

05/20/07 Close-out  
2 km  
VRF

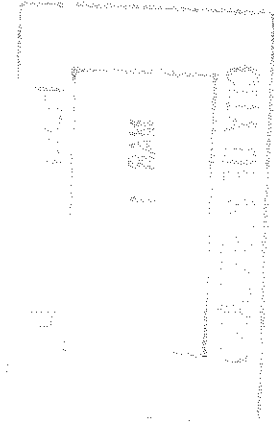
6/20/07 - checked setbacks + post holes for footings - Both OK - OK to continue.

7/27/07 - Final Insp.  
in Office area. O.K.  
Ramp + deck framing  
OK.

Jan M

OK:  
\* CK - New tally cds  
in Basement when  
Obey final on deck  
+ Ramp/Railings/Guards

8/2/07 Railings and  
Guards not  
complete.  
\* Junk Cabs  
OK





# General Building 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.

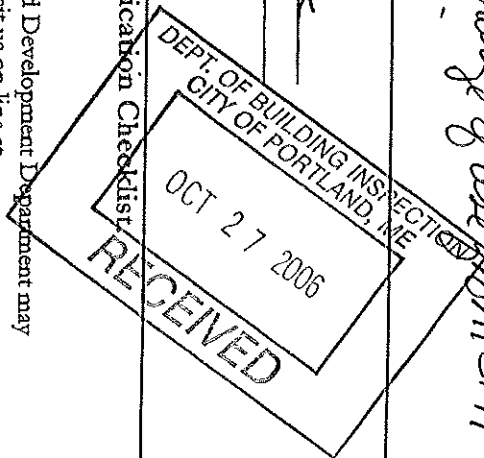
Location/Address of Construction: <u>577 Washington Ave</u>	
Total Square Footage of Proposed Structure <u>999</u>	Square Footage of Lot
Tax Assessor's Chart, Block & Lot Chart# <u>428</u> Block# <u>B</u> Lot# <u>R</u>	Owner: <u>Portland Housing Developers Assoc.</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Portland Housing Developers</u> <u>14 Baxter Blvd</u> <u>Portland ME 04101</u>
Current Specific use: <u>Office</u>	Cost Of Work: \$ <u>45,000</u>
If vacant, what was the previous use? <u>Office 53002</u>	Fee: \$ <u>470.00</u>
Proposed Specific use: <u>Office 53002</u>	Cost of Fee: \$ _____
Project description: <u>Office renovation, to provide handicapped accessibility to the first floor, also handrails between E. Change of Use from SFH to office space to Washington Gardens.</u>	
Contractor's name, address & telephone: <u>Who should we contact when the permit is ready: Mark Drummel</u> Mailing address: <u>Portland Housing</u> Phone: <u>201-8985</u> <u>117 Anderson St</u> <u>Portland ME 04101</u>	

Please submit all of the information outlined in the Commercial Application Checklist. Failure to do so will 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](http://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: Mark Drummel Date: 10/26/06



This is not a permit; you may not commence ANY work until the permit is issued.

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

# CITY OF PORTLAND

Please Read Application And Notes, if Any, Attached

This is to certify that PORTLAND HOUSING DEVELOPMENT CORP / Portland Housing has permission to Change of use from SFH to commercial use AT 577 WASHINGTON AVE

PERMITS DIVISION  
428 B018001

PERMIT ISSUED  
Permit Number: 061575  
MAR 14 2007  
CITY OF PORTLAND

provided that the person or persons, firm or contractor accepting this permit shall comply with all of the provisions of the Statutes of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

### OTHER REQUIRED APPROVALS

Fire Dept. \_\_\_\_\_  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name \_\_\_\_\_

Notification of inspection and work to be done shall be provided or posted in the project area. A permit shall not be issued until the required notices are posted.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

PENALTY FOR REMOVING THIS CARD

*Danni Bowke 3/14/07*  
Director - Building & Inspection Services

*Scanned*

**City of Portland, Maine - Building or Use Permit**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No:	Date Applied For:	CBL:
06-1575	10/27/2006	428 B018001

