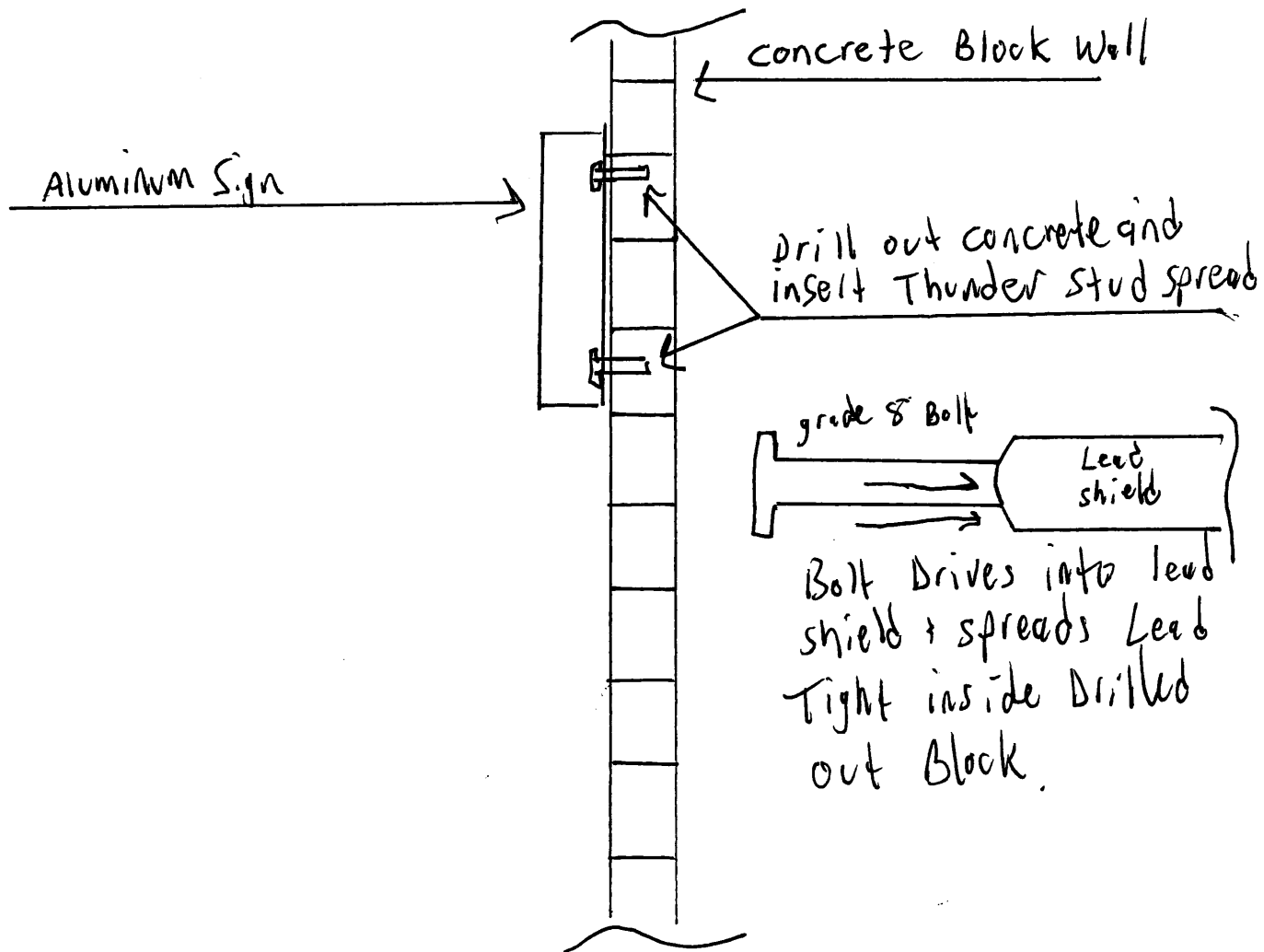
Sincerely,

Thank you,

A handwritten signature in black ink that reads "Ryan Jackson". The signature is written in a cursive, flowing style.

