

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

| | | | | | | | |
|---|--|---|--|--|--|---|--|
| Location of Construction: 2273 & 2301 Congress St (Between) | | Owner: Robert Willis | | Phone: | | Permit No: 951310 | |
| Owner Address: | | Leasee/Buyer's Name: EPX | | Phone: | | Business Name: | |
| Contractor Name: Donatello Builders, Inc. | | Address: P.O. Box 684 Portland, ME 04104 | | Phone: 878-8900 - Larry | | <div style="border: 2px solid black; padding: 5px; text-align: center;"> PERMIT ISSUED Permit Issued: DEC 14 1995 CITY OF PORTLAND </div> | |
| Past Use: Walkway | | Proposed Use: Same w/roof | | COST OF WORK: \$ 30,000.00 PERMIT FEE: \$ 170.00 | | | |
| Proposed Project Description: Construct SHARNE Covered Walkway to connect buildings | | FIRE DEPT. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Signature: <i>[Signature]</i> | | INSPECTION: Use Group: Type: Signature: _____ Date: _____ | | Zoning Approval: Zone: <i>E7</i> CBL: <i>238A-A-005</i> Special Zone or Reviews: <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input checked="" type="checkbox"/> Site Plan <input type="checkbox"/> maj <input type="checkbox"/> minor <input type="checkbox"/> mm <input type="checkbox"/> | |
| Permit Taken By: <i>Mary Gresik</i> | | Date Applied For: <i>16 November 1995</i> | | PEDESTRIAN ACTIVITIES DISTRICT (P.U.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____ | | Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied | |

1. This permit application doesn't 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 information may invalidate a building permit and stop all work..

PERMIT ISSUED
 WITH LETTER

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 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

08 December 1995 - Permit Routed
16 November 1995

| | | | |
|--|----------|-------|--------|
| SIGNATURE OF APPLICANT <i>Larry Donatello</i> | ADDRESS: | DATE: | PHONE: |
| RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE <i>Larry Donatello, Pres.</i> | | | PHONE: |

Action:

Approved
 Approved with Conditions
 Denied

Date: *12/5/95*

CEO DISTRICT 4

Kevin Cabral

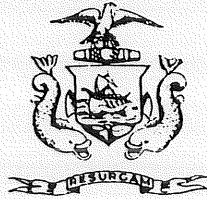
COMMENTS

Done w/out inspection

Inspection Record

| Type | Date |
|-------------------|-------|
| Foundation: _____ | _____ |
| Framing: _____ | _____ |
| Plumbing: _____ | _____ |
| Final: _____ | _____ |
| Other: _____ | _____ |

Inspection Services
P. Samuel Hoffses
Chief



Planning and Urban Development
Joseph E. Gray Jr.
Director

CITY OF PORTLAND

December 14, 1995

Donatello Builders, Incorporated
P. O. Box 684
Portland, Maine 04104

RE: 2273-2301 Congress Street

Dear Sir,

Your application to construct a covered walkway to connect buildings has been reviewed and a permit is herewith issued subject to the requirements listed below. This permit does not excuse the applicant from meeting applicable State and Federal laws.

No Certificate of Occupancy will be issued until all requirements of this letter are met.

Site Plan Review Requirements

Code Enforcement - Should ownership of either property change, creating two separate owners and lots, this walkway or portions of it shall be removed so that the required setbacks can be met. - M. Schmuckal

Fire Department - Approved - Lt. McDougall

Planning Division - See condition from Development Review Coordinator - K. Talbot

Development Review Coordinator - 1) all work performed within the City of Portland's right of way to eliminate a curb cut and driveway apron must be in accordance with Public Work's Technical Standards. 2) prior to construction, activities within the right of way of the applicant must notify Public Works and obtain the necessary street opening permits. 3) two City approved trees shall be planted along the frontage where the driveway existed. - J. Seymour

Building and Fire Code Requirements

1. The fire alarm system shall be maintained to NFPA 72 Standards.
2. All exit signs, lights and means of egress lighting shall be done in accordance with Chapter 10, sections and subsections 1023. and 1024. of the City's Building Code. (The BOCA National Building Code/1993)

Should you have any questions regarding these requirements, please do not hesitate to contact this office.