Location of Construction:	Owner Name:	Owner Address:	Phone:
577 WASHINGTON AVE	PORTLAND HOUSING DEVELO	14 BAXTER BLVD	
Business Name:	Contractor Name:	Contractor Address:	Phone
	Portland Housing Development/ Ma	117 Anderson Street Portland	(207) 221-8985
Lessee/Buyer's Name	Phone:	Permit Type:	
		Change of Use - Commercial	

**Proposed Use:**  
Portland Housing Office- Change of use from SFH to accessory office associated w/ office associated w/ Washington Gardens & Office renovations to provide handicap accessibility to first floor

**Proposed Project Description:**  
Change of use from SFH to accessory office associated w/ Washington Gardens & Office renovations to provide handicap accessibility

**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Ann Machado      **Approval Date:** 02/23/2007

**Note:** Marge signed off on side setback on a side street setback encroachment on 10/10/06 under section 14-433.      **Ok to Issue:**

1) The offices proposed for 577 Washington Avenue are considered an accessory use to the principal housing project. The house at 577 Washington Avenue will revert back to a single family dwelling or other R-5 permitted use at such time that the Portland Housing Authority or the the Portland Housing Development Corporation or other affiliate of the Portland Housing Authority sell or lease the property to another entity.

2) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Jeanne Bourke      **Approval Date:** 03/14/2007

**Note:**      **Ok to Issue:**

1) Separate permits are required for any electrical, plumbing, or HVAC systems. Separate plans may need to be submitted for approval as a part of this process.

**Dept:** Fire      **Status:** Approved      **Reviewer:** Cptn Greg Cass      **Approval Date:** 03/01/2007

**Note:**      **Ok to Issue:**

**Comments:**

11/2/2006-amachado: Left message for Mark Dromgoole at Portland Housing Development. The last legal use we have for this property is a single family home. It is located in the R5 district. If the building is being used as offices for Washington Garden Apartments, then this is not a legal use and it is not allowed in the R5 zone.

11/3/2006-amachado: Spoke to Mark Dromgoole. Told him that he needs to do a site plan amendment to Washington Gardens to add the two properties. Then the building used as offices could be considered an accessory use. He also needs to file a change of use application.

2/23/2007-amachado: Site plan ammendment to Washington Gardens has been tentatively approved (2/22/07). This permit was changed to include the change of use application.

2/23/2007-amachado: Applicant owes for certificate of occupancy.

## BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 to schedule your  
inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

A Pre-construction Meeting will take place upon receipt of your building permit.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Footing/Building Location Inspection: | Prior to pouring concrete  |
| <input checked="" type="checkbox"/> Re-Bar Schedule Inspection:           | Prior to pouring concrete  |
| <input checked="" type="checkbox"/> Foundation Inspection:                | Prior to placing ANY backfill  |
| <input checked="" type="checkbox"/> Framing/Rough Plumbing/Electrical:    | Prior to any insulating or drywalling  |
| <input checked="" type="checkbox"/> Final/Certificate of Occupancy:       | Prior to any occupancy of the structure or use. NOTE: There is a \$75.00 fee per inspection at this point. |

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects **DO** require a final inspection

If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

**CERTIFICATE OF OCCUPANCIES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED**

Signature of Applicant/Designer  
Verona Lopez Tr. Alderice

Date

3-15-07

Signature of Inspections Official

Date

CBL: 408 B 018 Building Permit #: 06-1575

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**MEMORANDUM**

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To: FILE

From: Marge Schmuckal

Dept: Zoning

Subject: Application ID: 2007-0016

Date: 2/20/2007

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The offices proposed for 577 Washington Avenue are considered an accessory use to the principal housing project. The house at 577 Washington Avenue will revert back to a single family dwelling or other R-5 permitted use at such time that the Portland Housing Authority or the Portland Housing Development Corporation or other affiliate of the Portland Housing Authority sell or lease the property to another entity.

Separate permits for the change of use through Inspection Services shall be required after site plan approval.

