



OAK POINT ASSOCIATES

architecture engineering planning

LETTER OF TRANSMITTAL

To: Anita LaChance, Deputy City Manager
City of Portland
389 Congress Street
Portland, ME 04101

CITY OF PORTLAND, MAINE

APR 18 2017

City Managers Office

Date: April 15, 2017

Subject: Hall Elementary School
Portland Public School
Portland, Maine

We are sending you (___ enclosed / ___ under separate cover via ___) the following items:

- ___ Shop Drawings ___ X Prints ___ X Plans ___ Samples
___ Specifications ___ Copy of Letter ___ Change Order ___ Other

Table with 2 columns: No. of Copies, Description. Row 1: 1, Thumb Drive Containing Electronic Plans and Specifications. Row 2: 1, Building Permit Application.

These are transmitted as checked below:

- ___ for review and comment
___ for your use
___ as requested
X ___ for your signature

REMARKS:

Please sign the enclosed application in all places
flagged and forward to Planning along with the
thumb drive.

Thank you.

/s/ Tyler Barter
Signature

[If enclosures are not as noted, please notify us at once. Thank you.]