Sincerely,



P. Samuel Hoffses
Chief, Code Enforcement Division

cc: J. Seymour, DRC
K. Talbot, Plan Div
Lt. McDougall, PFD
M. Schmuckal, Asst Ch, Code Enf Div



**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM**

I. D. Number _____

EPX

Applicant 104 Exchange St Portland, ME 04104

16 November 1995

Application Date

Applicant's Mailing Address P.O. Box 3878

Project Name/Description

Consultant/Agent Robert E. Willis - 775-2216

2273 & 2301 Congress St
Address of Proposed Site

Applicant or Agent Daytime Telephone, Fax _____

Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply): New Building Building Addition Change of Use Residential
 Office Retail Manufacturing Warehouse/Distribution Other (specify) _____

Proposed Building Square Feet or # of Units _____

Acreage of Site _____

I-1
Zoning

Check Review Required:

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Site Plan (major/minor) | <input type="checkbox"/> Subdivision # of lots _____ | <input type="checkbox"/> PAD Review | <input type="checkbox"/> 14-403 Streets Review |
| <input type="checkbox"/> Flood Hazard | <input type="checkbox"/> Shoreland | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input type="checkbox"/> Zoning Conditional Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Single-Family Minor | <input type="checkbox"/> Other _____ |

Fees paid: site plan 300.00 subdivision _____

Approval Status:

Reviewer Marge Schmuckal

- Approved **Approved w/Conditions** listed below Denied

- If ownership of either property changes creating two separate owners for the two lots, this walkway, or portions of it shall be removed so that required setbacks can be met.
- _____
- _____
- _____

Approval Date 12/13/95

Approval Expiration _____ date

Extension to _____ date

Additional Sheets Attached

Condition Compliance _____ signature _____ date _____

Performance Guarantee

Required* Not Required

* No building permit may be issued until a performance guarantee has been submitted as indicated below

- | | | | |
|---|----------------------------|-------------------------------|-----------------------------|
| <input type="checkbox"/> Performance Guarantee Accepted | _____ date _____ | _____ amount _____ | _____ expiration date _____ |
| <input type="checkbox"/> Inspection Fee Paid | _____ date _____ | _____ amount _____ | |
| Performance Guarantee Reduced | _____ date _____ | _____ remaining balance _____ | _____ signature _____ |
| Performance Guarantee Released | _____ date _____ | _____ signature _____ | |
| Defect Guarantee Submitted | _____ submitted date _____ | _____ amount _____ | _____ expiration date _____ |
| Defect Guarantee Released | _____ date _____ | _____ signature _____ | |

Address: 2273 & 2301 Congress St

(EPX)



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EPX

16 November 1995

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Acreeage of Site _____

Zoning _____

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- | | | | |
|--|---|--|--|
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Fees paid: site plan 300.00 subdivision _____

Approval Status:

- Approved Approved w/Conditions listed below Denied

Reviewer *[Signature]*

1. _____
2. _____
3. _____
4. _____

Approval Date 11/16/95 Approval Expiration _____ date Extension to _____ date Additional Sheets Attached

Condition Compliance _____ signature _____ date _____

Performance Guarantee Required* Not Required

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- | | | | |
|---|----------------------|-------------------------|-----------------------|
| <input type="checkbox"/> Performance Guarantee Accepted | _____ date | _____ amount | _____ expiration date |
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Address: 2273 & 2301 Congress St



**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM**

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EPX

16 November 1995

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Consultant/Agent Robert E. Willis - 775-2216

2273 & 2301 Congress St
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Proposed Building Square Feet or # of Units _____

Acreage of Site _____

Zoning _____

Check Review Required:

- | | | | |
|---|--|--|--|
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Fees paid: site plan 300.00 subdivision _____

Approval Status:

Reviewer James Seymour

- Approved Approved w/Conditions listed below Denied

- All work performed within the City's Right of Way, to eliminate a curb cut and driveway apron must be in accordance with Public Work technical standards.
- Prior to construction activities within the Right of Way the applicant must notify Public Works and obtain the necessary Street Opening Permits.
- Two (2) City approved trees shall be planted along the frontage where the driveway

Approval Date 12/5/95 Approval Expiration 12/96 Extension to _____ date date Additional Sheets Attached existed.