Marge Schmuckal

gta2 architects

44 oak street

Portland, me 04101

207.771.5461

gta2

gta2

October 13, 2006

Captain Greg Cass  
Portland Fire Department  
Portland, Maine

re: 577 Washington Avenue Change of Use for Portland Housing Development Corporation

Captain Cass:

My name is Stephen M. Thomas, I'm an architect located in Portland. I spoke with you 10.12.06 concerning the Change of Use Application for a single family dwelling to be converted into offices for residential services for Washington Gardens Apartments. This letter is intended to supplement the LIFE SAFETY PLAN, LS.1.

**Project Architect:**

Stephen M. Thomas

Gta2 architects

44 Oak Street

Portland, Maine 04101

207.771.5461

**Proposed use of Structure:**

Business

**Square Footage:**

999 square feet (gross interior) —

**Existing and Proposed Fire Protection of Structure:**

Existing-5a unprotected; proposed 5a unprotected

Plan indicating smoke detectors is attached as LS.1

**A separate Life Safety Plan, plan, LS.1 is attached**

**Item a.** The project consists of an existing structure, utilizing the original floor plan configuration. It appears the walls are in most cases 2X4 studs with lath and plaster, with some walls having been given an additional layer of gypsum board.

**Items b,c,d,e** are shown on drawing LS.1

It is my understanding that Item 'e' is for larger, more complex projects than this, and is not included on LS.1

If you need any additional information, please do not hesitate to call.

Sincerely,

Stephen M. Thomas



## Commercial Interior & Change of Use 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.

### One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal

- Cross sections w/ framing details
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Complete electrical and plumbing layout
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review *NO*
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEBC 2003 *NO*
- Proof of ownership is required if it is inconsistent with the assessors records.
- Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- The shape and dimension of the lot, footprint of the proposed structure and the distance from the actual property lines.
- Location and dimensions of parking areas and driveways, street spaces and building frontage

*This has been reviewed.*

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)



**Fire Department requirements.**

The following shall be submitted on a separate sheet:

- Name, address and phone number of the project architect.
- Proposed use of structure (NFPA and IBC classification)
- Square footage of proposed structure (NFPA and IBC classification)
- Existing and proposed fire protection of structure.
- Separate plans shall be submitted for
  - a) Suppression system
  - b) Detection System (separate permit is required)
- A separate Life Safety Plan must include:
  - a) Fire resistance ratings of all means of egress
  - b) Travel distance from most remote point to exit discharge
  - c) Location of any required fire extinguishers
  - d) Location of emergency lighting
  - e) Location of exit signs
  - f) NFPA 101 code summary

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

**Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.**

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](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

**This is not a Permit; you may not commence any work until the Permit is issued.**

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

**Current Owner Information**

Card Number	1 of 1
Parcel ID	428 B018001
Location	577 WASHINGTON AVE
Land Use	GOVERNMENTAL
Owner Address	PORTLAND HOUSING DEVELOPMENT CORP 14 BAXTER BLVD PORTLAND ME 04101

Book/Page	20474/21
Legal	428-B-18 WASHINGTON AVE 575-577 CHURCHILL 2-8 4700 SF

*Lot 4, 9599*

**Current Assessed Valuation**

Land	\$65,300	Building	\$72,400	Total	\$137,700
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**Property Information**

Year Built	1930	Style	Bungalow	Story Height	1	Sq. Ft.	984	Total Acres	0.108
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Bedrooms	3	Full Baths	1	Half Baths		Total Rooms	6	Attic	Unfin	Basement	Full
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**Outbuildings**

Type	Quantity	Year Built	Size	Grade	Condition
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**Sales Information**

Date	10/01/2003	Type	LAND + BIDDING	Price	\$125,000	Book/Page	20474-021
------	------------	------	----------------	-------	-----------	-----------	-----------

**Picture and Sketch**

[Picture](#)

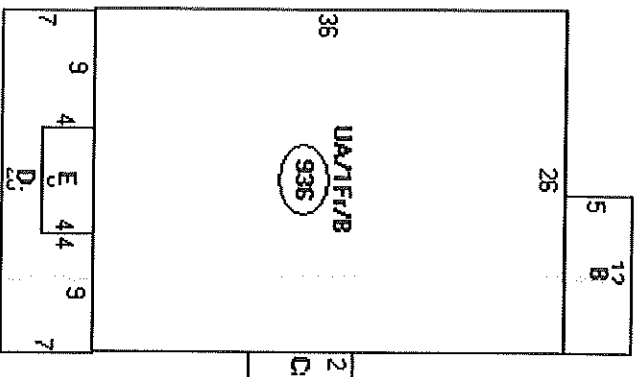
[Sketch](#)

[Tax Map](#)

[Click here to view Tax Roll Information.](#)

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or e-mailed.