Ryan Jackson,
Chief Executive Officer
rjackson@mpxonline.com

FASTENING



Single tenant.

area			
Maximum percent of wall area on which sign(s) is(are) to be placed	6% <i>2475</i> 1 <i>46% =</i> <i>148.5</i> 1	Principal facade(s) 8%	All other facade(s) 2%
Number of building signs permitted per lot	2/building face	1/tenant plus 1 additional per building face (a)	

 (Editor's note: "TABLE 2.12 (CONTINUED) SPECIAL PROVISION FOR ZONES WITHIN 800 FEET OF I-295" repealed by Ord. No. 15-00, 6-7-00, retroactive to 6/01/00)

TABLE 2.13 MULTI-TENANT LOTS - B-1, B-2, AB, B-4, AND IB ZONES

Freestanding Signs (a)

	<i>B-1, B-2, AB, B-4, IB Zones</i>		
	<i>Land Area</i>		
	< 1 acre	1--2.5 acres	> 2.5 acres
Area	Same as single	100	140
Height	Tenant	Same as for single tenant lots	

lot		
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TABLE 2.12 INDUSTRIAL I-L, I-Lb, I-M, I-Ma, I-Mb, I-H, I-Hb AND WATERFRONT PORT DEVELOPMENT ZONES

Freestanding Signs

	<i>Single Tenant Buildings</i>	<i>Multi-Tenant Buildings</i>
Maximum permitted area	35 sq. ft.	70 sq. ft.
Height	10 ft.	15 ft.
Setback	5 ft.	5 ft.
Number of freestanding signs per lot	1 (a)	1 (a)

(a) If lot fronts on more than one (1) street, one (1) freestanding sign of equivalent permitted sign area is allowed for each additional frontage, provided such signs are not readily concurrently visible.

Building Signs

	<i>Single Tenant Buildings</i>	<i>Multi-Tenant Buildings</i>
Maximum permitted sign	Na	na



Sidewalk Signs

Design, Location and Construction Standards

Quantity

One sign per establishment for each street frontage having a public entrance, provided that all dimension and location standards are met. When standards would not otherwise permit a sign, a sign may consist of multiple listings.

Sign Dimensions

Single Listing: Maximum width is 24 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

Multiple Listings: Maximum width is 30 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

Location

Minimum distance between signs is 20 feet. Maximum distance of sign from public entrance of advertiser is 20 feet. The City may vary these distances for exceptional physical circumstances where public safety and streetscape aesthetics will be maintained. However, under no circumstances shall signs obstruct vehicular stops, benches, fire hydrants or other street visual amenities. Signs shall be located near the curb rather than the building face.

Materials and Graphics

All signs shall be of an A-frame type design, shall be constructed of durable, weather-resistant materials and finish, shall have no moving parts and shall be non-electrified. All signs shall be maintained in a clean and original appearance. Sign materials, graphics and finish shall be of a unified design and shall be compatible with the local streetscape. All signs shall have horizontal braces spanning each side of the sign to assure rigid support. Lettering shall be legible and consistent.

Sign Removal

All signs shall be removed when the business is closed or while any snow or ice exists on the walk within eight feet of the sign in any direction.

Insurance

No permit shall be issued unless the applicant has posted in advance with the City a Certificate of Liability listing the City as additional insured in the amount of \$400,000.00.

Enforcement

If the sign does not conform to the standards outlined, the permit may be revoked and once the owner has been notified, the sign could be removed.

To apply for a sign permit, stop by the Inspections Division, Portland City Hall, 389 Congress Street, room 315 with:

- Certificate of liability insurance
- Drawing of sign showing dimensions and design work
- Payment of fees: \$30.00 plus \$2.00 per s.f. of signage
- Complete application with pre-application questionnaire and checklist complete



Signage/Awning Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

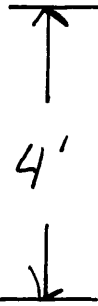
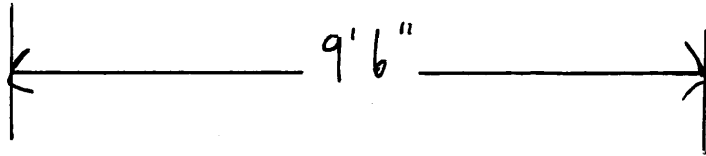
- NA* Certificate of Liability listing the City as additional insured if any portion of the sign abuts or encroaches on any public right of way, or can fall into any public right of way.
- Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.
- A sketch plan of lot indicating location of buildings, driveways and any abutting streets or rights of way, lengths of building frontages, street frontages and all existing setbacks. Please indicate on the plan all existing and proposed signs with their dimensions and specific locations. Be sure to include distance from the ground and building façade dimensions for any signage attached to the building.
- A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, construction method as well as specifics of installation/attachment.
- NA* Certificate of flammability required for awning or canopy.
- A UL# is required for lighted signs at the time of final inspection.
- Pre-application questionnaire completed and attached.
- NA* Photos of existing signage *none as building facade has recently remodeled.*
- Details for sign fastening, attachment or mounting in the ground.

Permit fee for signage or awning-with-signage: \$30.00 plus \$2.00 per square foot of sign.

