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*Penny St. Louis Littell - Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

December 17, 2009

Frank Gatto
Bay City Motors, LLC
324A Warren Avenue
Portland, ME 04103

Re: 324A (320) Warren Avenue – 303 J001 – B-4 – proposed signage – Permit #09-1251

Dear Mr. Gatto,

You applied for a permit (#09-1251) on November 4, 2009, to change the name on an existing awning and replace a panel in the free standing sign at 324 Warren Avenue. After reviewing the application, I spoke to you on November 12, 2009 and told you that I needed more information to review the permit.

There is no permit in the system for the four foot by sixteen foot awning where you want to put your name. Since this awning was never permitted, it needs to be permitted now as part of the sign application. You need to supply information about the material of the awning and a certificate of flammability if it is made of fabric. You also need to show how it is attached to the building.

There also is no permit for the existing freestanding sign. There is a permit in our files from 1992 (#923372) to install an eight foot by four foot sign on a pole for auto sales. I don't have the exact measurements of the freestanding sign, but you give the dimension for the panel as 82" wide and 14" tall. With five panels and the "Ai Auto Image" as about 28' tall, the size of the sign is approximately 82" (6.83') by 98" (8.17') which is larger than what was permitted. The whole freestanding sign has to be permitted as part of the application.

You also need to submit a plot plan of the property that shows the shape of the lot, the location of all structures and the location of any parking areas or driveways. You need to indicate on the plot plan where the freestanding sign is located and how far it is from the property lines. You need to indicate where the awning is located on the building. You also need to show any other signs that exist on the property and what their dimensions are.

Your permit is on hold until I receive all the required information. Please feel free to call me at 874-8709 if you have any questions.

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709

Cc. file