**New Search!**

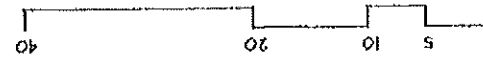


Descriptor/Area

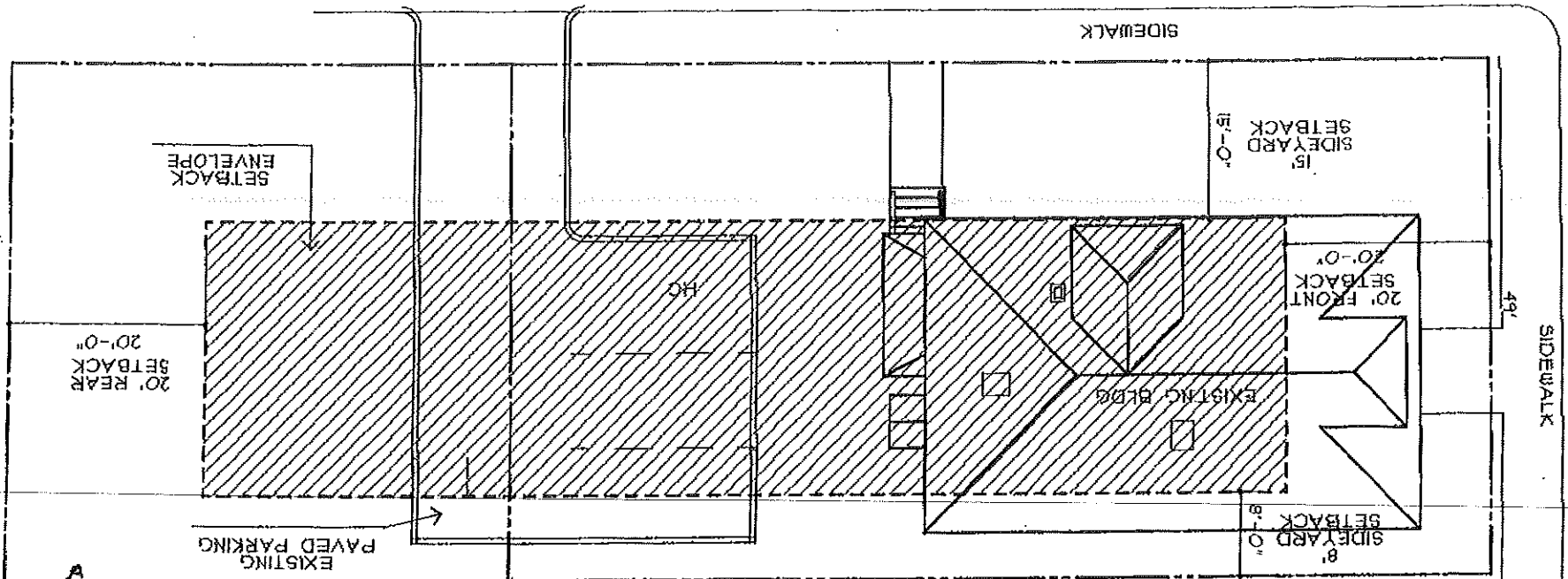
- A: UA/1F/8  
936 sqft
- B: EP  
60 sqft
- C: FBAY/8  
16 sqft
- D: OFP  
150 sqft
- E: FBAY/8  
32 sqft