Condition Compliance James Seymour signature 12/7/95 date

Performance Guarantee

- Required* Not Required

* No building permit may be issued until a performance guarantee has been submitted as indicated below

| | | | |
|---|----------------|-------------------|-----------------|
| <input type="checkbox"/> Performance Guarantee Accepted | _____ | _____ | _____ |
| | date | amount | expiration date |
| <input type="checkbox"/> Inspection Fee Paid | _____ | _____ | |
| | date | amount | |
| Performance Guarantee Reduced | _____ | _____ | _____ |
| | date | remaining balance | signature |
| Performance Guarantee Released | _____ | _____ | |
| | date | signature | |
| Defect Guarantee Submitted | _____ | _____ | _____ |
| | submitted date | amount | expiration date |
| Defect Guarantee Released | _____ | _____ | |
| | date | signature | |

Address: 2273 & 2301 Congress St (EPX)



**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM**

I. D. Number _____

Address: _____

Applicant EPX 104 Exchange St Portland, ME 04104

16 November 1995

Application Date

Applicant's Mailing Address P.O. Box 3878

Project Name/Description

Consultant/Agent Robert E. Willis - 775-2216

2273 & 2301 Congress St
Address of Proposed Site

Applicant or Agent Daytime Telephone, Fax _____

Assessor's Reference: Chart-Block-Lot _____

Proposed Development (check all that apply):
 New Building Building Addition Change of Use Residential
 Office Retail Manufacturing Warehouse/Distribution Other (specify) _____

Proposed Building Square Feet or # of Units _____ Acreage of Site _____ Zoning _____

Check Review Required:

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Site Plan (major/minor) | <input type="checkbox"/> Subdivision # of lots _____ | <input type="checkbox"/> PAD Review | <input type="checkbox"/> 14-403 Streets Review |
| <input type="checkbox"/> Flood Hazard | <input type="checkbox"/> Shoreland | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input type="checkbox"/> Zoning Conditional Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Single-Family Minor | <input type="checkbox"/> Other _____ |

Fees paid: site plan 300.00 subdivision _____

Approval Status:

Reviewer Kandice Jalbot

- Approved Approved w/Conditions listed below Denied

- See DRC sheet
- _____
- _____
- _____

Approval Date 12/7/95 Approval Expiration 12/7/96 Extension to _____ date _____ date

Additional Sheets Attached

Condition Compliance Kandice Jalbot 12/7/95 signature _____ date _____

Performance Guarantee

- Required* Not Required

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- | | | | |
|---|----------------|-------------------|-----------------|
| <input type="checkbox"/> Performance Guarantee Accepted | _____ | _____ | _____ |
| | date | amount | expiration date |
| <input type="checkbox"/> Inspection Fee Paid | _____ | _____ | |
| | date | amount | |
| Performance Guarantee Reduced | _____ | _____ | _____ |
| | date | remaining balance | signature |
| Performance Guarantee Released | _____ | _____ | |
| | date | signature | |
| Defect Guarantee Submitted | _____ | _____ | _____ |
| | submitted date | amount | expiration date |
| Defect Guarantee Released | _____ | _____ | |
| | date | signature | |



CITY OF PORTLAND

December 8, 1995

Robert E. Willis
President/CEO
EPX
104 Exchange Street
P.O. Box 3878
Portland, ME 04101

RE: 2273 & 2301 Congress Street

On December 7, 1995, the Portland Planning Authority granted minor site plan approval for an enclosed walkway to connect two buildings at 2273 & 2301 Congress Street with the following conditions:

1. All work performed within the city's right-of-way, to eliminate a curb cut and driveway entrance must be in accordance with Public Works technical standards.
2. Prior to construction and activities within the right-of-way, the applicant must notify Public Works and obtain the necessary street opening permits.
3. Two (2) city approved trees shall be planted along the frontage where the driveway existed.