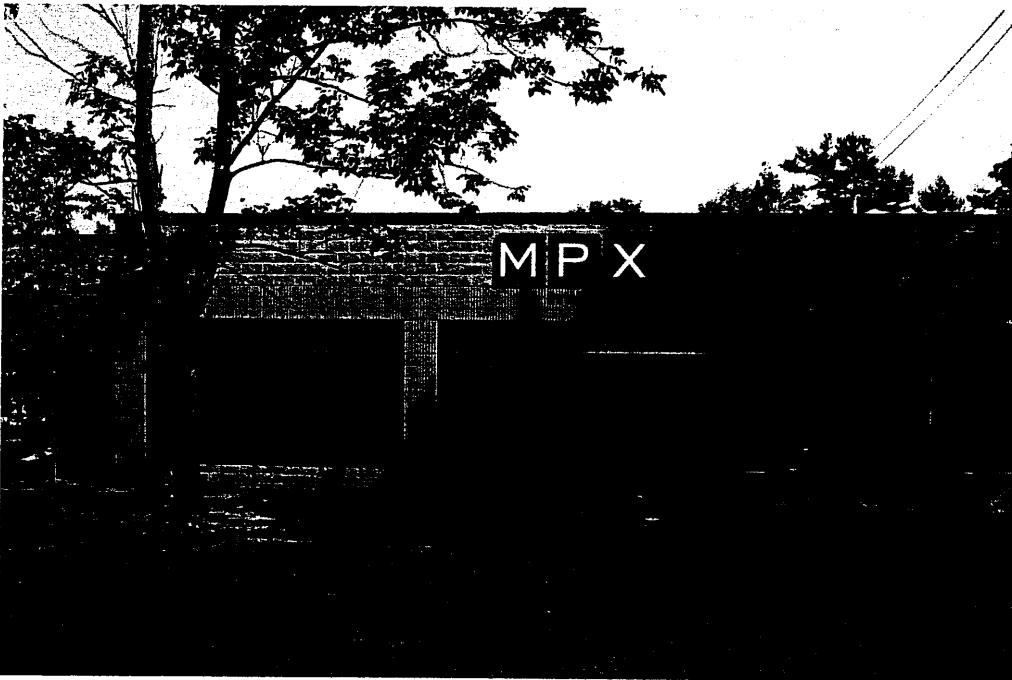
Permit fee for awning-without-signage is based on cost of work:
\$30.00 for the first \$1,000.00, \$9.00 per additional \$1,000.00 of cost.

Base application fee for any Historic District signage is \$65.00.

SIGN = 36%



Details Delivered



SIGNConcepts
VISUAL COMMUNICATION EXPERTS

Date: 9/13/12	Scale: 1/4" = 1'
Drawing #: 1	Sales Rep: RN
Rev #: 3	Rev Date: 1/24/13

Apprv'd by:

MPX

- 1 set of 36" channel LED letters w/ 8" reverse lit subtext

signs are All Aluminum & Acrylic

Bottom of sign to grade

This design is the exclusive property of Sign Concepts, LLC, and cannot be copied, exhibited, or shown to anyone outside of your organization without the prior consent of Sign Concepts, LLC. Copyright © 2012

Building frontage is 150' → x 16'6" ↑

Total Building Sq. Ft. = 2475 % x 6% = 148.5 %

allowable

CITY OF PORTLAND
DEPARTMENT OF PLANNING & URBAN DEVELOPMENT

389 Congress Street
 Portland, Maine 04101

RECEIPT OF FEES

Application No: 201300191	Applicant: RJACK PROPERTIES LLC
Project Name:	Location: 2301 CONGRESS ST
CBL: 238A A004001	Permit Type:
Invoice Date: 01/29/2013	

Previous Balance	-	Payment Received	+	Current Fees	-	Current Payment	=	Total Due	Payment Due Date
\$0.00		\$0.00		\$102.00		\$102.00		\$0.00	On Receipt

Previous Balance **\$0.00**

Fee Description	Qty	Fee/Deposit Charge
Signs sq. feet	36	\$72.00
Building Permit Fee First \$1000	1	\$30.00
		<u>\$102.00</u>
	Total Current Fees:	+ \$102.00
	Total Current Payments:	- \$102.00
	Amount Due Now:	\$0.00

Bill to: RJACK PROPERTIES LLC
 25 PARK CIRCLE
 CAPE ELIZABETH, ME 04107

CBL 238A A004001
Application No: 201300191
Invoice Date: 01/29/2013
Invoice No: 39929
Total Amt Due: \$0.00
Payment Amount: \$102.00

Make checks payable to the *City of Portland*, ATTN: Inspections, 3rd Floor, 389 Congress Street, Portland, ME 04101.