WASHINGTON AVENUE

577 WASHINGTON AVENUE  
PHA PROJECT OFFICES  
EXISTING CONDITIONS



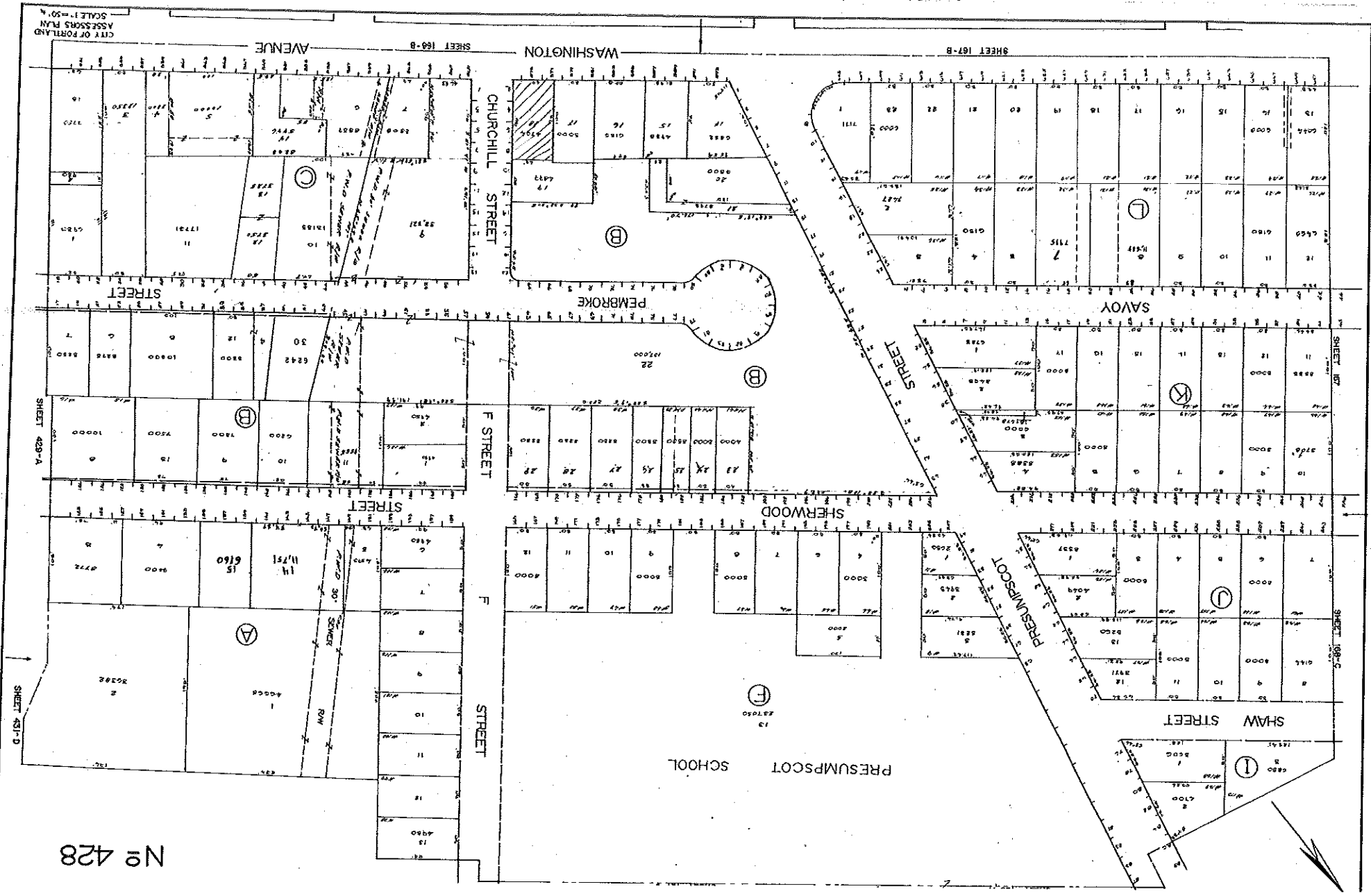
CHURCHILL STREET



ATTN: MARGE  
RE: 577 WASHINGTON AVE  
SETBACK OPTIONS

(3) SHEETS INC. THIS  
HI, MARGE, THESE ARE THE (2) OPTIONS  
I HAVE - A REDUCED SETBACK REDUCTION  
AS WE DISCUSSED - TAKE THEM HOME  
AS WE DISCUSSED - THIS WOULD BE