The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

Please note the following provisions and requirements for all site plan approvals:

1. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. A one year extension may be granted by this department if requested by the applicant in writing prior to the expiration date of the site plan.

2. Prior to construction, a preconstruction meeting shall be held at the project site with the contractor, development review coordinator, Public Work's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the preconstruction meeting.
3. If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, a street opening permit(s) is required for your site. Please contact Carol Poliskey at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)

If there are any questions, please contact the planning staff.

Sincerely,



Joseph E. Gray, Jr.
Director of Planning and Urban Development

cc: Alexander Jaegerman, Chief Planner
Kandice Talbot, Planning Technician
P. Samuel Hoffses, Chief Building Inspector
Marge Schmuckal, Zoning Administrator
George Flaherty, Director of Environmental/Intergovernmental Services
William Bray, Deputy Director/City Traffic Engineer
Jeff Tarling, City Arborist
Lt. Gaylen McDougall, Fire Prevention
Natalie Burns, Associate Corporation Counsel
Mary Gresik, Building Permit Secretary
James Seymour, Acting Development Review Coordinator
Kathleen Brown, Assistant Director of Economic Development
Approval Letter File



Corporate Office

104 Exchange Street
Portland, ME 04101

P.O. Box 3878
Portland, ME 04104

Phone: 207 775-2216
Fax: 207 775-4728

To Whom it May Concern:

EPX (formerly Maine Printing & Business Forms Co.) intends to use the proposed walkway to connect two buildings. The purpose of this connection is the need for additional office and manufacturing space. This connection will allow us to move existing office and computer personnel to the 2273 Congress St. building, freeing up manufacturing space at the 2301 Congress Street Building, allowing personnel to walk through an enclosed walkway.

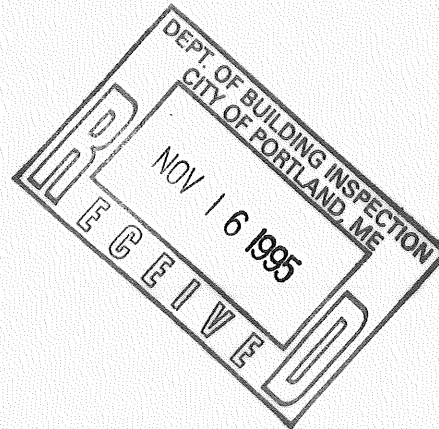
The owners of these facilities are Willis Realty Associates (Robert and Mark Willis) and Robert E. Willis. Enclosed is the Consent of Landlords to approve this connection. The address of the landlords are:

P.O. Box 3878
Portland, ME 04104

The estimated costs for the project are around \$30,000. This project will be financed internally through existing cash flow.

Sincerely,

Robert E. Willis
President/CEO



CONSENT OF LANDLORDS

ROBERT E. WILLIS and WILLIS REALTY ASSOCIATES, as owners of property located at 2273 Congress Street and 2293 Congress Street, both in the City of Portland, County of Cumberland and State of Maine, both of which are leased under separate leases to EPX, a Maine corporation, DO HEREBY CONSENT to the construction by EPX of an enclosed walkway to be wholly or partially elevated above the surface of the ground, connecting the two buildings on their respective properties. Each of said Robert E. Willis and Willis Realty Associates hereby agrees, upon the termination of tenancy of EPX in either of said buildings, and upon the request of the other party, that it will at its own expense close off the end of said walkway at the point where it connects into such owner's building, to prevent unauthorized access into the other owner's building. Said land owners further agree that such walkway shall be built in the manner, style, location and with such construction as shall seem most appropriate to EPX.

IN WITNESS WHEREOF, said ROBERT E. WILLIS and WILLIS REALTY ASSOCIATES have caused this Consent to be signed on this 3rd day of November, 1995.

WITNESS:

Kevin B. Merrill

Kevin J. Merrill

Kevin A. Merrill


Robert E. Willis

WILLIS REALTY ASSOCIATES, a
Maine partnership
By: 
Robert E. Willis
Its General Partner

By: 
Mark A. Willis
Its General Partner