FROM: STEPHEN THOMAS  
771.5461  
STAZ AREA.  
I THINK THIS  
BELONGS TO THE  
STATE PHA





This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

**Current Owner Information**

<b>Card Number</b>	1 of 1
<b>Parcel ID</b>	428 B018001
<b>Location</b>	577 WASHINGTON AVE
<b>Land Use</b>	GOVERNMENTAL
<b>Owner Address</b>	PORTLAND HOUSING DEVELOPMENT CORP 14 BAYTER BLVD PORTLAND ME 04101

<b>Book/Page</b>	20474/21
<b>Legal</b>	428-B-18 WASHINGTON AVE 575-577 CHURCHILL 2-8 4700 SF

**Current Assessed Valuation**

<b>Land</b>	\$65,300	<b>Building</b>	\$72,400	<b>Total</b>	\$137,700
-------------	----------	-----------------	----------	--------------	-----------

**Property Information**

<b>Year Built</b>	1930	<b>Style</b>	Bungalow	<b>Story Height</b>	1	<b>Sq. Ft.</b>	984	<b>Total Acres</b>	0.108
<b>Bedrooms</b>	3	<b>Full Baths</b>	1	<b>Half Baths</b>		<b>Total Rooms</b>	6	<b>Attic</b>	Unfin
								<b>Basement</b>	Full

Outbuildings	Type	Quantity	Year Built	Size	Grade	Condition
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**Sales Information**

<b>Date</b>	10/01/2003	<b>Type</b>	LAND + BLDING	<b>Price</b>	\$125,000	<b>Book/Page</b>	20474-021
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**Picture and Sketch**

[Picture](#)

[Sketch](#)

[Tax Map](#)

Click here to view Tax Roll Information.  
Any information concerning tax payments should be directed to the Treasury office at 874-8490 or e-mailed.

**New Search**

**From:** Barbara Barhydt  
**To:** Ann Machado; Marge Schmuckal  
**Date:** 11/6/2006 11:03:47 AM  
**Subject:** Re: Washington Ave Office

Hi Mark:

Please give me a call and we can set up a time to meet. It appears your best bet is to amend the subdivision/ site plan to include this property. I believe Marge considers the office becomes an accessory use. Talk with you soon.

Barbara

Barbara Barhydt  
Acting Development Review Manager  
Planning Division  
389 Congress Street 4th Floor  
Portland, ME 04101

(207) 874-8699  
Fax: 756-8256  
bab@portlandmaine.gov

>>> Marge Schmuckal 11/6/2006 9:14:28 AM >>>  
I wouldn't consider it a government office.  
Marge

>>> Barbara Barhydt 11/3/2006 3:26:38 PM >>>  
Hi:

Mark just called and we talked about the amended subdivision/site plan for Washington Heights that would include the lot with the office. He asked if their office could be considered a municipal use, since they are quasi governmental and the City Council appoints their board of directors.

Let us know what you think.

Thanks.

Barbara

**CC:** Mark Adelson



**From:** Barbara Barhydt  
**To:** Mark Adelson  
**Date:** 2/22/2007 10:09:29 AM  
**Subject:** Washington Gardens

Hi Mark:

I drafted an approval letter for Alex's signature for the Washington Gardens amended plan (he is back on Tuesday). I am attaching a draft of the letter, which includes conditions from Marge and Jeff Tarling recommends two street trees. I have also signed off in Urban Insight, so I believe you are all set to move forward on your building permit.

Thanks and sorry for the delay.

Barbara

**CC:** Bourke, Jeanie; Dorr, Jennifer; Machado, Ann; Schmuckal, Marge

February 22, 2007

Mark Adelson, Deputy Director  
Portland Housing Authority  
14 Baxter Boulevard  
Portland, Maine, 04101

Steve Thomas  
GTA2 Architects  
44 Oak Street  
Portland, Maine 04101

RE: Washington Gardens - Accessory Office Use  
CBL: 482-B022 and 428-C009

Dear Mark and Steve:

On February 22, 2007, the Portland Planning Authority approved the amended site plan to include the building at 577 Washington Avenue, which will be used as an accessory office for Washington Gardens as shown on the approved plan with the following conditions:

1. Plant two street trees with a minimum caliper of two inches between the existing building and the entrance drive;
2. The offices proposed for 577 Washington Avenue are considered an accessory use to the principal housing project. The house at 577 Washington Avenue will revert back to a single family dwelling or other R-5 permitted use at such time that the Portland Housing Authority, the Portland Housing Development Corporation or other affiliate of the Portland Housing Authority sells or leases the property to another entity; and
3. Separate permits for the change of use through the Inspection Services Division shall be required after site plan approval.

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. Requests to extend approvals must be received before the expiration date.

The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as all site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact Barbara Barhydt, Development Review Services Manager at 874- 8699.

Sincerely,

Alexander Jaegerman  
Planning Division Director

cc: Lee D. Urban, Planning and Development Department Director  
Alexander Jaegerman, Planning Division Director  
Barbara Barhydt, Development Review Services Manager  
Development Review Coordinator  
Marge Schmuckel, Zoning Administrator  
Jeanie Bourke, Inspections Division  
Michael Bobinsky, Public Works Director  
Kathi Earley, Public Works  
Bill Clark, Public works  
Jim Carmody, Transportation Manager  
Michael Farmer, Public Works  
Jessica Hanscom, Public Works  
Jeff Tarling, City Arborist  
Penny Littell, Associate Corporation Counsel  
Captain Greg Cass, Fire Prevention  
Assessor's Office  
Approval Letter File

gta2 architects

44 Oak Street  
Portland, ME 04101  
207.771.5461



October 13, 2006

To whom it may concern:

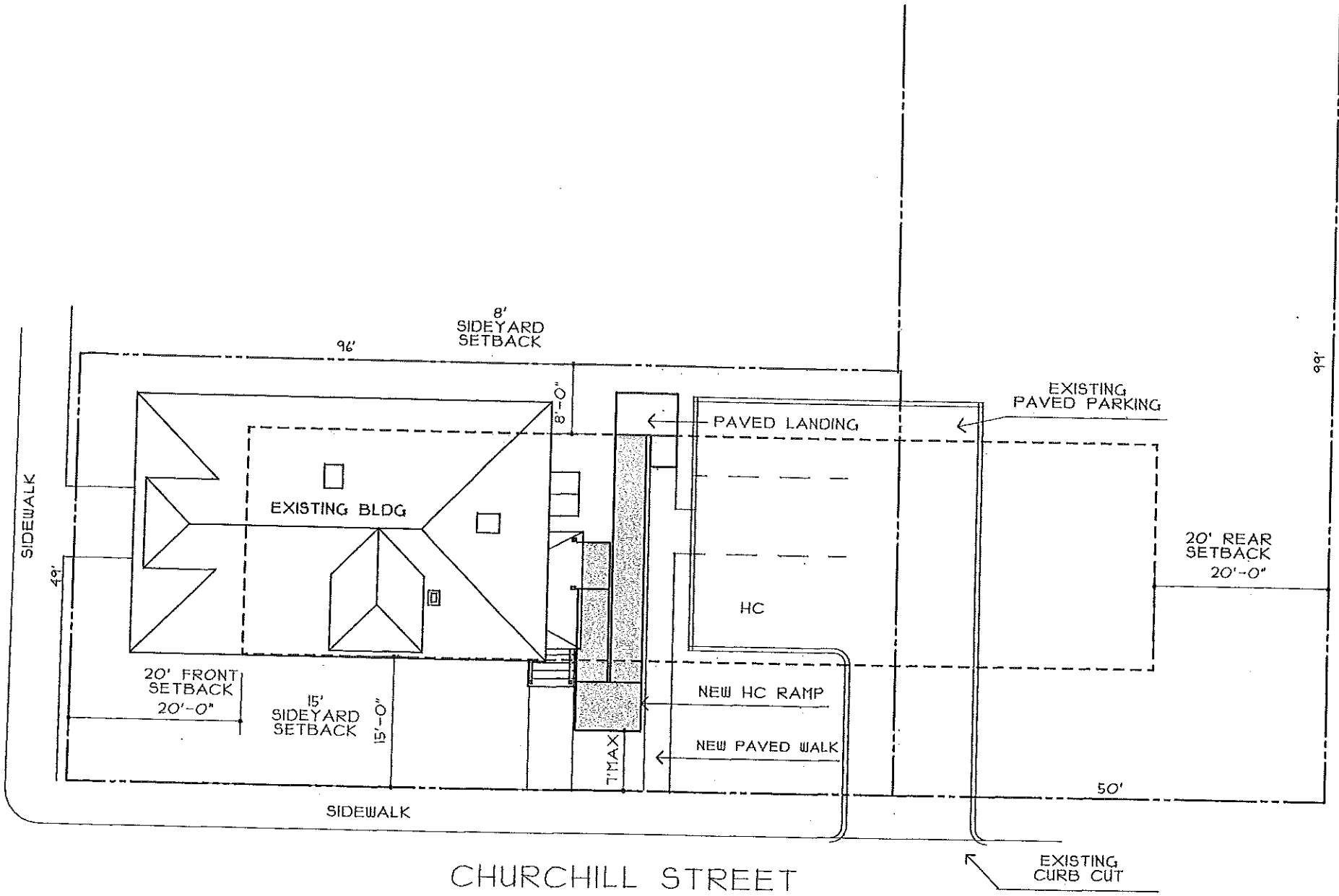
On behalf of the Portland Housing Development Corporation, I am requesting an exemption from site plan review for the construction of an accessible ramp at 577 Washington Avenue.

Our request is based on the belief that the proposed construction meets all of the provisions in standards a-h of sec. 14-523.

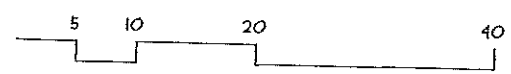
Sincerely,

Stephen M. Thomas  
gta2 architects  
44 Oak Street  
Portland, Maine 04101  
207.771.5461

WASHINGTON AVENUE



CHURCHILL STREET



577 WASHINGTON AVENUE  
 PHDC RESIDENTIAL SERVICES  
 ACCESSIBILITY MODIFICATIONS

TOTAL LOT SIZE  
 9,671 SF  
 EXISTING BUILDING SQUARE FOOTAGE  
 1,341 SF LCR 13.9%  
 NEW RAMP FOOTPRINT  
 207 SF LCR 16%



# APPLICATION FOR EXEMPTION FROM SITE PLAN REVIEW

2006-0208

PORTLAND HOUSING DEVELOPMENT CORP.  
Applicant

14 BAXTER BOULEVARD / 04101

STEPHEN MATTHIAS  
STAZ ARCHITECTS / 107.771.5641  
Applicant's Mailing Address  
Consultant/Agent/Phone Number

10-13-06

Application Date

ACCESSIBLE RAMP TO  
RESIDENTIAL SERVICES BLDG  
Project Name/Description

577 WASHINGTON AVE  
Address of Proposed Site

428-B-018  
CBL:

Description of Proposed Development:

CONSTRUCTION OF EXTERIOR ADA COMPLIANT RAMP FROM  
GRADE TO BUILDING ENTRANCE

Please Attach Sketch/Plan of Proposal/Development

Criteria for Exemptions:

See Section 14-523 (4) on back side of form

- a) Within Existing Structures; No New Buildings, Demolitions or Additions
- b) Footprint Increase Less Than 500 Sq. Ft.
- c) No New Curb Cuts, Driveways, Parking Areas
- d) Curbs and Sidewalks in Sound Condition/Comply with ADA
- e) No Additional Parking/ No Traffic Increase
- f) No Stormwater Problems
- g) Sufficient Property Screening
- h) Adequate Utilities

Applicant's Assessment (Yes, No, N/A)	Planning Office Use Only
NO, BUT LESS THAN 500#	✓
YES	✓
NO	✓
YES	✓
NO	✓
NO	✓
YES	✓
YES	✓

Planning Division Use Only

Exemption Granted  Partial Exemption \_\_\_\_\_ Exemption Denied \_\_\_\_\_

Planner's Signature

Date 10/20/06